



ASEAN C.A.R.E.s
CAREER ASSISTANCE REINVENTING EDUCATION


ASEAN C.A.R.E.S

MENTORSHIP PROGRAMME TOOLKIT

2ND EDITION

Organised by
 THE GLOBAL CITIZEN
EDUCATION GROUP

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As the ASEAN Youth of today enters an increasingly globalised and interconnected job market, it is important that they are equipped with cultural intelligence and are supported by quality mentorship opportunities for them to be able to face the challenges and thrive in a 21st century workplace.

With this challenge ahead, The Global Citizen Education Group, supported by the National Youth Council, has launched ASEAN C.A.R.E.s, an ASEAN-wide mentorship platform to connect youth and industry mentors from across ASEAN.

This three-months mentorship program provides youths with the opportunity to network and learn from professionals in different markets and sectors from across ASEAN. Furthermore, our platform would offer MasterClasses on working culture, market insights, and other relevant knowledge and skills to enable youth to be ASEAN-ready in their professional lives.

After a successful first run of ASEAN C.A.R.E.s which brought together 45 mentors from the Sustainability and ICT sectors and 100 youth mentees from Singapore, Vietnam, Indonesia and the Philippines, we are excited to launch the second edition of ASEAN C.A.R.E.s which commences on February 2022.

The second edition runs from 19 February to 28 May 2022, focusing on 4 main industries - Sustainability, Edtech, Fintech and Media & Communications and industry professionals from Singapore, Indonesia, Vietnam, the Philippines, Malaysia and Thailand will be invited to join as mentors.

ASEAN C.A.R.E.s

MENTORSHIP PROCESS

The mentorship period will take place over three months from **19 February to 28 May 2022**. During the mentorship period, there will be organised webinars once every month to bring all our mentors and mentees together.

Outside of the organised webinars, the mentors and mentees are free to network at their own time. We do request that mentors and mentees network once a month to catch up with each other.

Upon completion of the selection process, the mentorship will commence on **19 February 2022**.



CARE OBJECTIVES

- To help youths develop cultural intelligence and be ASEAN-ready in their professional lives
- Provide opportunities to network with industry professionals from across ASEAN
- Expose participants to virtual platforms and formats which are increasingly part of the 21st century workspace
- Offer insights on working culture in ASEAN
- Cultivate a 21st century ASEAN ready workforce

Date	Program
OPENING EVENT	
19 February 2022 (SAT)	13:00 - 13:30 Keynote Speech
	13:30 - 14:30 Dialogue Session
	14:30 - 15:00 Conference-wide icebreaker for mentees
	15:00 - 16:00 First meeting with mentors to set mentorship roadmap
	16:00 - 16:30 MasterClass: Cultural Intelligence Workshop
	16:30 - 17:00 MasterClass: Professional Workshop
	17:00 - 17:30 Closing

Note: All times stated in Singapore Time (GMT +8)

OPENING EVENT

MASTERCLASSES

MASTERCLASSES	
12 March 2022 (SAT)	13:00 - 13:30 Opening
	13:30 - 14:30 Panel Discussion: Sustainability industry
	14:30 - 15:30 Panel Discussion: Edtech Industry
	15:30 - 16:00 MasterClass: Cultural Intelligence Workshop
	16:00 - 16:30 MasterClass: Professional Workshop
	16:30 - 17:30 Meeting with Mentorship Teams
	17:30 - 18:00 Closing

9 April 2022 (SAT)	13:00 - 13:30 Opening
	13:30 - 14:30 Panel Discussion: Fintech Industry
	14:30 - 15:30 Panel Discussion: Media and Communications Industry
	15:30 - 16:00 MasterClass: Cultural Intelligence Workshop
	16:00 - 16:30 MasterClass: Professional Workshop
	16:30 - 17:30 Meeting with Mentorship Teams
	17:30 - 18:00 Closing

CLOSING EVENT

CLOSING EVENT	
28 May 2022 (SAT)	13:00 - 13:30 Keynote Speech
	13:30 - 14:00 MasterClass: Cultural Intelligence Workshop
	14:00 - 14:30 MasterClass: Professional Workshop
	14:30 - 15:30 Final Meeting with Mentorship Teams
	15:30 - 16:30 Virtual Networking Session
	16:30 - 17:00 Sharing of Mentorship Experience
	17:00 - 17:30 Cultural Performances
17:30 - 18:00 Closing	

Note: All times stated in Singapore Time (GMT +8)

