



## **CANCHAMHK MENTORSHIP PROGRAM GUIDELINES**

### **1) MISSION**

The CanChamHK Mentorship Program (the Program) aims to help Mentors and Mentees of all ages, in hopes of supporting the development of future leaders, building their business acumen, enhancing their professional network and learning from each other's experiences.

### **2) WHAT IS A MENTORSHIP PROGRAM?**

A structured Mentorship Program matches professionals from all industries and levels of experience for the specific purpose of building relationship, trust, experience exchange, support and guidance. This is accomplished by integrating a variety of program themes such as:

- Goal setting
  - What is my 5-year plan?
  - What should I do to achieve it?
  - Set SMART (Specific, Measurable, Attainable, Relevant, Time Bound) goals
- Career development
  - How can I progress in my professional development and advance in my career?
- Sharing opportunities and networking
  - What is the job market like?
  - What job opportunities exist?
- Sharing project work
  - What sorts of projects are young professionals working on?
  - What are your professional/career aspirations?
- Sharing interests
  - What would you like to know more about?

### **3) FORMAL ROLES WITHIN THE PROGRAM**

- **Mentors** will provide support and guidance to the Mentees with focus on the mission of the Program.
- **Mentees** will participate in meetings with focus on the mission of the Program and commit to developing communication and rapport with mentors throughout the Program period.
- **CanChamHK's Secretariat** will facilitate the entire Program function and oversee the overall vision; provide resources to assist the Program wherever it sees fit; and evaluate the progress and achievements of the Program. Mentors and Mentees are encouraged to meet or communicate independently.



#### 4) FAQ FOR PARTICIPANTS

*Q: How do I know if a mentoring relationship is right for me?*

**A: As a Mentee, you are interested in relationship-based one-on-one learning that enhances your self-development and professional development. Your intent is to utilize an objective resource that provides developmental coaching and guidance.**

*Q: What are the benefits of being a Mentor?*

**A: You will have the opportunity to contribute to the growth and development of young professionals and expand your own knowledge and learning in the process.**

*Q: What should a Mentor do?*

**A: A Mentor is expected to create a safe environment for a Mentee to set mutually acceptable goals for the relationship, and provide open and honest feedback in response to the Mentee's questions and progress towards their goals.**

*Q. What should a Mentee do?*

**A: A Mentee is expected to identify and drive their career objectives. They should come prepared to each session with a set of objectives and their progress toward those objectives.**

*Q: What are the expectations of the Program participants?*

**A: Mentors and Mentees commit to a mentoring partnership using mutually agreed-upon guidelines.**

*Q. What if I wish to pursue the relationship with my Mentor/Mentee after the program?*

**A: The Mentorship Program is set up to give the Mentor/Mentee the necessary tools in order to cultivate their mentorship relationship. Therefore, it is up to the participants to mutually decide if they wish to continue to nurture this relationship.**



## 5) FORMAT OF THE PROGRAMME

**Format:** A one-on-one program that pairs young professionals with experienced professionals for a minimum of 6 months.

### **Fee Payment:**

- **Mentors: NO** cost to participate
- **Mentees:** applicants should note that:
  - **For members:** HKD 500 fee is required at the time of application  
*\*All fees are non-refundable*

### **Selection Criteria for the Mentees and Mentors:**

- At the discretion of CanChamHK by successful application submission
- Have an active CanChamHK membership: Corporates, Entrepreneurs, Individuals, or Young Professionals. Please note that Affiliate Members are not eligible to apply
- Demonstrates willingness to participate and eagerness to learn

### **Matching Criteria:**

- At the discretion of and approved by the CanChamHK based on review of application form
- Industry relevance plays a part in the selection criteria, but not the main focus
- Personality assessment from past knowledge of participation in CanChamHK events

### **Program Time Frame:**

- 6 months with a monthly meeting
- Program Introduction/Briefing to be used as orientation meeting with all the participants
- All Mentor/Mentee meetings to be scheduled independently by pairs; more frequent meetings can take place based on their own preferences