

香港真光中學 TLamp 學長計劃

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

2024 - 2025

Mentors' Handbook

Name: _____

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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 13th 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 bondage between students and alumnae has been strengthened, and the True Light Spirit promoted.

I would like to take this opportunity to pay tribute to members of the TLamp Committee, who have unselfishly devoted themselves to organizing and running the programmes to enrich the lives of our students.

Being a mentor is not easy. One has to put a lot of effort, time and energy into this job, but with no guarantee return. I particularly want to say “thank you” to a number of the alumnae who have unceasingly participated in TLamp for nine to ten years to help build a strong foundation for it.

I would also like to welcome a number of new mentors this year. Your participation is important to keep the oil of TLamp burning.

And my God will meet all your needs according to the riches of his glory in Christ Jesus. (Bible Philippians 4:19)

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 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 to two mentors, who are our alumnae, with one to two mentees, who are current Secondary Four True Light students. Various activities will be arranged in the calendar year, such as career talk, visits, training 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

Mentor's Application	May 2023 – March 2024
Matching process	April 2024
Start Mentoring	From 20 April 2024 – April 2025
Opening Ceremony	22 April 2024
Training Workshop	29 June 2024
School Tracing Activity	Jan / Feb 2025
Mentorship Programme Closing and Celebration	April 2025

Roles and Responsibilities of Mentors

- ❖ Provide guidance and advice and help them understand the way of doing things in the community
- ❖ Share knowledge about education, career path, successes and failures and lessons learnt from experience
- ❖ Look for opportunities that mentees should explore and encourage her to explore them
- ❖ Help mentees discover their strengths and weaknesses
- ❖ Follow the rules and policies of TLamp Mentorship Programme
- ❖ Complete the entire mentorship programme for designated mentees

***** Important Note to Mentors *****

As a mentor, please be reminded to ...

- ✧ Treat mentees' safety as the top priority
- ✧ Respect mentees' privacy and do not disclose mentees' matters without their agreement
- ✧ Report to school, however, in the case of illegal issues or life-threatening situations
- ✧ Make decision by considering "What will parents do in this case"

Tips for Mentors

We suggest and hope that mentors can assist mentees by...

- ✧ Providing career and education guidance
- ✧ Sharing knowledge and experience regarding your education, career successes and failures
- ✧ Looking for opportunities that mentees can explore
- ✧ Helping mentees discover and recognize their strengths and weaknesses
- ✧ Sometimes taking initiative to contact your mentees
- ✧ Including your mentees in family gatherings and group activities
- ✧ Not giving your mentees expensive gifts
- ✧ Reacting well to stressful situations
- ✧ Tolerating frustrating situations
- ✧ Meeting mentees as your schedules permit – it is expected that these will be a combination of face-to-face and phone contacts, usually for one to two hours per month

What are the characteristics of a good mentor?

Dos:	Don'ts:
<ul style="list-style-type: none"> ☑ Engage in a positive relationship with the student ☑ Give attention to mentees ☑ Have a positive self-esteem ☑ Be a patient and good listener ☑ Communicate on a level that the student can understand ☑ Provide leadership ☑ Be a positive role model ☑ Show up on time ☑ Care about helping a needy mentee ☑ Be committed to finishing a one-year programme ☑ Nurture a relationship that respects the mentee's dignity ☑ Accept responsibilities ☑ Reinforce mentee's success ☑ Share real-life experiences and exposures to the mentees 	<ul style="list-style-type: none"> ✗ Replace the role of a parent/guardian ✗ Expect dramatic changes in attitude, self-esteem or attendance quickly ✗ Provide solutions to mentee's issues ✗ Be judgmental ✗ Expect to be a professional coach, social worker or counselor ✗ Engage mentees in alcoholic and drug usage

Contact Information

Committee Mailbox	Should you have any inquiries, please submit your questions to Our Committee Mailbox at tlamphk@gmail.com
TLamp Website	For further information about this Mentorship Programme, please visit our website at http://www.tlmshk.edu.hk/tlamp
School Tel. No.	Tel: 2576 0703
School Fax No.	Fax: 2577 1473

