
CANCHAM MENTORSHIP PROGRAM

MISSION

The CanCham Vietnam Mentorship Programme aims to help young professionals develop their business acumen and enhance their professional network through the experiences of distinguished professionals.

VISION

The Programme will better connect the Vietnam community in hopes of supporting the development of future leaders – in particular the young professionals of CanCham Vietnam. As a members-driven organization, the Programme aims to generate better value for membership, especially for Young Professional members and those entities that support the Programme.

WHAT IS A MENTORSHIP PROGRAMME?

A structured Mentorship Programme strives to match experienced and young professionals for the specific purpose of building relationship, trust, experience exchange, support and guidance. This is accomplished by integrating a variety of programme themes such as:

- Goal setting
 - What is my 5-year plan?
 - What should I do to achieve it?
 - Set SMART (Specific, Measurable, Attainable, Relevant, Time Bound) goals
- Career development
 - How can I progress in my professional development and advance in my career?
- Sharing opportunities and networking
 - What is the job market like?
 - What job opportunities exist?
- Sharing project work
 - What sorts of projects are young professionals working on?
 - What are your professional/career aspirations?
- Sharing interests
 - What would you like to know more about?

FORMAL ROLES WITHIN THE PROGRAMME

- **Mentors** will provide support and guidance to the Mentees with focus on the mission of the Programme.
- **Mentees** will participate in meetings with focus on the mission of the Programme and commit to developing communication and rapport with mentors throughout the Programme period.
- **CanCham's Secretariat** will facilitate the entire Programme function and oversee the overall vision; provide resources to assist the Programme wherever it sees fit; and evaluate the progress and achievements of the Programme. Mentors and Mentees are encouraged to meet or communicate independently.

FAQ FOR PARTICIPANTS

Q: How do I know if a mentoring relationship is right for me?

A: *As a Mentee, you are interested in relationship-based one-on-one learning that enhances your self-development and professional development. Your intent is to utilize an objective resource that provides developmental coaching and guidance.*

Q: What are the benefits of being a Mentor?

A: *You will have the opportunity to contribute to the growth and development of young professionals and expand your own knowledge and learning in the process.*

Q: What should a Mentor do?

A: *A Mentor is expected to create a safe environment for a Mentee to set mutually acceptable goals for the relationship, and provide open and honest feedback in response to the Mentee's questions and progress towards their goals.*

Q: What should a Mentee do?

A: *A Mentee is expected to identify and drive their career objectives. They should come prepared to each session with a set of objectives and their progress toward those objectives.*

Q: What are the expectations of the Programme's participants?

A: *Mentors and Mentees commit to a mentoring partnership using mutually agreed-upon guidelines.*

Q: What if I wish to pursue the relationship with my Mentor/Mentee after the programme?

A: *The Mentorship Programme is set up to give the Mentor/Mentee the necessary tools in order to cultivate their mentorship relationship. Therefore, it is up to the participants to mutually decide if they wish to continue to nurture this relationship.*

FORMAT OF THE PROGRAMME

Format: A one-on-one programme that pairs young professionals with experienced professionals for a minimum of 6 months.

Fee Payment:

- Mentors: NO cost to participate
 - Mentees: applicants should note that:
 - For members: 3,200,000VND fee is required at the time of application
 - For non-members: 4,000,000VND fee is required at the time of application
- *All fees are non-refundable*

Selection Criteria for the Mentees and Mentors:

- At the discretion of CanCham by successful application submission
- Have an active CanCham membership or be affiliated to a Sponsor of the Programme
- Demonstrates willingness to participate and eagerness to learn

Matching Criteria:

- At the discretion of and approved by the CanCham based on review of application form
- Industry relevance plays a part in the selection criteria, but not the main focus
- Personality assessment from past knowledge of participation in CanCham events

Programme Time Frame:

- 6 months with a monthly meeting
- Programme Introduction/Briefing to be used as orientation meeting with all the participants
- All Mentor/Mentee meetings to be scheduled independently by pairs; more frequent meetings can take place based on their own preferences