



Mentoring Programme for Women in Law Hong Kong
Mentor Application Form – 2024 Cycle

As part of Women in Law Hong Kong's commitment to enhancing the profiles, skills and networking opportunities of women in the legal field, we are delighted to introduce our Mentoring Programme.

The WILHK Mentoring Programme is designed to run from February to November 2024, with group events starting from March 2024 and we are looking for Mentors who:

- have at least ten years of work experience (with substantial exposure in the legal field or to the challenges faced by legal professionals and legal service firms);
- are willing to commit to 100% participation in the WILHK Mentoring Programme;
- are dedicated to listening and providing advice/feedback to our Mentees;
- have specific goals that they would like to achieve; and
- adhere to confidentiality to ensure a relationship of trust.

Please take the time to respond thoughtfully to the questions below. The deadline for submission is **26 February 2024 (Monday)**.

Personal Details

Name:		
Contact details:	Work tel. no.:	
	Mobile no.:	
	Email:	
	Instant messages number / identification name (e.g. WhatsApp, WeChat)	
Employer and current job title:		
Area of practice / department and responsibilities:		

Other organisations / committees that you participate in (please state your capacity/role):	
Description of your career so far and your hobbies. This information will be extracted in a "Class of 2024" booklet that will feature all the participants.	
Have you participated in a mentoring programme	

Commitment and Consent to Use of Personal Data

Please confirm the following:

- I will commit to a minimum of 3 one-on-one catch-ups with my mentee over the duration of the WILHK Mentoring Programme.
- I acknowledge that the subcommittee and sponsors have put in a lot of resources to facilitate the WILHK Mentoring Programme. I have read the key dates published on the Programme website and I will commit to attending a minimum of 5 group mentoring events over the duration of the WILHK Mentoring Programme.
- I acknowledge that, by submitting my application, I consent for my personal data to be processed for the purpose of selection and operation of the WILHK Mentoring Programme. Bios and photos of successful applicants will be used in the Class of 2024 booklet that will be shared with (but not limited to) 2024 WILHK Mentoring Programme participants, WILHK Committee and programme sponsors (current and potential).

Communication Preferences

What is your preferred method of communication? (Indicate top preferences from 1-3):

- Email
- Instant messages (e.g. WhatsApp, WeChat)
- Telephone
- Video conference (e.g. Zoom, Teams, FaceTime, etc.)

- In-person: in office
- In-person: lunch / coffee
- Other: _____

Mentee Preferences

Please describe any preferences for a Mentee. Include, among other things, primary practice area focus, years of experience, language preferences, background, etc.

Your Attributes / Mentoring Style

What would you say are some of your qualities/characteristics/skills that a Mentee may find helpful or feel connected to?

Mentor Goals for Programme

The theme for this year’s WILHK Mentoring Programme is “Connect, empower, strive.” How do you plan to take advantage of the programme to accomplish each/some of these? How would you benefit from being a Mentor?

Male Ally

If this year all of the Mentors are asked to bring a male ally to one of the catch-ups with your Mentee/the group sessions, who would he be? Please provide his name and describe his role. Please be assured that this is strictly confidential between you and the subcommittee, and WILHK will not disclose your answer in this application to anyone, or reach out to any person nominated in this answer.

Peer Circles and Social Events

From time to time, we facilitate sessions run by our mentor participants on a particular topic in which they may be an expert or have a particular interest. We also encourage Mentors and Mentees to organize social events, activities or networking exercises.

Would you be interested in running or organizing such a session (and, if you are interested in a session with a specific topic, what topic would you be interested in presenting)?

Diversity and Inclusion

Have you read WILHK last year's report on Understanding Everyday Behavior & Gender Equality Issues in Hong Kong's Legal Sector? What is your opinion about diversity and inclusion (in particular, gender equality) and the current situation in Hong Kong? What do you think may help promote gender equality in Hong Kong?

Other

We aim to incorporate in-person skills training on topics of interest to mentors and mentees in the Programme, with high levels of engagement. Please indicate your top 3 topic preferences (1=most preferred, 2=second choice, 3=third choice). Please also tick topics you could present or co-present on, or otherwise help co-organise with WILHK.

- Communication skills – Executive presence (Rank: _____)
- Communication skills – Giving and receiving feedback (Rank: _____)
- Communication skills – Everyday negotiations – the art of saying 'no' & getting to a 'yes' (Rank: _____)

- Communication skills – Conflict management (Rank: _____)
- Communication skills – Handling difficult conversations (Rank: _____)
- Career progression – Goal setting (Rank: _____)
- Career progression – Personal and professional brand (Rank: _____)
- Career progression – Career mobility conversations (Rank: _____)
- Career progression – Stakeholders: mapping & management
- Career progression – Art of networking: making authentic connections (Rank: _____)
- Leadership & management – Team leadership & management
- Leadership & management – Project management & delegation (Rank: _____)
- Leadership & management – Diversity & inclusion (Rank: _____)
- Managing yourself – Resilience, managing stress, adjusting to new ways of working (Rank: _____)
- Managing yourself – Time management, multi-tasking, optimizing your productivity (Rank: _____)
- Others (please state: _____) (Rank: _____)

Please describe any additional criteria that you feel would be important for us to consider in reviewing your application.