MENTORSHIP TIMELINE

1st Meeting - 19 February 2022

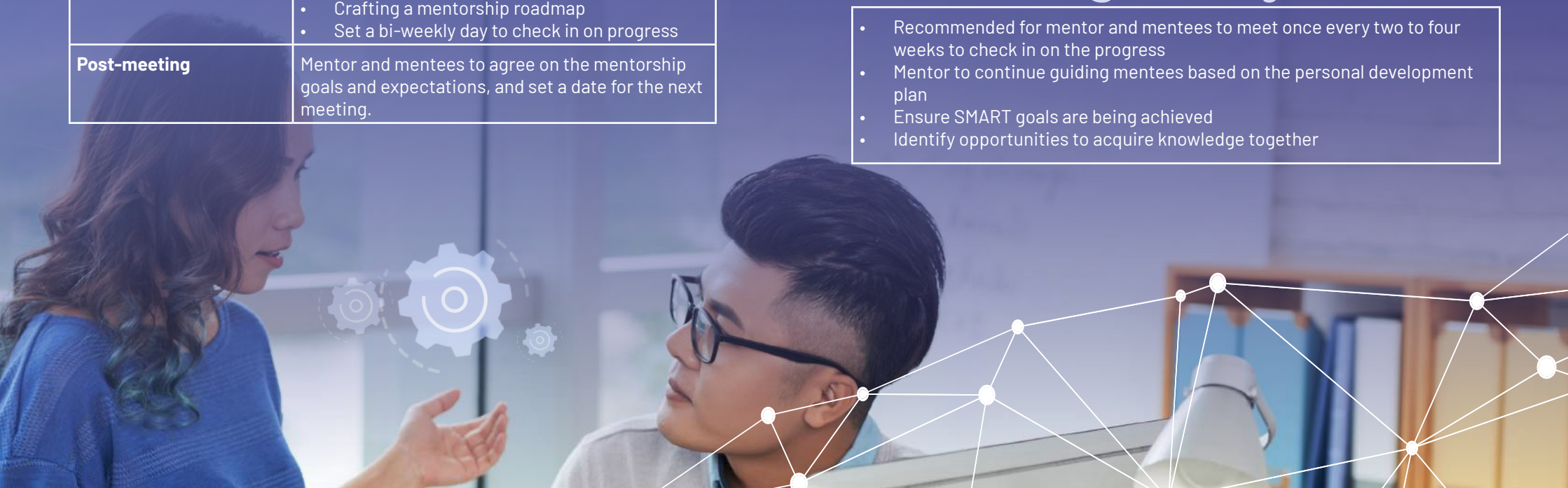
Pre-meeting	Mentees to watch asynchronous videos on The Global Citizen Academy and brainstorm goals to achieve throughout the mentorship journey. Mentors to be clear on the mentorship framework to adopt.
Meeting agenda	<ul style="list-style-type: none"> • Introduction of mentor and mentees • Setting ground rules • Setting short term and long term SMART goals • Setting expectations • Crafting a mentorship roadmap • Set a bi-weekly day to check in on progress
Post-meeting	Mentor and mentees to agree on the mentorship goals and expectations, and set a date for the next meeting.

2nd Meeting - 1 to 4 weeks after 1st meeting

Pre-meeting	Mentees to get ready questions to ask mentors. Mentees to draft their personal development plan for the three months.
Meeting agenda	<ul style="list-style-type: none"> • Mentees to review their personal development plan with mentor • Mentor to give suggestions and guidance to improve their plans • Reviewing mentees' short term and long term goals and discussing ways to achieve them • Mentor to discuss ASEAN industry knowledge
Post-meeting	Agree on the next check-in date and plan any necessary follow-up actions for mentees' personal development plan.

3rd Meeting and beyond

- Recommended for mentor and mentees to meet once every two to four weeks to check in on the progress
- Mentor to continue guiding mentees based on the personal development plan
- Ensure SMART goals are being achieved
- Identify opportunities to acquire knowledge together



ROLE OF MENTORS

- Provide a structured framework to help mentees achieve their goals
- Respond to mentors' queries in a timely manner
- Lead initial meetings with mentees
- Assist mentee to identify individual needs and support career development
- Maintain confidentiality
- Check-in on mentees at least once every two weeks
- Be open when communicating with mentees
- Provide honest feedback
- Share ASEAN knowledge about cultures and work styles
- Guide mentees to fulfil targeted goals
- Be active on Lark to communicate with mentorship team
- Stay committed to 3-months mentorship journey and attend all compulsory sessions

