



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

MENTORSHIP

Better
Life
Through
Sciences



Mentor's Handbook

Foreword

This handbook is designed for our mentors regardless of their level of experience. New mentors can utilize this handbook as a valuable resource, providing them with ideas and guidelines that can be selected and adapted to meet their individual needs. Likewise, experienced mentors can also benefit from this handbook by using it as a general reference or refresher.

It is common for mentors to have one or two preferred styles of mentorship that they feel comfortable with. Additionally, some experienced mentors may possess a diverse range of mentorship styles in their "toolkit." They have developed the ability to assess different situations and employ the appropriate styles with the right individuals at the right times. At HKLSS, we deeply respect and value this diversity and flexibility in mentoring approaches.

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
December 2023

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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 selected mentors, with their extensive years of professional experience, are committed to assisting the younger generation in identifying their strengths and unlocking their full potential. In addition, our mentors will guide and support our mentees in establishing valuable networks, enhancing their communication skills, and ultimately preparing them for a career in the life sciences industry.

HKLSS Mentorship Scheme 2024/25 Timeline

| | |
|----------------------|--|
| Feb 2024 | Mentee Orientation |
| Mar 2024 | HKLSS Mentorship Scheme Inauguration 2024 (Initial contact between mentors and mentees) |
| Mar-Jun 2024 | 1 st meeting |
| Jun-Aug 2024 | 2 nd meeting |
| Late-Aug 2024 | Submission of mid-year review |
| Sep-Dec 2024 | 3 rd and 4 th meetings |
| By Feb 2025 | Submission of the final review report |
| Mar 2025 | HKLSS Mentorship Scheme Graduation (2024 cohort) and Inauguration (2025 cohort) |

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:

- Business Development
- Data Analytics
- Entrepreneurship
- Life sciences-related Investment
- Policy Research
- Science Communication
- Research and Development
- Environmental, Social, and Corporate Governance (ESG)

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

Great Young Mentors (GYM) Initiative

Introduced in 2023, the GYM initiative matches first and second-year undergraduate students with alumni who are below 30 years old. These young mentors have a strong understanding of their mentees' concerns from a peer's standpoint and provide valuable insights on potential solutions and career paths.

The primary goal of this GYM initiative is to foster peer dialogues, mutual learning, and well-beings. It is our hope to gradually increase the number of our young 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.
- Focus on the personal development and potential of the mentee(s).
- Ensure your availability for scheduled meetings or discussions.
- Be open-minded to accept new ideas, and foster mutual trust and respect.

As a Mentor, you are reminded NOT to:

- Exchange or accept expensive gifts from your mentee(s).
- 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).
- Engage in any behavior that may be sensitive or unwelcome by your mentee(s).

3. Communication with Mentees

- 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.
- Be on time for all scheduled meetings and be ready to listen and provide support and guidance to your mentee(s) in discussions.

4. Managing Your Mentees

During the mentorship period, we suggest that you follow the progressive steps outlined below:

1st Meeting – March to June 2024

- 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 – June to August 2024

- 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 August 2024.

3rd & 4th Meeting – September to December 2024

- 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 the final review by February 2025.

5. Evaluation and Review

Each mentor is required to complete a Mid-Year Review and Final Review (Appendix B) to the HKLSS Office in August 2024, and February 2025. 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, we suggest that you consider the following recommendations:

- 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.

Office visit or job shadowing once during your mentorship period is a bonus.

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. Otherwise, meetings may also take place in 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 certainly plan group activities for your mentees, such as inviting them to attend workshops or seminars organized by your company. This provides them with an opportunity to broaden their horizons and expand their knowledge. Participating in such activities allows mentees to gain new experiences, learn from industry experts, and make valuable connections.

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

You are under no obligation to provide your mentees with work experiences, as it is important to communicate this clearly during the first meeting. While it is not expected, if you have the ability to arrange any form of experience or work shadowing, it would undoubtedly be beneficial for 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 reach out to the HKLSS Office for assistance. The HKLSS Office would directly follow up with the mentee to identify any issues and address them accordingly.

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. However, if you determine that you are unable to continue your commitment to the Scheme, it is important to notify the HKLSS Office as soon as possible. Open communication with the HKLSS Office is crucial to ensure the smooth transition and support for both you and your mentee(s).

Enquiries

We will maintain regular communication with you throughout the duration of the Scheme. However, please feel free to reach out to us at any time if you have any questions, concerns, or need further assistance. We are here to support you and ensure a successful mentoring experience.

Tel: (+852) 3108 3685

WhatsApp: (+852) 6136 6601

Email: mentorship@hklss.org

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 2024 for the record. Please evaluate the progress made, seek the comments from your mentors during the meetings, and submit this form 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: _____

Each mentor is expected to complete a Mid-Year Review in August 2024 and a Final Review in February 2025.

General Feedback of Your Mentee (Please tick below)

| <u>Part I</u> Mid-Year Review - To complete by <u>Aug 2024</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>Feb 2025</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) | | | | | |