

**Presented by : Ms. Jennifer HY Cheung**  
**Convenor,**  
**Mentorship Programme Advisory Group**  
**25 April 2015**

# **Overview of Mentorship Programme**



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

# Objective

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



# Mentorship process

- Mentorship cycle: 1 April 2015 – 31 March 2016
- It's a mentee driven programme
- Pre-mentorship communications:
  - Mentee to clearly identify objectives and agree with mentor
  - Mentees to agree on the level of commitment, mode and frequency of interaction (says 2 – 4 times a year) with mentor
  - Flexible means of communications – meetings in person, phone calls, social media, emails, etc
- Interim and end-of-programme reviews



# Overwhelming response

No .of applications accepted:

- Mentor - 116
- Mentee - 150

No .of successful pairing:

- 149 pairs [2 pairs in Beijing]



# Post Qualification Experience

Mentors	
7 - 10 years	42
11 - 20 years	49
Over 20 years	25

Mentees	
1 year or below	101
1 - 2 years	23
2 - 3 years	26



# Industry sectors

	Mentors	Mentees
PAIP	30	51
PAIB	86	99

- No shortage of mentors as some kindly volunteer to take 2 mentees



# Mentees' preferences

Mentee	Same industry sector	Other industry sector
PAIP (51)	27	24
PAIB (99)	97	2

Top 2 mentees' preferences:

- *Finance and insurance services*
- *Business management and consultancy services*



# Matching and pairing results

Successful matching on mentee's first choice	Matching not on mentee's first choice
63%	37%





# Mentorship activities

- Mentorship training (25 April 2015)
- Launch Ceremony (25 April 2015)
- Ongoing meetings and communications between mentors and mentees (April 2015 - Mar 2016)
- Focus group gathering to gauge feedback from mentors and mentees (3 Sep 2015)
- End-of programme review (Mar 2016)
- End-of-term gathering (Apr 2016)



# Other Institute activities for mentors/mentees

- Career development training
  - CPD training
  - Career conference (Oct/Nov)
  
- Corporate events
  - National Day Dinner – 24 Sep
  - Annual Dinner – 7 Dec
  
- Other network and recreational activities
  - YMC networking drinks (Jun)



## Mentees are expected to:

- Always act with courtesy and respect
- Ask for specific guidance and advice. The more specific you can be, the easier it will be for your mentor to help you
- Demonstrate that you are open to hear new ideas and suggestions to bring out your best
- Tell your mentor how you prefer to get feedback (e.g. direct or softened). Be gracious and don't get defensive
- Return phone calls promptly and be on time with commitments or meetings. Do not extend the meeting time with your mentor unless it is with his/her consent



## Mentees are expected to: (cont'd)

- Keep the mentor informed of the progress and express your appreciation even if you have not fully taken his/her advice
- The mentoring connection is strictly professional. Do not intrude into your mentor's personal life. For a cross-gender connection, any romantic involvement is inappropriate
- Keep confidentiality on matters discussed during the mentoring process



## Mentees are *not* expected to:

- Look to the mentor for answers to all of your problems
- Contact mentor at unreasonable hours
- Seek personal or career favours out of the relationship



## Mentors are expected to:

- Have the mentee's best interests in mind
- Provide honest feedback and non-judgmental support
- Pass on knowledge and experience but encourage the mentee to be self-reliant
- Help develop learning plans
- Be a good listener and appreciate mentee's point of view
- Inspire mentee to meet or exceed his/her chosen goals
- Follow through on commitments
- Trustworthy – the issues discussed during a mentoring session should be treated in strictest of confidence
- Be a role model of an accounting professional with high standard of integrity and professionalism



## Mentors are not expected to:

- Act as a sponsor
- Find job for the mentee
- Be an expert in all areas
- Carry out a mentee's work on his/her behalf



# Our Support

- Start-up kit
- Skill-based training
- Programme help desk
  - email: [mentorship@hki CPA.org.hk](mailto:mentorship@hki CPA.org.hk)
  - Programme Manager:  
Mrs. Margaret Lam (tel: 2287-7053)





The Institute would like to **thank** the **Mentorship Programme Advisory Panel** for their contributions and support in the development of the programme.

Jennifer Cheung (Convenor)	Eva Ng
Gary Poon (Deputy convenor)	Charmaine Ng
Cavan Cheung	Leo To
Clara Chin	Philip Tsai
Susanna Chiu	Angela Wong
Elizabeth Law	Patrick Wong
William Lo	Frederick Wong
Horace Ma	Derek Yuen



*Wishing you all a successful  
Mentorship!*



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