ROLE OF MENTEES

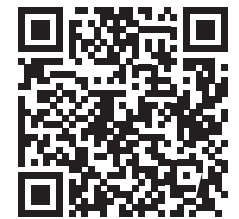
- Have a clear understanding of why you want to be mentored
- Watch asynchronous videos on The Global Citizen Academy before the start of mentorship journey
- Attend all compulsory sessions (i.e. Opening Ceremony, two MasterClasses and Closing Ceremony)
- Be prepared with targeted goals you want to achieve
- Know the areas of interest you would like to discuss
- Explore own strengths and development needs
- Participate actively during mentorship sessions
- Remember to follow up with mentors
- Be respectful to mentors and other mentees
- Be receptive to feedback from mentor
- Maintain confidentiality
- Take initiative to schedule meetings with mentors
- Be open when communicating with mentor
- Be active on Lark to communicate with mentorship team
- Stay committed to 3-months mentorship journey and attend all compulsory sessions

REGISTRATION INSTRUCTIONS

Please register your participation for ASEAN C.A.R.E.s. at our website at: <https://theglobalcitizen.sg/asean-c-a-r-e-s/>

Applications are free for all youths aged 15 to 35 from Singapore, Vietnam, Indonesia, the Philippines, Malaysia and Thailand. Our team will review your registration on a rolling basis so we would recommend you to submit your application as soon as possible. Applications are open from now till 5 February 2022 and successful applicants will be contacted via email.

Mentees will be matched with suitable mentors and will be notified of their pairings during the Opening Event.



REGISTRATION
INSTRUCTIONS

FAQs

Q: When is the application period?

A: Applications for mentees are now open till **5 February 2022**. Please submit your applications [here](#) as soon as possible in order to attend the official launch event on **19 February 2022**.

Q: Who can apply for ASEAN C.A.R.E.s?

A: Applications are open to all youths aged **15 to 35** in **Singapore, Vietnam, Indonesia, the Philippines, Malaysia and Thailand** who are aspiring and current undergraduates looking for mentorship opportunities by industry professionals in the ASEAN region.

Q: Do I have to pay for ASEAN C.A.R.E.s?

A: Applications are free for all youths!

Q: When will applicants be informed of their application status?

A: We review our applications on a rolling basis, so we would recommend you to submit your application as soon as possible! Successful applicants will be notified of the subsequent steps via email.

Q: How do the mentees and mentors be matched?

A: Successful applicants will be grouped into teams of 2 or 3. Mentors and mentees will be matched based on their selected focused industry and country.

Q: How often should mentees and mentors meet?

A: It is recommended that mentees and mentors meet once every two to four weeks to check in on the progress.

Q: How will mentees and mentors communicate throughout the 3 months?

A: All mentees and mentors will be onboarded onto a platform, Lark, which will be used throughout the program for communication. Lark is a professional collaborative platform developed by ByteDance, with features such as text messaging and video calling. For the duration of the program, mentees and mentors are only allowed to communicate on Lark to ensure the safety and wellbeing of everyone involved. More instructions on how to use Lark will be provided after successful registrations.

Q: What should the teams discuss with their mentors during the meetings?

A: Mentees and mentors should work on the goals they would like to achieve during the mentorship journey. Examples include:

- Work transition to ASEAN countries, specifically Singapore, Vietnam, Indonesia, the Philippines, Malaysia and Thailand
- Professional development in Sustainability, Edtech, Fintech or Media & Communications industries
- Gain more ASEAN industry knowledge
- Develop cultural intelligence
- Be ASEAN-ready in their professional lives
- Improve technical skills and soft skills

The teams should always come prepared for their meetings with updates on the progress of their respective projects.

Q: Where will the meetings be held?

A: All meetings should be held virtually on Lark, ASEAN C.A.R.E.s' main communication platform.

Q: What will be covered in the MasterClasses?

A: The two MasterClasses held on 12 March and 9 April will encompass workshops on Cultural Intelligence as well as Professional Building to develop mentees holistically in all areas to provide them with skills and competencies necessary to thrive in the 21st-century workforce. Mentees and mentors will also be given time to meet during the MasterClass session to discuss their progress and the content shared during the workshops.

Q: What is expected of the youth teams upon the completion of ASEAN C.A.R.E.s?

A: Mentees will be required to follow the mentorship journey and complete checkpoints throughout the journey. They will also be invited to share their experience at the closing event on 28 May 2022.

For further clarification, you may contact us at asean.cares@theglobalcitizen.sg.

FREQUENTLY
ASKED
QUESTIONS



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