

THE POWER OF BEING UNDERSTOOD

AUDIT | TAX | CONSULTING

HKICPA – 2017/18 MENTORSHIP PROGRAMME BRIEFING SESSION

Date: 8 April 2017

Time: 10 a.m. – 1 p.m.

Facilitator: Patrick Lo, Partner, RSM Hong Kong

Objective of Briefing Session

MENTORS

How to be good mentors

MENTEES

How to make the best use of the mentorship programme in their career development



Agenda for Briefing Session

Briefing for Mentors

10 a.m. to 12 noon

Mentors meet Mentees

12 noon to 1 p.m.

**WELCOME
ALL MENTORS**

Objective of Mentorship Programme



Hong Kong Institute of
Certified Public Accountants
香港會計師公會

MENTORSHIP

CPAs for CPAs



To offer aspiring CPAs the opportunity to learn from experienced members for the purpose of their career development through consultation and experience sharing.

Objective of Mentorship Programme (Cont'd)

How to achieve the Programme objective from Mentor's perspective?

Why are you joining the programme as mentors?

What are the challenges for a mentor?
Anticipation and experience?

What do you think are the good qualities of a good mentor?

What do you think are the success factors of a mentor-mentee relationship & mentorship programme?

Group Discussion – How to be good mentors?

Group of Six or Eight Mentors

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graph TD; A[Group of Six or Eight Mentors] --> B[Self-introduction]; B --> C[Discussion on the following topics about being Mentors:];
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Self-introduction

Discussion on the following topics about being Mentors:

- Objectives
- Challenges
- Qualities
- Success Factors

Group Presentation – How to be good mentors?

Results of group discussion



Panel Discussion

Experience sharing by Mentors

Three Experienced Mentors

[Interesting encounters and Q&A]



Coaching Techniques

Listening

- Be attentive, don't answer mobile phone or messages
- Open-minded and suspend all judgements and opinions while listening

Questioning

- Use short, open-ended questions
- GROW model –by John Whitmore (see next slide)

Exploring perspective

- Help mentees to explore options and solutions , and choose

Facilities for effective coaching

- Regular one-to one coaching/feedback meeting
- Attend seminar/event together and sharing experience
- Both reading same book /article and discussing the learning

Coaching Techniques (Cont'd)

The GROW Model – by John Whitmore

G oal setting	<ul style="list-style-type: none">• What do you to accomplish?• What would you want to be different?• Why do you want to achieve this goal?
R eality	<ul style="list-style-type: none">• What progress have you made so far?• What is holding you back?• How do you know that it was happening?
O ptions	<ul style="list-style-type: none">• What options do you see?• Who else may be able to help?• What would you gain/lose by doing that?
W hat/Will	<ul style="list-style-type: none">• Which of these solutions seems best for you?• What support or resources do you need?• When are you going to start?

