



## A. Mentorship Programme

### Objectives

The Jockey Club School of Public Health and Primary Care (JCSPHPC) organizes the Mentorship Programme in order to enhance the career prospect of graduates of undergraduate programmes of JCSPHPC and nurture the local community of caring public health talents.

### Key roles

**Mentors** are volunteers who are alumni of undergraduate programmes of JCSPHPC or who have at least 5 years of work experience in public health related industries who offers guidance to mentees mainly in career development. Mentors with 5 years or more working experience will be **Senior Mentors** while those with less than 5 years working experience will be **Mentors**.

**Mentees** are full-time undergraduate students majoring in a programme offered by JCSPHPC, who are interested in building up networks for future development, obtaining advice on career planning and development and broadening their perspectives.

### Matching mechanism

The mentor: mentee ratio is 1 senior mentor: (1 mentor:) 2 to 3 mentees. Matching will be made according to mentees' career interests on a first-come-first-served basis.

### Activities

Activities	Time	Participants
Opening Mixer	Date & Time: 6:30pm – 7:30 pm, 25 Nov 2022 (Fri) Venue: G/F, School of Public Health, Prince of Wales Hospital, Shatin, N.T., Hong Kong	Mentors & Mentees
Self-arranged Meetings	Once 2 to 3 months (Nov 2022 – May 2023)	Mentors & Mentees
Annual Plan	Nov 2022	Mentees
Interim Evaluation	Jan 2023	Mentees
Bi-monthly Report (x3)	Jan, Mar and May 2023	Mentees
Evaluation	Jun 2023	Mentors & Mentees
Submission platform for the Annual Plan, Quarterly Report and Evaluation Form: <a href="https://cloud.itsc.cuhk.edu.hk/webform/view.php?id=13654986">https://cloud.itsc.cuhk.edu.hk/webform/view.php?id=13654986</a>		

## B. Mentee's Guidelines

### What to expect?

#### As a Mentee, you can expect...

1. that you will have opportunities to build networks that facilitate your future development.
2. your mentor(s) to give you advice on career planning and inspire you to explore the wider world.



#### **But you don't expect...**

1. your mentors to assume any responsibility for your academic or career success by e.g. completing your assignment or finding you an internship or employment position.
2. that you can rely on your mentor(s) to solve your problems.

#### ***Do's and Don'ts***

##### **Do's**

1. Be proactive. Take initiative to interact with your mentor(s)
2. Be respectful. Be punctual and prepared for each meeting to show your respect for the valuable time that your mentor(s) devote to you voluntarily.
3. Be honest. Let your mentor(s) know what concerns you so that they can give you appropriate advice.
4. Be open minded and have FUN!

##### **Don'ts**

1. Wait for your mentor(s) to initiate the interaction.
2. Request your mentor(s) to reply you by deadline. (Respect your mentor's schedule. It is reasonable to expect a reply within 3 days)
3. Violate privacy. (Information obtained in the course of the mentorship is regarded as confidential and should not be released to third parties or used for other purposes without the participant's explicit consent. Exceptional circumstances: life-threatening situations or foreseeable harm to identifiable persons etc.)

#### ***Tips to build successful relationship***

##### **To begin with...**

To build a solid foundation of a successful relationship, the first meeting with your mentor(s) will be very important. It may include:

1. Your self-introduction: What courses are you taking? What are your interests and hobbies? What are your expectations and dreams about your career?
2. Knowing your mentor(s): How long has/have he/she/they worked in this industry? What do(es) he/she/they enjoy most about his/her/their current position? Where did he/she/they go to school? What is/are his/her/their interests and hobbies?
3. Discuss your expectation on this mentorship and the extent to which your mentor(s) will offer personal/professional guidance. Work out the annual plan together. Some ideas for the annual plan is available at Appendix A.
4. Discuss your communication styles and agree on a style that is mutually convenient.

##### **Ideas for self-arranged activities**

1. Discussion/sharing/role play, e.g. personal stories, current issues of mutual interests, what qualities your mentor(s) look(s) for when he/she/they hire candidates, challenging situations in the workplace ...
2. Sports or cultural events, volunteering, seminars
3. Social events important to you, e.g. student society inauguration ceremony ...
4. Visits to workplace or partners of your mentor(s) if possible
5. Interaction using online platforms, e.g. WhatsApp, Signal, Telegram, Instagram ...

Please adhere to the health advice recommended by the Government when arranging face-to-face activities.

<https://www.coronavirus.gov.hk/eng/health-advice.html>



**Mentorship Programme 2022-23**

**The Jockey Club School of Public Health and Primary Care**

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## **C. Enquiry**

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### Annual Plan [Template]

Mentee:

Senior Mentor:

Mentor (optional):

Year:

<b>Mentee's goal(s) for this Mentorship Programme</b>  <i>Limit your goals to a manageable number!</i>	e.g. Self-understanding (know more about your own values and personality)	e.g. Job Market Understanding (know more about employer expectation and career prospect)	e.g. Career goal setting (selecting a career/ position that is suitable for you)	e.g. Career preparation (improving professional/ job seeking skills)
<b>Activities to help you meet the goal(s)</b>	e.g. Discussion on current issues and let your mentor(s) comment on your opinion and your style.	e.g. Discussion on how employers differentiate a star employee from an average employee.	e.g. Let your mentor(s) comment on the position(s) that you are interested in, with reasons provided.	e.g. Let your mentor(s) comment on your CV or personal statement.

### Time Frame

Nov 2022 – Jan 2023	Activity 1
Feb 2023 – Mar 2023	Activity 2
Apr 2023 – May 2023	Activity 3

*Try to arrange the activities with your mentor according to an agreed schedule.*