

香港真光中學 TLamp 學長計劃

**True Light Alumni Mentorship Programme
(TLamp)**

2019-2020

Mentees' Handbook

Name: _____

Class: _____())

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True Light Alumni Mentorship Programme

Vision

Unleash the potential of the True Light Girls and
bring out the best in their future.

激發真光女兒潛能，助她邁向最美人生。

Mission

To act as a bridge between school & community through
experience and knowledge sharing by Mentors,
to better prepare the Mentees for their long-term personal and
career development in life.

透過學姊工作經驗及智慧的分享，令學妹的學校生活得以與社會連接，讓她們為未來工作及個人發展作最好準備。

Message from Principal Hui Tuen Yung

I am proud to announce that our TLamp, which was first launched in 2011, has entered its 9th year. The unique mission of setting up TLamp in True Light is to tap the invaluable resources amongst our alumnae to complement the efforts of the teachers in facilitating the all-round development of True Light girls.

“A lot of people have gone further than they thought they could because someone else thought they could.” We gratefully thank our mentors of different professions who have wholeheartedly provided inspiration, guidance and support over the years, not only in careers, but also in the holistic development for hundreds of our students, their mentees.

Meanwhile, through this special platform which brings True Light girls of different times together, we are glad to see the bondages between students and alumnae have been strengthened, and the True Light Spirit promoted.

To make your relationship with your mentor fulfilling, rewarding, and worthwhile, I hope that all our mentees would value this opportunity and be committed to the mentorship programme with gratitude and appreciation.

Objectives of TLamp

The objectives for establishing True Light Alumni Mentorship Programme “TLamp” is to provide students with opportunities to look beyond the classroom and learn more about the work and life experiences sharing from the Mentors, who are the alumnae of True Light.

Through different meetings and activities, students can increase their exposure to different aspects and be better equipped to prepare for their future career and their life-long learning plans.

More about TLamp...

TLamp is more than an acronym for True Light Alumni Mentorship Programme. It is related to our school motto: *Thou art the Light of the World (Matthew 5:14)* which encourages True Light girls to become the “light of the world”, the future light-bearers and seed-sowers of the Christian faith.

TLamp pairs up one mentor, who is our alumna, with one to two mentees, who are current Form Four True Light students. Various activities will be arranged in the calendar year, such as career talks, career sharing sessions, communication trainings, visits etc. Students can broaden their horizons, explore their preferences in different industries, and polish their interpersonal skills as well as understanding the importance of creativity, innovation, self-sacrifice, concern for others and the pursuit of excellence.

Mentorship Programme Calendar

Mentee's Application	January 2019
Matching process	March 2019
Mentees' Briefing Session	29 March 2019
Careers Talk	13 April 2019 (Saturday)
Opening Ceremony	13 April 2019 (Saturday)
Start Mentoring	From 13 April 2019 – April 2020
Training Workshop	22 June 2019 (Saturday)
Mid-year Gathering	January 2020
Mentoring Closing and Celebration	April 2020

Advantages of being a Mentee

- ✧ Enhance and influence your career strategy
- ✧ Deepen your knowledge of an industry or job function, including trends
- ✧ Seek advice and insight from a professional
- ✧ Give and Receive constructive advice and feedback
- ✧ Sharpen listening skills
- ✧ Enhance professional effectiveness
- ✧ Cultivate a deeper connection between the School and the Society
- ✧ Enhance Communication and Social Interpersonal Skills
- ✧ Receive assistance in choosing a career path
- ✧ Receive the support and guidance of a caring adult
- ✧ Enhance self-esteem and motivation to succeed
- ✧ Receive encouragement for their life-long development
- ✧ Improve interpersonal relationships between school, family and in the community
- ✧ Develop self-discipline

Roles and Responsibilities of Mentees

- ✧ To listen and learn from mentors
- ✧ To seek guidance and advice from mentors
- ✧ To share your own thoughts and stories
- ✧ To respect the mentors
- ✧ Follow the rules and policies of TLamp Mentorship Programme
- ✧ Complete the entire mentorship programme for designated mentors

***** Important Notes to Mentees *****

As a mentee, please be reminded to ...

