

# SKH LAM WOO MEMORIAL SECONDARY SCHOOL

## 2009-2010



## Alumni-Mentor Program

【師友授受計劃】



# ALUMNI-MENTOR PROGRAM 【師友授受計劃】

## **Introduction**

The objective of this program is to invite alumni with distinguished accomplishments in their own fields and professions to be mentors of their schoolmates studying in Form 6. It is hoped that through informal contacts and group activities, mentors will share their careers aspirations, experiences, insights, etc with the mentees.

This Mentor Program will group one to three Form 6 students with our alumni. Within each group, it is hoped that a close ‘counselor and friend’ relationship could be developed. Such relationship will help the mentees broaden their perspectives, develop their potential and achieve their academic and careers aspirations. To attain the goals, it is expected that no fewer than three meetings would be held between the mentor and mentees.

Matching of mentor and mentee is based as far as possible on the career field students are interested in. Mentors are mainly invited and recruited by Old Students’ Association.

Careers Section of the school recruits mentees and oversees the matching and the operation of the Alumni-Mentor Program.

Each year, the program would start in January and end in January the following year. A Kick-off ceremony will be held to provide a platform for the initial contact of mentors and mentees and to orientate members to the details of the program.

At the end of the program, both mentor and mentees would be invited to fill out an evaluation form so that the school can go from strength on strength.

## Guidelines For Mentors

Good mentoring takes time. As a mentor, your role is to “support, encourage, facilitate, listen and reflect”. You are also a role model and a resource facilitator who helps the younger schoolmates to analyse their problems and provide appropriate advice. It is our hope that each mentor would maintain a log sheet to record briefly the meetings.

<b>建議的活動（以小組形式）</b>	
<p><b>學習活動</b></p> <ul style="list-style-type: none"> <li>▪ 介紹學習資料或書籍</li> <li>▪ 一同出席專業會議、研討會、工作坊或短期課程</li> <li>▪ 一起參加學術或學習性質的計劃</li> </ul> <p><b>社交或消閒活動</b></p> <ul style="list-style-type: none"> <li>▪ 相約出外用膳或茶聚</li> <li>▪ 安排參觀</li> <li>▪ 相約參加體育、消閒或文化活動</li> <li>▪ 參加彼此的社交聯誼活動</li> </ul>	<p><b>與工作相關的活動</b></p> <ul style="list-style-type: none"> <li>▪ 參觀學長的工作地點</li> <li>▪ 向學員介紹工作的性質和運作的情況</li> <li>▪ 介紹學長工作範疇的發展和趨勢</li> <li>▪ 一起出席社交場合</li> <li>▪ 讓學員認識學長如何與人合作、分析、判斷、解決問題和排解壓力的方法</li> <li>▪ 在可行的情況下，帶領學員旁聽工作會議或出席交流活動</li> </ul> <p><b>其他活動</b></p> <ul style="list-style-type: none"> <li>▪ 透過電郵、信件聯繫</li> <li>▪ 分享共同的興趣</li> <li>▪ 了解彼此的背景、嗜好、人生目標和期望</li> <li>▪ 安排參與其他學長及學員的活動</li> </ul>
<b>學長應注意事項</b>	
<p><b>應該做的事</b></p> <ul style="list-style-type: none"> <li>▪ 與學員緊密聯繫</li> <li>▪ 鼓勵學員主動學習</li> <li>▪ 將學員視為弟妹或同事</li> <li>▪ 樂於建立良好的學長與學員關係</li> <li>▪ 聆聽學員的疑問</li> <li>▪ 在未能處理學員的問題時，向校方反映及求助</li> </ul>	<p><b>不應該做的事</b></p> <ul style="list-style-type: none"> <li>▪ 對學員太仁慈或過於保護</li> <li>▪ 以上司的身份或態度對待學員</li> <li>▪ 對學員作出個人的假設</li> <li>▪ 低估參與本計劃所需的時間和責任</li> <li>▪ 與學員建立不適當或不道德的關係</li> <li>▪ 將學員視為廉價勞工</li> <li>▪ 進行跨境活動</li> </ul>

\*此計劃以自願參加的方式推行，學長及學員須各自承擔活動可能存在的責任及風險，活動中涉及的開支應由兩者自行支付

## Mentor-Mentee Contact Log Sheet

*(for mentor and mentee- please keep the information here confidential)*

### Mentor

**Name:** (English)..... (Chinese).....

**Phone:**(Mobile)..... (Off/Home).....

**E-mail:**.....

### Mentee

<b>Name:</b> (Eng)..... (Chi)..... <b>Phone</b> (mobile)..... (home) ..... <b>e-mail</b> .....	<b>Name:</b> (Eng)..... (Chi)..... <b>Phone</b> (mobile)..... (home) ..... <b>e-mail</b> .....	<b>Name:</b> (Eng)..... (Chi)..... <b>Phone</b> (mobile)..... (home) ..... <b>e-mail</b> .....
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	Date	Duration	Venue	Topics
1				
2				
3				
4				

