

St. Louis School
SL Mentorship Programme (SLMP) 2014-15

Obligations of the Mentee

As a mentee of the Mentorship Programme (SLMP) 2014-15, you are obliged to:

1. take good initiatives to keep close contact with your mentor and meet him for at least three times throughout the mentorship period (which starts from now till 30 November 2015);
2. commit to the programme in the entire mentorship period;
3. attend the following functions of SLMP 2014-15:
 - a) the Launching Gathering on 10 January 2015 at St. Louis School;
 - b) the Easter Gathering on 18 April 2015;
 - c) sharing sessions / gatherings with all mentees during the year (around 3 times);
4. submit the following reports/items to Mr. So Ho Yin (steven_shy@stlouis.edu.hk) :
 - a) an action plan by 28 February 2015 on the proposed schedule and format of meetings agreed between you and your mentor;
 - b) annual report by 30 November 2015;
5. prepare a personal souvenir to thank your mentor in December 2015;
6. report to Mr. So Ho Yin about any updates of your own contact information, your mentor's particulars and any problems in your contact with the mentor;
7. properly handle the information of and related to your mentor and his organization and not to disclose such information to any unauthorized persons.

NOTE: The Careers Team of St. Louis School reserves the right to take **disciplinary action** against any student who withdraws upon acceptance from the programme without strong, justifiable reasons or fails to observe any of the terms stated above in this undertaking.

SL Mentorship Programme (SLMP) 2014-15

Undertaking

To be Completed by the Mentee

(Please tick the appropriate box below.)

- I accept to be a mentee of the SL Mentorship Programme (SLMP) 2014-15 :
- a) I undertake to observe the terms of the mentorship programme set out in this undertaking; and
 - b) I hereby authorize the Careers Team of St. Louis School to release my particulars to
 - my mentor for his reference in SLMP 2014-15; and
 - fellow mentees of SLMP 2014-15.

- I would like to decline the offer of joining SLMP 2014-15.

Name of Student : (English) _____ (Chinese) _____

Student ID : _____

Class & Class No. : _____

Signature : _____

Date : _____

Please return the **signed** undertaking to Mr. So Ho Yin before 17:00 of 30 November 2014.
For questions, please call Mr. Chan Shui Leung at 25599084. Thank you.

SL Mentorship Programme (SLMP) 2014-15

Purpose

To enhance the exposure of SLS students through sharings and interactions with experienced professionals and senior executives.

Benefits to Mentees

Through the interaction with the mentors, the mentees shall:

- (1) broaden their social and personal perspectives;
- (2) obtain advice for career planning and development and
- (3) build up useful networks for future development.

Schedule (for S4 mentees in 2014-15)

| Date | Events/activities |
|-------------------|---|
| 18 November, 2014 | Briefing for mentees |
| 10 December, 2014 | Deadline for applying as mentors |
| 10 January, 2015 | Launching Gathering (Lunch & sharing session themed on banking industry) |
| 18 April, 2015 | Easter Gathering (Hiking & sharing session themed on engineering industry) |
| July 2015 | Inter-school Career Quiz Competition |
| 4 July 2015 | Joint School Mock Interview |
| 30 November 2015 | Submission of Annual Report (Mentees) |
| February 2015 | Publication of Newsletter |

Benefits to Mentors

Through mentorship, mentors would inspire students with real world experience at personal level, thereby grooming future leaders for the society, setting a role model for the young generation and shouldering personal social responsibility by contributing to the Hong Kong community.

In addition, it is considered that the mutual exchanges between mentors and mentees provide a platform for the mentors to better understand the younger generation and their life and other values so as to have a better view on ways to attract the right talents and stay young at heart!

Criteria of Mentors

- ✧ Alumni of St. Louis School
- ✧ From diverse fields including banking / finance, engineering, health care, legal, accounting and business administration, etc.
- ✧ With more than 3 years of working experience

Programme Design

| | |
|--------------------------|---|
| Mentorship Period | December 2014 – December 2015 <i>(Mentees are encouraged to keep in touch with their mentors beyond the official mentorship period to interact with the mentors, which would be conducive to your continuous development, and more importantly, to become lifelong friends)</i> |
| Matching | Based on career interests of students as far as possible |
| Programme Details | <ul style="list-style-type: none">● 10 January 2015 : Launching Gathering● 18 April 2015 : Easter Gathering● Throughout the year: mentors and mentees are given the discretion to decide on the mentorship arrangements and meetings● While no specific rules are in place, the mentors and mentees are encouraged to meet at least three times throughout the year, apart from regular phone / email communications, so that the objectives of the programme can be fulfilled. |
| Reporting | To facilitate the mentees to reflect what they have gained from the Programme, mentees will be asked to submit an annual report . Mentors and mentees are always welcome to share with us their mentorship experience and remarkable moments from time to time. |

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Action Plan

| | | | |
|--|--|---------------|--|
| Class (Class No.) | | Mentee's Name | |
| Mentor's Title/Position (Company's name) | | Mentor's Name | |

| Date | Time | Venue | Remarks |
|------|------|-------|---------|
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Annual Report

(~300 to 500 words)

***Please send the pdf file to Mr. So Ho Yin (steven_shy@stlouis.edu.hk)**