



The Hong Kong Chartered Governance Institute

**Governance Professional Mentorship Programme 2023**

*Nurturing Young Professionals for a Better Future*





## Programme objectives

- Enhance the skill set of younger members, graduates and students by focusing on soft skills, including communication techniques and interpersonal development
- Broaden the perspectives of senior and younger members, graduates and students
- Encourage the involvement and engagement of HKCGI 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 sets on mentoring, coaching and communication
- Foster future leaders and promote the Chartered Secretary and Chartered Governance profession.



## Benefits for mentees

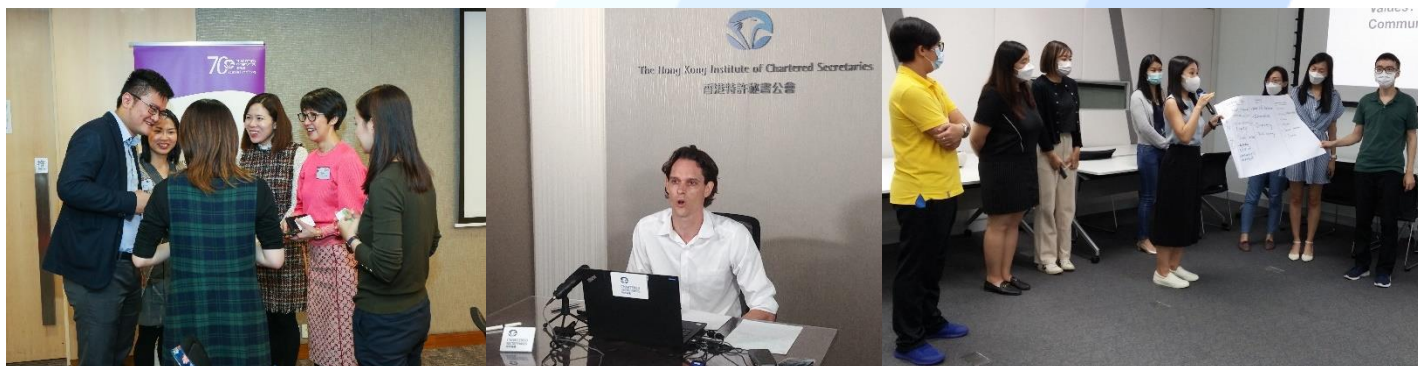
- ✓ Be inspired by the mentors to foster holistic personal development and career planning
- ✓ Develop practical skills by learning from mentors' successes and challenges in life
- ✓ Interact with and learn from experienced members
- ✓ Enhance and improve leadership skills, professional knowledge, and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

## Benefits for mentors

- ✓ Acquire mentoring, coaching and communication skills
- ✓ Interact with the younger generation
- ✓ Networking opportunities among other senior members who are also 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



HKCGI members, graduates and students are eligible to apply for the Mentorship Programme. All applications will be subjected to HKCGI's review and final approval.

### For Mentees

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

### For Mentors

Fellows and Associates possessing **at least 15 years of working experience**, who are willing to commit to the programme for the purpose of nurturing the next generation of the Chartered Secretaries and Chartered Governance professionals. They should also be actively participating in HKCGI's activities.

## Your commitment

The one-year term of mentorship is from January to December 2023.

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 interactions at the start of the programme, the Institute recommends two to four face-to-face meetings during the term. In addition, participants will also be invited to mentorship events periodically.

## Your roles as Mentee



Set clear objectives and goals to be achieved throughout the programme



Discuss and agree on your expectations with the mentor at the start of the mentoring journey



Be proactive and willing to contribute and show initiatives in consulting the mentor



Participate actively in mentorship activities with the mentor and other mentees

## Your roles as Mentor

### Advisor

Share knowledge and act as an experienced and trusted counsellor

### Coach

Give advice on improving performance and career developments

### Teacher

Offer professional knowledge for further advancement

## Our commitment

HKCGI will provide the following support to mentors and mentees:

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

Complimentary training sessions for mentors and mentees to further enhance their soft skills

Complimentary social activities for mentors and mentees to facilitate mentor-mentee interactions

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

Mentors and mentees are encouraged to provide comments and reflections to HKCGI for the purposes of on-going improvement and development of the programme.



## How to apply

Online application for the 'Governance Professional Mentorship Programme' is available below and also on the HKCGI website at [www.hkcgi.org.hk](http://www.hkcgi.org.hk). Please submit the application **on or before Friday, 4 November 2022** **18 November 2022**.

### Mentee Application Form



### Mentor Application Form



For enquiries, please contact the Membership Section: 2881 6177, or email: [member@hkcgi.org.hk](mailto:member@hkcgi.org.hk).

#### **IMPORTANT NOTES**

The Hong Kong Chartered Governance Institute (HKCGI) offers the Mentorship Programme for the benefit and best interests of its members, graduates and students. While 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 Chartered Governance Institute (HKCGI), its directors and officers, mentors, mentees 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 mentor or mentee might suffer during participation in any activity within the Mentorship Programme. HKCGI does not accept any liability for errors and omission for information provided by the mentors and/or mentees.

The Hong Kong Chartered Governance Institute 香港公司治理公會  
(Incorporated in Hong Kong with limited liability by guarantee)

#### Hong Kong Office

3/F, Hong Kong Diamond Exchange Building, 8 Duddell Street, Central, Hong Kong

Tel: (852) 2881 6177

Fax: (852) 2881 5050

Website: [www.hkcgi.org.hk](http://www.hkcgi.org.hk)

Email: [member@hkcgi.org.hk](mailto:member@hkcgi.org.hk)

#### Beijing representative office

Room 1220, Jinyu Tower, No 129 Xuanwumen West Street,

Xicheng District, Beijing, 100031, PRC

Tel: (8610) 6641 9368

Website: [www.hkcgi.org.cn](http://www.hkcgi.org.cn)

Email: [bro@hkcgi.org.hk](mailto:bro@hkcgi.org.hk)