

Mentorship Programme 2019





Programme Objectives

- Provide networking opportunities for members to expand their connections
- Offer junior members the opportunities to learn from experienced members for the purpose of their career development through consultation and experience sharing
- Offer a platform for experienced members to contribute and enhance their skill set on mentoring, coaching and communication

Benefits for Mentors

By volunteering as a mentor:

- You can further enhance your coaching and communication skills
- You can gain personal and professional satisfaction by “giving back” to the organization and profession
- You can have a different perspective by interacting with the younger generation to keep abreast of the young workforce’s generational developments

Benefits for Mentees

By participating as a mentee:

- You can get career advice and independent perspectives from a professional role model, outside your immediate business environment
- You can improve your communication and interpersonal skills which are useful when it comes to dealing with more senior colleagues and clients
- You can join networking opportunities with other mentors and mentees

Who Can Be A Mentor?

- Members of ASHK possessing at least 6 years of working experience and are willing to commit to the programme

Who Can Be A Mentee?

- Members of ASHK who are proactive and eager to learn
- Members who are more experienced are welcome to join as mentees, but the success of mentor-mentee matching is subject to the availability of the appropriate mentors

How About Dual-Role?

You can be a mentor and mentee at the same time as long as you have at least 6 years of working experience as a mentor!



Your Roles as A Mentor

- Advisor: share knowledge and act as an experienced and trusted counsellor, but encourages the mentee to be self-reliant
- Coach: be a good listener and appreciate mentee's point of view; give advice on improving performance or aiding career development
- Teacher: offer professional knowledge for further advancement; be respectful, responsive and committed

Your Roles as A Mentee

- Have clear objectives/targets of what you expect to achieve by participating in the programme and discuss and agree on your expectations with the mentor at the start of the mentor-mentee relationship
- Take the initiative to ask for help/advice including organizing meetings with mentor
- Demonstrate that you are open to hear new ideas and suggestions to bring out your potential
- Seriously consider the advice or suggestions rendered by the mentor, but you are accountable for your own decisions. Keep the mentor informed of the progress and express your appreciation even if you have not fully taken his/her advice.



Programme Duration & Schedule

The one-year term mentorship will last 12 months from January 2019 to December 2019. Mentors and Mentees need to commit to at least a one-year term.

Events	Tentative Date
Programme Application Deadline	December 2018
Mentor-mentee Matching	January 2019
Programme Orientation	January 2019
Interim-programme Review	June 2019
End-of-programme Review	December 2019

What our participants say:

Meet new people in the industry through this programme.

I get inspirational ideas and industry knowledge from this programme.

Have a different perspective on my work, learn more about other insurer and industry update from this programme.

How to Apply

Simply scan the QR code and complete the [online application form](#) by **31 December 2018**.



Next Step

Once your application is received, ASHK will help to match mentor-mentee based on the preferences indicated. ASHK will inform you with the contact details of your mentor or mentee once a match is found.

Programme Support from ASHK

For enquiries and support, please contact the ASHK Office at info@actuaries.org.hk.

Guideline for Mentors and Mentees

What mentor DOES

1. Listen carefully what your mentees say and be interested in it
2. Share your thoughts and feelings and give constructive comments
3. Serve as a role model of the actuarial profession with high standards of integrity and professionalism
4. Appreciate signs of growth and take pride in the success of mentees
5. Remember to be on time for scheduled catch-up with mentees
6. Be aware of the use of language and be respectful

What mentor DOES NOT do

1. Do not think you are going to change your mentees overnight
2. Do not inflict your beliefs or values on mentees
3. Do not allow friendship to become favoritism
4. Do not give your mentees expensive gifts
5. Do not take expensive gifts from your mentees

What mentee DOES

1. Take the initiative to contact your mentor and make arrangements for activities; seek innovative ways to meet
2. Reply your mentor's emails, calls, and messages as promptly as possible
3. Prepare topics for discussion during the meet-up
4. Take part in activities organised by the programme that interest you, even if your mentor is not available
5. Be punctual, courteous and proactive

What mentee DOES NOT do

1. Do not expect mentors to solve all your problems
2. Do not be discouraged if your mentor is always busy; be patient and persistent
3. Do not use friendship with a mentor as a tool to take advantage
4. Do not take for granted that your mentor is going to pay for everything
5. Do not give your mentors expensive gifts
6. Do not take expensive gifts from your mentors

Note

The guideline is subject to review from time to time.