- ✧ Respect mentors' privacy and do not disclose mentors' matters without their agreement
- ✧ Report to school, however, in the case of illegal issues or life threatening situations

Tips for Mentees

We encourage mentees to learn by...

- ✧ Actively seeking guidance and advice from mentors
- ✧ Sharing your own thoughts and experience
- ✧ Showing appreciation for mentors' guidance and help
- ✧ Observing social etiquette such as punctuality and politeness
- ✧ Humbly listening to and learning from mentors
- ✧ Prioritizing meetings with mentors
- ✧ Always replying mentors' emails and returning her calls
- ✧ Thinking of topics for discussion before meetings
- ✧ Proactively and consistently communicating with mentors in ways that are agreed by both parties
- ✧ Being considerate, patient, humble, grateful and persistent.

As a mentee, you should not...

- ✧ Take for granted that your mentor is paying for everything
- ✧ Contact mentor at unreasonable hours
- ✧ Be too shy to share your inner feelings
- ✧ Expect your mentor to have all the answers to your problems
- ✧ Be absent from the meeting arranged with your mentor
- ✧ Be discouraged if your mentor is always seemingly busy
- ✧ Disclose the discussed issues publicly, such as on Facebook, without your mentor's consent

Contact Information

Committee Mailbox	Should you have any questions, please feel free to email us via the Committee Mailbox at tlamphk@gmail.com . Please be reminded to add the word “Mentee – <i>topics of your inquiry</i> ” on the email subject.
TLamp Website	For further information about this Mentorship Programme, please visit our Website at http://www.tlms hk.edu.hk/tlamp
School Tel. No.	Tel: 2576 0703
School Fax No.	Fax: 2577 1473

We encourage a close communication between Mentors and Mentees so that around 2 – 4 meetings are recommended in the mentoring period. Please kindly leave us a note to tlamphk@gmail.com at least 2 days before your gathering as follow:

Title :	Gathering with Mentor(s), name(s) : _____
Date and Time :	_____
Venue :	_____

Self-reflection of Other Learning Experience

Name : _____ () Class : _____ Date : ____ / ____ / ____

Part 1 – Data of the Activity :

Name : Meeting with my mentor _____ (Category : Career-related experience)

Venue : _____

Date : _____ Time : _____ - _____

Part 2 – completed by Mentor

Name : _____

Comments : _____

Proposed Next Meeting Date: _____

Mentor's Sign-off Signature: _____

1. The most impressive moment you experienced in the activity:



2. The lessons learnt from the meeting :



3. How do you apply the experience you obtained from this activity in your learning / daily life?



Self Account(學生的自述)

Self-reflection of Other Learning Experience

Name : _____ () Class : _____ Date : ____ / ____ / ____

Part 1 – Data of the Activity :

Name : Meeting with my mentor (Category : Career-related experience)

Venue : _____

Date : _____ Time : _____ - _____

Part 2 – completed by Mentor

Name : _____

Comments : _____

Proposed Next Meeting Date: _____

Mentor's Sign-off Signature: _____

2. The most impressive moment you experienced in the activity:



2. The lessons learnt from the meeting :



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Self Account(學生的自述)

Self-reflection of Other Learning Experience

Name : _____ () Class : _____ Date : ____ / ____ / ____

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Date : _____ Time : _____ - _____

Part 2 – completed by Mentor

Name : _____

Comments : _____

Proposed Next Meeting Date: _____

Mentor's Sign-off Signature: _____

3. The most impressive moment you experienced in the activity:



2. The lessons learnt from the meeting :



3. How do you apply the experience you obtained from this activity in your learning / daily life?



Self Account(學生的自述)

Homework ---- Writing Task

- Not less than 300 words, can attach photos
- Either in Chinese or English
- Submit to tlamphk@gmail.com
- Email subject: writing task by 4X Name ()
- Deadline: 1 Sept 2019
- Topic:
 - My Mentor
 - My Mentor's Career
 - My Mentor and I