

Student-Industry Partnership

學 · 業相長

MENTORSHIP SCHEME 2023

Mentor's Handbook



HONG KONG
LIFE SCIENCES SOCIETY
香港生命科技青年會

Foreword

This handbook is designed for our mentors who have had different years of mentoring experience. New mentors may use this handbook as a resource. You will find ideas and guidelines that you may select and adapt to meet your needs. Experienced mentors may also consider using this handbook as a general reference or refresher.

Many mentors generally adhere to one or two preferred styles of mentorship with which they feel comfortable, and some experienced mentors may have several mentorship styles in their “toolkit”. They are adept at evaluating situations and using the right styles at the right times to the right persons. HKLSS respects different mentoring styles, and we treasure this diversity and flexibility.

We are very grateful for your support of our young people and hope you will benefit from any new perspective from our mentees. This Mentorship Scheme could not run without your involvement!

Hong Kong Life Sciences Society
November 2022

Table of Contents

Foreword2

About the Mentorship Scheme4

About Our Mentors5

Guidelines for Mentors.....6-10

- 1) Our Mentorship in Details
- 2) Dos and Don'ts
- 3) Communication with Mentees
- 4) Managing Your Mentees
- 5) Evaluation and Review

E-mentoring (for Overseas Mentors/Mentees).....11

FAQs12-14

Enquiries.....15

Appendix A: Goal Setting Form for Mentor and Mentee.....16-17

Appendix B: Evaluation Form for Mentor.....18

About the Mentorship Scheme

The Hong Kong Life Sciences Society (HKLSS) was established in 2018. It aims to nurture young talent and to build a dynamic life sciences ecosystem in Hong Kong. One of our objectives is to provide our members with a platform to meet with industry experts, young entrepreneurs, and researchers.

The HKLSS Mentorship Scheme is thus designed to cultivate young students in the life sciences/biotech industries by equipping them with workplace-ready soft skills and networking and making relevant connections.

Our chosen mentors, who collectively possess substantial years of working experience, are dedicated to helping members of our young generation discover their strengths and achieve their potential. Our mentors will also facilitate our mentees to build their networks, develop their communication skills, and, last but not least, prepare them for a life sciences career.

Timeline – 2023

Jan-Feb	Mentee Orientation
Feb	HKLSS Mentorship Scheme Inauguration 2023 (Initial contact between mentors and mentees)
Jan-Feb	1 st meeting
Mar-Jun	2 nd meeting
Mid-Jun	Submission of mid-year review
Jun-Nov	3 rd and 4 th meetings
Sept	Submission of the final review report
Jan (2024)	HKLSS Mentorship Scheme Inauguration 2024

About Our Mentors

All mentors are industry experts, young entrepreneurs and senior executives from a wide range of professions related to life sciences and biotechnology, including but not limited to:

- Consulting
- Data Analysis
- Healthcare
- Investment and Finance
- Law and Compliance
- NGO
- Research and Development
- Start-up

Senior executives with a background from other disciplines (e.g. business or big data) may also be invited as mentors.

Guidelines for Mentors

1. Our Mentorship in Details

Mentors and mentees will be matched based on mutual consent. Once the pairing is confirmed, **each mentee will take the initiative to contact the assigned mentor**, preferably within one month.

The mentor and the mentee should meet up face-to-face and/or online (e.g., Zoom/Skype/FaceTime/WeChat) at reasonable intervals during the year. They are also expected to meet with each other professionally, develop mutual trust and respect, and strive for honest exchanges of ideas and opinions.

2. Dos and Don'ts

As a Mentor, you are expected to:

- Understand different perspectives, approaches, and the varied backgrounds of mentees.
- Stay in touch with your mentee(s) through face-to-face meetings, WhatsApp, Zoom, WeChat, emails, or phone calls.
- Be open-minded to accept new ideas, and develop mutual trust and respect.
- Focus on the personal development and potential of the mentee(s).
- Make yourself available for any scheduled meetings or discussions.

As a Mentor, you are reminded NOT to:

- Give or receive from your mentee(s) any expensive gifts.
- Initiate every mentoring meeting and dominate the conversation.
- Assume what works for you will work for the mentee(s).
- Take responsibility for the evaluation reports of the mentee(s).
- Be involved in any conduct that is sensitive or maybe unwelcomed by your mentee(s).

3. Communication with Mentees

- Be on time for all scheduled meetings and be ready to listen and provide support and guidance to your mentee(s) in discussions.
- Be willing to spend time building, maintaining, and sustaining the mentorship.
- Be honest and approachable – let the mentee(s) know more about you by sharing with him/her your working experiences, professional networks, personal growth, and career aspirations.
- Be flexible – let your mentee(s) know, apart from scheduled meetings, the preferred time and communication means that work for both of you.

