



YEW CHUNG YEW WAH
ALUMNI
E-MENTORSHIP
GUIDELINES

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Overview

Thank you very much for registering for the e-mentoring programme. We're excited to help all mentors and mentees make new connections, learn more from each other and share experiences. In the months ahead, you and your match will share knowledge and experiences in life, career and academic experiences.

There are many benefits to both mentors and mentees. In addition to offering and gaining academic or professional support, mentorship can also provide opportunities to practise leadership, time management, communication and coaching skill. Mentees also benefit from solid advice, best practices and the chance to explore the pros and cons of many of the decisions and choices we all make in navigating our university experiences and career paths.

We hope you enjoy meeting your match and benefit from your interactions.

What is a mentor?

A mentor is a trusted individual who provides advice, perspective and guidance to another individual. Mentors foster and help develop academics, personal and professional growth of a mentee by sharing knowledge, experience and insight in particular fields academically or professionally.

A mentor takes a leadership role, inspiring and motivating mentees to expand their insight, awareness and perspectives.

Mentors often work with mentees to help them reach specific goals and manage their expectations.



What is a mentee?

Mentees are individuals seeking support, information or help from an individual with experiences who could help them reach their goals or share experiences in their areas of interest.

Through the work of a mentorship programme, mentees not only will gain help from a more experienced individual, but are also able to develop time management, responsibility, leadership, respect and many more abilities.



Mentor-Mentee Partnership

Through mutual respect and support between mentors and mentees, mentees should never rely completely on their mentor to solve their problems. In the E-mentorship programme we hope you and your match will explore a wide-range of topics including:

1 Career

2 Academic

3 University

4 Personal

Programme Guidelines

Mentors should:

- Be a leader
- Make initial contact with your mentee
- Listen to your mentee's goals, strengths and struggles
- Support your mentee through questioning, guiding and feedback
- Share your own experience and connect your mentee with other possible help
- Not tell mentees what to do, but help them make their own informed decisions
- Avoid criticising or negativity. Remember everyone has different experience and priority

Mentees should:

- State or list your goals clearly with your mentor
- Listen carefully and pay close attention to your mentor and his/her feedback
- Take notes and heed advice, feedback and guidance
- Maintain a beneficial relationship with your mentor by keeping in contact regularly
- Actively communicate with your mentor, address problems, ask for help or present success result in achieving goal(s)

Mutual goals and expectations

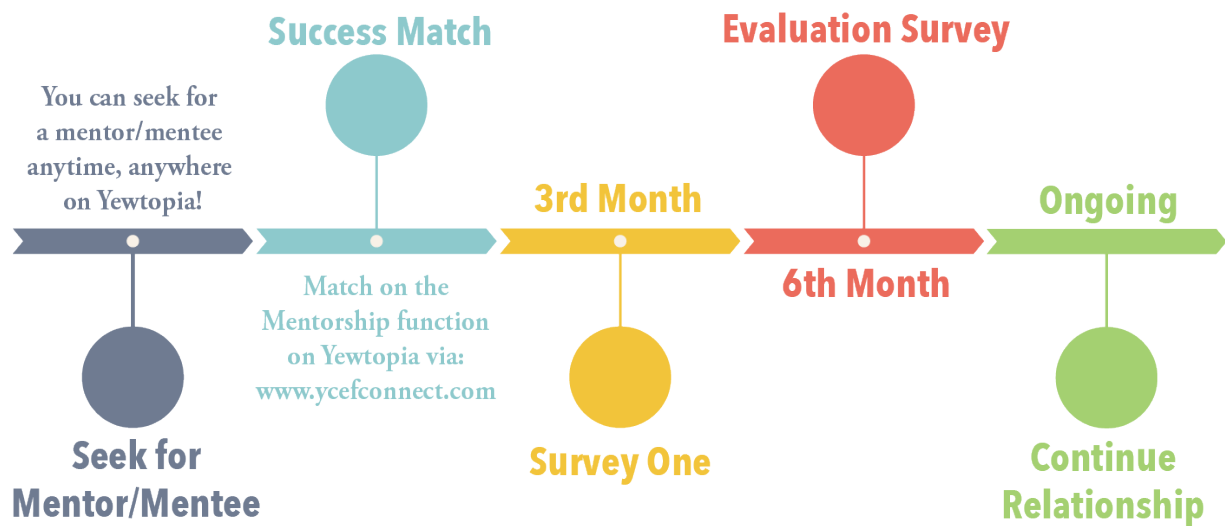
- Goals and expectations are not set only by the mentee. The Mentor should also participate in setting goals and expectations
- Mentors and mentees should demonstrate mutual respect
- Mutually set goals, frequency of meeting, mode of contact, and availability etc.

Suggestions

- Mentors and mentees are suggested to meet on a bi-weekly basis or at least once per month.
- Modes of contact:
 - Face-to-face
 - Phone
 - Email
 - Web conference
 - Yewtopia
 - Social media

Mentoring Process

Our E-mentorship cycle will last for six months. The Alumni Relations Office will send out a total of two surveys during the programme, one on the third month of the programme and one at the end of the programme. Feedback and comments will be collected from both mentors and mentees through the surveys. After six months' review process, both mentor and mentee can choose to continue the programme in a long-term perspective.



Code of Conduct and Harassment Policy

Harassment on the basis of race, religious creed, colour, national origin, ancestry, disability, marital status, medical condition (cancer-related or genetic-related), sexual orientation, sex, age, or any other protected status under federal, state or local law, ordinance or regulation applicable to the Alumni Relations Office, is a violation of this policy.

Any such harassment of any individual in the course of any activity and communication under the E-mentorship programme is prohibited and shall not be tolerated. The policy explicitly applies to both mentor and mentee and all other individuals engaged in this programme.

Examples of Sexual Harassment:

The following are some examples (not intended to be exhaustive) of sexual harassment acts:

- Uninvited physical contact or gestures
- Unwelcome requests of sex
- Sexual comments or jokes
- Intrusive questions or insinuations of a sexual nature about a person's private life
- Displays of offensive or pornographic material such as posters, pinup, pictures, cartoons, graffiti or calendars
- Unwanted invitations
- Offensive communications of a sexual nature (letters, phone calls, faxes, electronic messages, etc.)
- Use of vulgar, offensive and sexually abusive slangs
- Staring or leering at a person or at parts of his/her body
- Unwelcome physical contact such as massaging a person without invitation or deliberately brushing up against him/her
- Touching or fiddling with a person's clothing e.g. lifting up skirts or shirts, or putting hands in a person's pocket.

Measures to Prevent Sexual Harassment:

If a person feels being sexually harassed, he/she may adopt the following informal or formal approaches/ strategies:

- Speak up at the time. Tell the harasser that his/her behavior is unwanted and has to stop.
- Keep a written record of the incidents, including the dates, time, location and witnesses and own response.
- Lodge a formal complaint to the Alumni Relations Office.

For more enquiries please send us an email at secretariat@alumni.ycef.com