



Join the Chartered Secretary Mentorship Programme 2018! *Nurturing our young professionals*

HKICS invites members, graduates and registered students to join its 'Chartered Secretary Mentorship Programme 2018'.

Mentorship is a personal development tool outside the formal training process which offers significant benefits to both mentors and mentees. It assists mentees to learn from experienced members of the profession, and it gives mentors the opportunity to 'give back' and nurture the profession and the society, and also to stay updated via interacting with the younger generation.



Programme objectives

- Enhance the skill set of young members, graduates and registered students focusing on soft skills including communication and interpersonal development
- Broaden the perspectives of senior and young members, graduates and registered students
- Encourage the involvement and engagement of HKICS members, thus cultivate stronger fraternity
- Provide great networking opportunities for participants to expand their connections
- Offer a meaningful platform for senior members to contribute and enhance their skill set on mentoring, coaching and communication
- Support the succession of future leaders in the Chartered Secretarial and governance profession



Benefits for mentees

- ✓ Be inspired by the mentors to foster whole person development and career planning
- ✓ Develop practical skills by learning from mentors' successes and challenges in life
- ✓ Interact with and learn from experienced members
- ✓ Enhance and improve leadership skills, professional knowledge, and other interpersonal skills
- ✓ Join free training sessions and networking opportunities with other mentors and mentees

What did the mentees say?

'The Mentorship Programme is well-structured and provides myriads of networking opportunities. My mentor always provides me with insightful advice. It has been my pleasure to having him as my mentor.'

Sheryl Cheung (Mentee 2017)



'It is a great initiative, guidance was provided by my mentor to a clearer career goal and bringing me closer to the Institute.'

May Lam (Mentee 2015 and 2016)

Benefits for mentors

- ✓ Acquire mentoring/coaching and communication skills
- ✓ Interact with the younger generation to keep abreast of the young workforce's generational developments
- ✓ Networking opportunities among other senior members acting as mentors
- ✓ Earn recognition and appreciation

In addition, mentors will gain a maximum of five CPD points upon satisfactory completion of the mentorship programme and related activities.



Who can apply?

The Mentorship Programme is open to HKICS members, graduates and registered students. All applications will be subject to HKICS's review and approval.

For Mentees

Associates, graduates and registered students with less than 10 years of working experience, who are willing to commit to the programme and actively participate in HKICS activities. Subject to availabilities, mentees from previous programmes can also apply but priority will be given to new applicants.

For Mentors

Fellows and associates of HKICS possessing at least 15 years of working experience, who are willing to commit to the programme for nurturing the Chartered Secretarial profession. They should also be actively participating in HKICS activities.



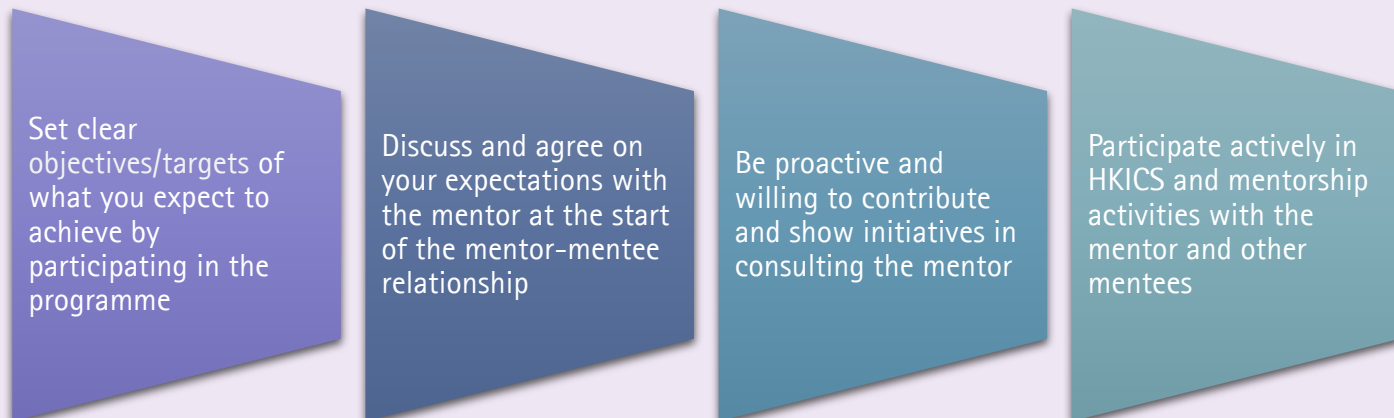
Your commitment



The one-year term of mentorship is from January to December 2018.

Mentors will be paired with a maximum of two mentees based on individual learning needs and compatibilities of the mentees. Mentors and mentees shall agree on the mode and frequency of interaction at the beginning of the programme, but the Institute recommends two to four face-to-face meetings during the term. In addition, participants will be invited to attend group mentorship events.

Your roles as Mentee



Your roles as Mentor



Our commitment

To ensure a rewarding mentor-mentee relationship, HKICS will provide support as set out below:

A briefing session for mentors and mentees regarding the programme goals, participants' roles, mentoring best practices and the mentoring process

Periodic reviews: mentors and mentees are encouraged to provide comments and reflections to HKICS with the intention of addressing key issues

Two free activities for mentors and mentees to attend as a platform for further enhancing communication and commitment

Two free training sessions (with CPD points award) for mentors and mentees around mid-term to facilitate mentor-mentee interaction

Continuous improvement: With feedback from mentors and mentees, HKICS is committed to the ongoing improvement and development of the programme

Certificates will be presented to mentors and mentees upon satisfactory completion of the programme.

Tentative programme schedule

Date	Events/Activities
5 December 2017	Mentorship Programme launch ceremony
January 2018	Training session for mentors
March 2018	Soft skills training session 1 for mentor-mentee
May 2018	Mentor-mentee group sharing gathering session 1
July 2018	Soft skills training session 2 for mentor-mentee
September 2018	Mentor-mentee group sharing gathering session 2
December 2018	Recognition gathering and end of programme

How to apply

The 'Chartered Secretary Mentorship Programme' application form is available on the HKICS website www.hkics.org.hk. Please complete and return the form to The Hong Kong Institute of Chartered Secretaries on or before Friday, 27 October 2017.

For enquiries and support, please email to member@hkics.org.hk, or contact the Registrar, Ms Louisa Lau at 2830 6008.

IMPORTANT NOTES

The Hong Kong Institute of Chartered Secretaries (HKICS) offers the Mentorship Programme for the benefit and best interests of members, graduates and registered students. While best and every effort will be exercised for a mentoring match based on the information provided on the application, successful matching is not guaranteed due to the diversity and demands of applicants.

DISCLAIMER

The Hong Kong Institute of Chartered Secretaries (HKICS), its directors and officers, mentors as well as volunteers in the Mentorship Programme shall not be liable for any claims, suits or actions of any name, kind and description brought for, or on account of, any loss, personal injury or property damage that a mentee might suffer during participation in any activity within the Mentorship Programme. HKICS does not accept any liability for errors and omission for information provided by the mentors and/or mentees.

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