

Programme Expectations

By the end of the programme, it is expected:

For Mentors:

- Gain personal satisfaction through playing an active role in shaping our new generation
- Gain encouragement and review interpersonal skills with young talents
- Increase exposure to graduates & potential employees
- Enhance understanding of skill levels and core competencies of the new generation

For Students:

- Further develop and sharpen interpersonal skills that are critically needed in our increasing hyperactive workplace
- Develop valuable networking experiences and skills development that may not be easily achieved by students alone
- Gain a greater understanding of the 'real world of work' requirements
- Boost confidence about preparation of one's career

How can I register in the programme?

How can I register as a mentor?

You can register by sending your request to our Programme Coordinator:

Dr. Toni Maria TONG

Career Development and Career Mentoring Officer

Department of Management

City University of Hong Kong

Telephone: 852 - 3442 7977

Facsimile: 852 - 3442 0309

Email: mgttong@cityu.edu.hk

The Department of Management works closely with the University's Career and Internship Office (CAIO) to provide a wide range of services to assist you with your graduate recruitment needs, including

- Advertise your graduate vacancies, company internship programmes
- Arrange work seminars, career talks for your company
- Target students by cohort or by programme via direct mail or email

For further information, please contact our programme coordinator, Dr. Toni Mara TONG, or visit the University Career Internship Office website at: www.cityu.edu.hk/caio



Career Mentoring Programme

Mentoring

Lighthouse that guides career pathways

The Career Mentoring Programme was developed to help students explore their occupational options by connecting them with committed professionals through informational interviews.

This programme also provides a chance for the mentors to:

- impact the career plans of students in a profound manner
- share information and advice
- promote their profession
- connect with the Department of Management

Welcome to the Career Mentoring Programme! You are cordially invited to be an active member of a dedicated team of individuals committed to take an active role in students career development of Department of Management, City University of Hong Kong.

MGT Career Mentoring Programme

Career mentoring is a well recognized strategy that helps students to link with the industry in a way that they can be much better prepared for work and life after graduation.

Students are highly encouraged to actively seek information and guidance from their mentors with regarding their career concerns, direction and developments. The role of the mentor is to share their knowledge and experience, provide guidance and take an active interest in the career development needs of the students.

What are the benefits of participating?

- An opportunity to further develop your leadership and communication skills
- Obtain an insight into the concerns faced by those about to embark on their careers. It can potentially assist you and your organization to anticipate and address those issues with new employees
- May be an opportunity to meet a potential employee
- Able to obtain an intrinsic satisfaction in knowing that you have assisted a person at an important stage of their lives
- A chance to perform an active role in community service, which is highly required by increasing number of organizations

Frequently Asked Questions

How is the Program conducted?

The mentor/student matching process is undertaken during the start of semester. An online mentoring orientation workshop is subsequently provided for all students.

The Programme runs throughout the year until the end of the academic year. Formal functions mark the beginning and end of the Programme that provides networking opportunities for mentors and students.

A Coordinator manages the Program and is available to offer support and advice regarding any issues that arise.

Can anyone be a mentor?

Mentors usually have at least four years supervisory experience in their chosen field. Mentors need to be good listeners who enjoy sharing their expertise with emerging professionals.

How much time would I need to commit?

As a general rule, it is recommended that mentors and students should meet for a *minimum* of four appointments over the duration of the Programme.

Am I expected to offer work experience?

Offering work experience is not a requirement or mentors. The Programme is a not a work experience or paid employment program; however, students appreciate the opportunity if it is available.

What is the typical form of interaction?

Mentoring partners can employ a range of strategies for staying in touch, including regular face-to-face meetings, workplace visits, telephone conversations and communication via email.