4. Managing Your Mentees

During the mentorship period, you are **SUGGESTED** to take the progressive steps below:

1st Meeting – between January to February 2023

- Introduce yourself by talking about your working experiences and career background, which will allow your mentee(s) to get to know you more.
- Ask your mentee(s) to share his/her biggest weaknesses or concerns, which will help narrow down the areas in which he/she may need more coaching.
- Set three to four goals with your mentee(s) and develop a responsive action plan (**refer to 1st & 2nd columns in the Goal Setting Form – Appendix A**) to ensure that the subsequent meetings will stay on track; for example, developing his/her job-seeking plan. Please make sure the goals are specific, measurable, action-oriented, realistic, and timely.
- Review and agree on the goals set together in the Goal Setting Form, which can easily shape what the deliverables your mentee(s) would want to achieve during the mentorship period.

2nd Meeting – between March to June 2023

- Prepare to share a challenging/difficult moment you encountered – such a moment may have been at the beginning of your career, changes you made along the way, or high and low points during your career.
- Explore any other opportunities/directions for the mentee(s) to gain more experience.
- Revisit the goals and objectives set initially in the 1st meeting, and evaluate the progress made with the mentee(s) and make recommendations for the mentee(s) (refer to 3rd & 4th columns in the Goal Setting Form – Appendix A)
- Ask mentee(s) to prepare their resumes and/or LinkedIn for your review before the 3rd meeting.
- Submit the online Feedback Form (refer to Appendix B Part I) to the HKLSS Office for mid-year review in June 2023.

3rd & 4th Meeting – between June to November 2023

- Review each mentee's resume/LinkedIn and offer general suggestions for improvement.
- Talk about mentors or role models each of you have had in the past and how they impacted your life or career.
- Revisit the goals and objectives set in the 1st meeting, evaluate the progress made with the mentee(s), and make recommendations (refer to 5th & 6th columns in the Goal Setting Form – Appendix A)
- Suggest the mentee(s) move onto the next level if he/she is confident enough to achieve a higher goal. Have an open discussion about what lessons have been learned by both parties to wrap up the mentorship period.
- Submit the online Feedback Form (refer to Appendix B Part II) to the HKLSS Office for final review in September 2023.

5. Evaluation and Review

Each mentor is required to complete a Mid-Year Review and Final Review (Appendix B) to the HKLSS Office in June and September 2023. An online evaluation survey about our Scheme will be sent to mentors and mentees towards the end of the Scheme.

E-mentoring (for Overseas Mentors/Mentees)

Distance mentoring is a more flexible way for our mentors to participate in our Scheme, as communication would then be conducted at convenient times. However, e-mentoring should follow a better structure and direction to be manageable and effective.

If you stay overseas and rely on the mode of e-mentoring, you are **SUGGESTED** to:

- Arrange at least one face-to-face Zoom/Skype/WeChat video call and remember staying in a quiet place to conduct the conversation.
- See if there are any opportunities to arrange a face-to-face meeting if you happen to be in Hong Kong.
- Manage mentees' expectations about the meeting frequency throughout the mentoring period.

FAQs

1. What are the common expectations of our mentees?

- Professional insights: sector/industry information; suggestions on career development.
- Networking skills: building confidence; improving employability skills.
- Career support: advice and feedback on resumes and the job application process.
- Bonus: office/site visits and work shadowing once during your mentorship period.

Remark: Mentors are under no obligation to provide any of these additional opportunities.

2. Where should the meetings take place?

Preferably, you should have all meetings with your mentees at your workplace. You can show your mentees around your offices and introduce them to some of your colleagues. This will help them to get a sense of your organization. Meetings may also take place at a public area, for example, coffee shop or restaurant, where it is mutually convenient to both of you.

3. Can I plan any group activities with my mentees, such as joining some workshops/ seminars, if deemed appropriate?

You can invite them to attend some of your company's activities, such as workshops and seminars which will help broaden their horizons. The mentee can learn more with such exposure and can gain new experiences.

4. I am not in the position to arrange any work experiences for my mentees – is this a concern?

You are under no obligation to provide your mentees with work experiences, and this point should be made very clear to all mentees in the first meeting. However, if you are in a position where you can arrange any form of experience or work shadowing, this would undoubtedly be of great benefit to your mentees.