Characteristics of Good Mentors

A positive role model, patient and supportive

Approachable, accessible, be respectful to young people

Able to use the coaching skills of active listening and thoughtful questioning

Eager to share past experience skills and expertise with a Mentee

Desires to help others succeed







Empathetic to another person's challenges

Trustworthy and able to maintain confidentiality






Willing to discuss mistakes and share failures

Do's and Don'ts for Mentors

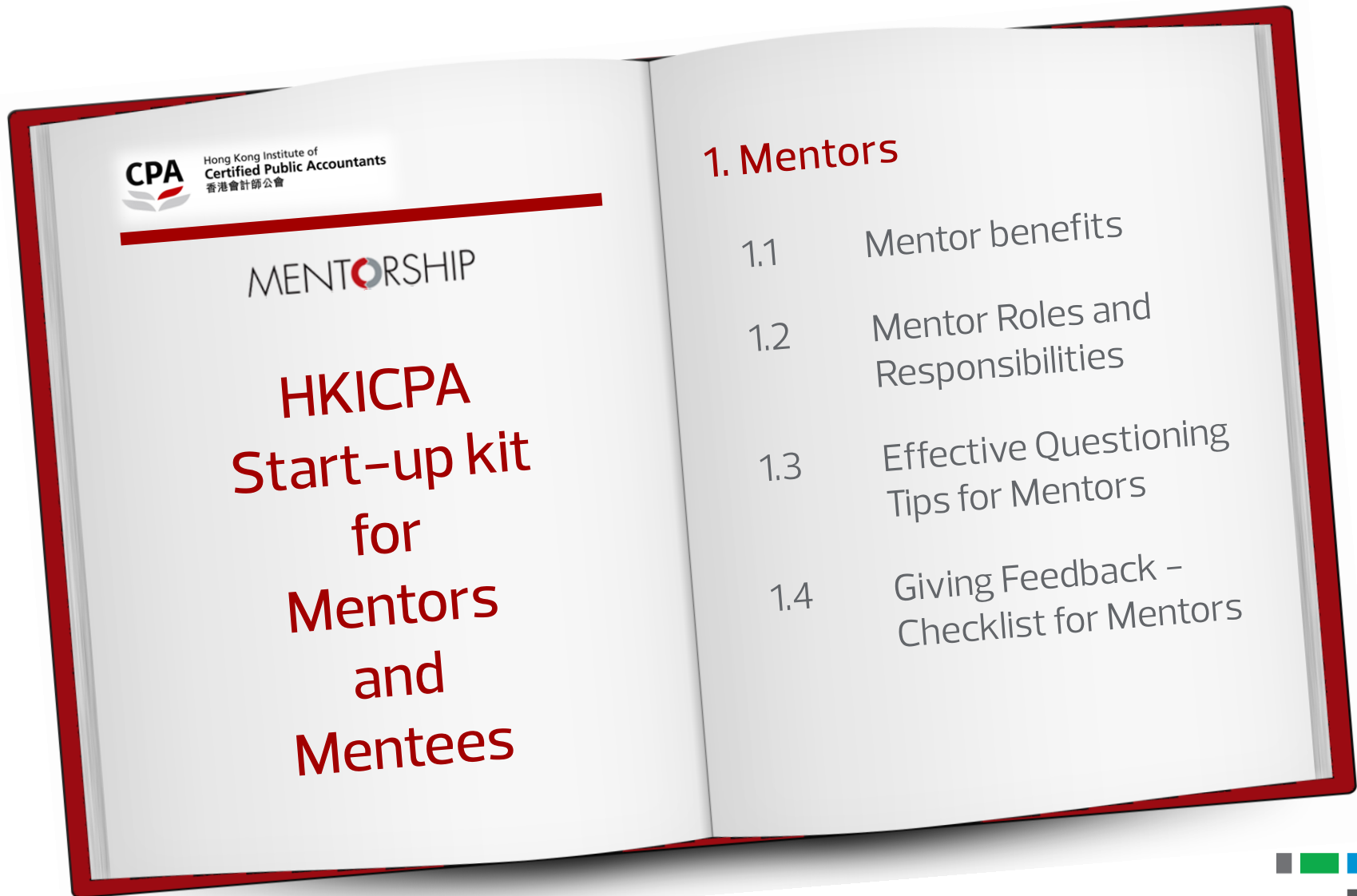
Do's

-  Committed to investing time and energy
-  Provide constructive feedback and motivate others by setting a good example
-  Help the Mentee find the direction, inspire him/her to push oneself
-  Hold your Mentee accountable, follows up and encourages the Mentee to do what was committed.
-  Highlight for the Mentee any achievements made to help build his/her confidence
-  Offer your advice, but only if your mentee asks for it

Don'ts

-  Interrupt frequently while the Mentee talks
-  Have a negative view of life and people
-  Create unhealthy dependency
-  Attempt to force the Mentee in one direction
-  Talk too much about yourself, him/herself

Mentor Tool-Kit



THANK YOU

End of briefing session for Mentors