## Mentor Evaluation Form

**Mentor**

**Name: (English)**..... **(Chinese)**.....

**Phone:(Mobile)**..... **(Off/Home)**.....

**E-mail:**.....

**1. Most frequently used form of contact?**

(circle one: meeting/ phone call/ e-mail)

**2. Total number of meetings you have had with mentees:** \_\_\_\_\_

**3. Did mentees take the initiative to contact you?** Yes/No

**4. How would you rate the success of the program in achieving the goals related to the mentees?**

(circle one: Very good/good/satisfactory/poor)

**5. Please give us your suggestions for improvement of the program:**

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**6. Would you be willing to serve as a mentor for the program again if opportunities arise?**

Yes/No

*We thank you whole-heartedly for your support and suggestions!*

*Please return this to us before 31/1/2011 with the Mentor-Mentee Contact Log Sheet.*

Contact person: Head of Careers Section e-mail: lamwoo@netvigator.com

Phone: 24208893

Fax: 24205850

## Guidelines for Mentees

- **Mentees should attend the Program activities including the Kick-off ceremony.**
- **Mentees should contact their Mentors within 14 days upon assignment of Mentor by making either a courtesy call or self-introductory e-mail after the ceremony.**
- **Mentees should prepare specific topics or issues for discussion before meeting and be PUNCTUAL.**
- **Mentees are free to consult other mentors who may be able to offer additional advice on selected topics. However, for courtesy, Mentees should inform their own Mentors that they will do so in advance.**
- **Mentees are strictly forbidden to solicit Mentors to provide gifts, financial sponsorship or career opportunities.**
- **Mentees should inform Head of Careers Section if the designated Mentor is too busy and/or has not contacted Mentee for a long time, or in case there are other issues that require immediate attention.**
- **On no circumstance during the period of the program should the mentees work for the mentor voluntarily or on the basis of employment**
- **Due consideration should be given to the element of safety for the sake of both parties involved**

*Most importantly, this Program is for your benefits. You will take out what you want to put in.*

## Mentee Evaluation Form

Name: (English)..... (Chinese).....

Phone:(Mobile)..... (Home).....

E-mail:.....

**Rating:** ( 5- very good; 4-good; 3-satisfactory; 2-fair;1-poor)

	Descriptors	5	4	3	2	1
1	Usefulness of the Kick-off Ceremony					
2.	There is appropriate matching of mentor-mentees					
3.	There is adequate support from school					
4.	The relationship between mentor & mentees is well-developed					
5.	The Alumni-mentor Program is useful to me					
6.	The number of meetings is adequate	Yes/No				
7.	I have got a better understanding of my career field	Yes/No				
8.	I have got a better understanding of my aspiration.	Yes/No				
9.	I understand better my potential	Yes/No				
10.	My perspective has been broadened	Yes/No				

**11. List difficulties you have experienced in the program:**

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**12. Give some suggestions for improvement in the program:**

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**13. Would you be willing to serve as a mentor for the program in future if opportunities arise? Yes/No**

*We thank you whole-heartedly for your support and suggestions!*

*Please return this to us before 31/1/2011 with the Mentor-Mentee Contact Log Sheet.*

Contact person: Head of Careers Section    e-mail: [lamwoo@netvigator.com](mailto:lamwoo@netvigator.com)

Phone: 24208893

Fax: 24205850

## **Additional Rules and Remarks:-**

1. All participants for this program are not encouraged to withdraw or discontinue without very special grounds.
2. Participants should cooperate and act with propriety or we may have to dismiss the participant from this program.
3. We reserve the right to reject any participant from joining the program.
4. The Guidelines for Mentors and Mentees in this booklet may be subject to further amendment.

*Thank You*

### **Alumni-Mentor Program Team contacts:**

Mr. Simon Mak (Lam Woo) ☎ 24208893, email: simoncsmak@yahoo.com.hk

Mr. Percy Wong (OSA) ☎ 96898414, email: percy@smartcool.com.hk

Ms. Catherine Chang (OSA) ☎ 92535165, email: catchangsep@gmail.com

Ms. Noel Law (OSA) ☎ 95507777, email: noel\_law@hotmail.com