5. I have not heard from one of my mentees in a while, and I am concerned that the relationship is not progressing.

If you have already had contact with your mentees and are finding it hard to continue because your mentees are not returning any calls or emails, please contact the HKLSS Office for further handling. The HKLSS Office would identify the issue and follow up with the mentees directly for these special cases.

6. What if my work commitment changes and I no longer have time for the Scheme?

Our Scheme does not require a long-term commitment, so presumably, you should be able to complete it. If you are too busy with work, you may consider switching to e-mentoring. But, if you feel you can no longer commit to the Scheme, please get in touch with the HKLSS Office as soon as possible for further arrangements.

Enquiries

We will be in touch throughout the Scheme, but do feel free to contact us. If you have any queries or need any assistance, you may contact the HKLSS Office.

Tel: (+852) 3108 3685

WhatsApp: (+852) 6136 6601

Email: mentorship@hklss.org

Major news and updates about the Scheme will also be available at <https://www.hklss.org/programs-and-events/mentorship>.



Disclaimer

This Handbook has been designed to serve as a general reference for several key issues relating to your role as a mentor. This Handbook is not a contract, nor is it an invitation to enter any contract between you and your mentee.

This Handbook will be reviewed and regularly updated where necessary to ensure its continuing validity.

Appendix A

Goal Setting Form for Mentor and Mentee

Full Name of Mentor: _____ Full Name of Mentee: _____

This goal setting form is to be used during the mentoring meetings and to help determine if the 6-month/1-year mentoring process is going well. For each mentee, please set your goals (3-4) before the first meeting and submit the form to HKLSS in March 2023 for the record. Please evaluate the progress made, seek the comments from your mentors during the meetings, and submit this form in June and September 2023 for HKLSS's mid-year and final review.

Goal Setting & Achievements

Please make sure the goals are specific, measurable, action-oriented, realistic and timely.

1st Goal	
Action Required	
Mid-year Review	Achieved <input type="checkbox"/> Partially Achieved <input type="checkbox"/> Not Achieved <input type="checkbox"/>
Mentor's Suggestions	
Final Review	Achieved <input type="checkbox"/> Partially Achieved <input type="checkbox"/> Not Achieved <input type="checkbox"/>
Mentor's Suggestions	

2nd Goal	
Action Required	
Mid-year Review	Achieved <input type="checkbox"/> Partially Achieved <input type="checkbox"/> Not Achieved <input type="checkbox"/>
Mentor's Suggestions	
Final Review	Achieved <input type="checkbox"/> Partially Achieved <input type="checkbox"/> Not Achieved <input type="checkbox"/>
Mentor's Suggestions	

Goal Setting & Achievements

Please make sure the goals are specific, measurable, action-oriented, realistic and timely.

3rd Goal	
Action Required	
Mid-year Review	Achieved <input type="checkbox"/> Partially Achieved <input type="checkbox"/> Not Achieved <input type="checkbox"/>
Mentor's Suggestions	
Final Review	Achieved <input type="checkbox"/> Partially Achieved <input type="checkbox"/> Not Achieved <input type="checkbox"/>
Mentor's Suggestions	

4th Goal	
Action Required	
Mid-year Review	Achieved <input type="checkbox"/> Partially Achieved <input type="checkbox"/> Not Achieved <input type="checkbox"/>
Mentor's Suggestions	
Final Review	Achieved <input type="checkbox"/> Partially Achieved <input type="checkbox"/> Not Achieved <input type="checkbox"/>
Mentor's Suggestions	

Appendix B

Feedback Form for Mentor

Full Name of Mentor: _____ Full Name of Mentee: _____

Every mentor is required to complete a Mid-Year Review and Final Review in June and September 2023 respectively.

General Feedback of Your Mentee (Please tick below)

<u>Part I</u> Mid-Year Review - To complete by <u>Jun 2023</u>	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
1. My mentee was accessible and available.					
2. My mentee and I were able to communicate effectively.					
3. My mentee made productive use of our meeting time.					
4. My mentee took the initiative in managing our mentoring relationship.					
5. My mentee treated me with respect and was open to my ideas and suggestions.					
6. I'm satisfied with the performance of my mentee.					
Other comments: (If any)					
<u>Part II</u> Final Year Review - To complete by <u>Sep 2023</u>	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
1. My mentee was accessible and available.					
2. My mentee and I were able to communicate effectively.					
3. My mentee made productive use of our meeting time.					
4. My mentee took the initiative in managing our mentoring relationship.					
5. My mentee treated me with respect and was open to my ideas and suggestions.					
6. I'm satisfied with the performance of my mentee.					
Other comments: (If any)					