



## C.C.C. Heep Woh College Mentorship Programme

Dear Alumni,

On behalf of our school, we would like to express our cordial eagerness to invite your participation as our mentor of the Mentorship Programme.

The programme matches students with mentors from the business community. It provides nourishment for students aspiring success in their future career by initiating network with and receiving valuable guidance from the professionals in the field. We are optimistic that the structured and supportive interaction established will equip the mentees with broadened perspectives towards the world of business, polished leadership and interpersonal skills, as well as a deeper understanding of diverse career prospects.

It is certain that mentoring is mutually beneficial to both the mentors and mentees. An insightful mentor is seen as a role model and inspiration to mentees. Their precious working experience and sharing are resourceful in bringing the mentees a vision of the real management environment and the challenges of different professions. Meanwhile, the genuine interactions forged would also spark new ideas and leave mentors a chance to reflect and refresh their youthful hearts.

The role of mentors would be critical to the success of the programme. We sincerely hope that as a mature and committed participant, mentors can contribute by:

1. Forging a friendly relationship and showing concerns on mentees' personal growth.
2. Having a regular and consistent contact with mentees at least twice in the period. Face to face interaction is encouraged but communication via email or any mode considered most convenient are possible options.
3. Sharing mentees on some topics and experience about your profession or any current social issues.
4. Offering advice and guidance to mentees about their career planning and advancement in future.
5. Conducting company visit to let mentees have an up-close look at the real world of work. (Optional)

It would be our great honour to have your valuable consent to be a mentor in the programme. We are looking forward to your favourable reply.

Yours faithfully,

Mr. Chu Kai Wing  
Principal, CCC Heep Woh College

