



Link Teacher Briefing Housing Authority March 2009

(For NSS Other Learning Experiences (OLE) –
Strategies in planning and designing Career-related Experiences (CRE) Workshop)

Partner:



Organizer:



Job Shadowing in Hong Kong

- Founding Sponsor - The Hong Kong Jockey Club Charities Trust
- Official launch in April 2005
- Over **3,200 students** 'job shadowed' over **2,200 mentors** from over **140 companies** on Job Shadow Days



Demand for Job Shadowing Program

- Accumulative Demand
 - 2005/6 = 3,400 students
 - 2006/7 = 2,700 students
 - 2007/8 = 4,400 students
 - 2008/9 = 3,600 students
 - Total = **14,100 students**
- Total Number of students served:
Around 3,200 students

***We Need your Support to maximise
Students learning experience***



Program Objectives

- Demonstrate **linkage** between education and career
- **Prepare students** joining the workforce
- Build **community partnership** between schools and businesses



Job Shadowing Program Structure

Day 1 Preparation (2 hours)	Day 2 Job Shadow Day (Full day)	Day 3 Reinforcement (2 hours)
Teacher Driven <ul style="list-style-type: none">• Expectation• Personal Assessment• Career Cluster• Resume	Mentor + Student <ul style="list-style-type: none">• Conducting an Interview• More than Meets the Eye• On-the-job tasks• Reflection	Teacher Driven <ul style="list-style-type: none">• It's a Team Effort• Personal Action Plan• Appreciation Time!



Housing Authority (HA)

Job Shadow Day
25 February 2009

Housing Authority & JA Partnership

- Job Shadowing Program
 - 4 Job Shadow Days since 2006
 - 83 students served
 - 46 volunteers participation

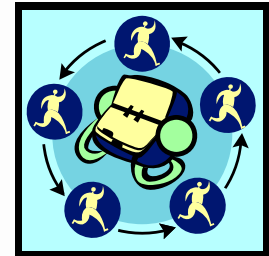


HA Students Selection Criteria

1. Proactive, positive attitude and eager to learn
2. F.6 or above
3. Maximise students' learning by matching the mentors' requirements with students background



Job Shadow Day Rundown



0825	Students Reporting Duty at HA Headquarter lobby: Block 2, 33 Fat Kwong Street, Homantin
0830 – 0900	Department Overview
0900 – 0945	Workplace Tour or Picking up students to appropriate location via HA Transportation
0945 – 1230	Job Shadowing Activities
1230 – 1345	Networking Lunch with Mentors
1345 – 1630	Job Shadowing Activities
1630 – 1700	Debriefing and Present Student Certificates



Points-to-Note for Students

Job Shadow Day

- No photography without mentors' consent
- No telephone (Silent Mode)
- Bring Lunch Money: Around \$35
- Bring a Water Bottle
- Dress code (Neat and tidy)
 - Jeans, long pants
 - Jumpers, T-shirts
 - Sports shoes (no slippers, etc)



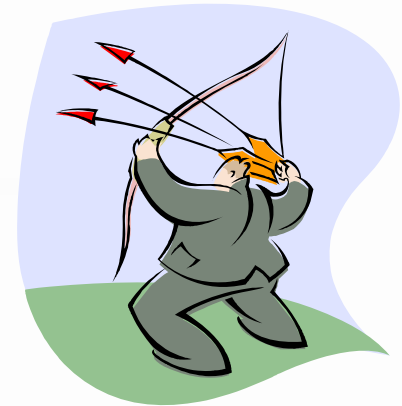


AS TEACHER

What I need to prepare ?



Student Preparation Session



- Introduce Program Objectives
- Provide Job Shadow Day Details
- Facilitate students by:
 - Identify and manage Job Shadow Day expectation (p.13)
 - Review personal qualities (p.14)
 - Relate Knowledge to Skills
 - Introduce career cluster (p.15)
 - Prepare Resume (p.17)
- Encourage students' participation, observation and be open-minded
 - Conducting an interview with mentors
 - More than Meet the Eye

Student Preparation Session

- Timely Reflection
 - Post-Job Shadow Day Reflection after JSD (p.24)
- Gain consent and commitment from students:
 - Parents/Guardian Consent
 - Student Commitment (p.8-9)



Student Reinforcement Session



- Reinforce Program Objectives
 - Realign and manage expectation gap
 - Identify changes in views and attitudes about host company or workplace
 - Encourage students' sharing of knowledge and experience in different departments (p.25)
- Personal Growth
 - Identify areas of enhancement
 - Develop Personal Action Plan (p.27)
- Token of Appreciation to Mentors
 - Thank You Notes



Student Reinforcement Session

- Collect Program Evaluation for host company report (send to JA)
 - Complete Student Evaluation
 - Complete Teacher Evaluation
- Collect Thank You Notes and Pictures (send to JA)
- Post Job Shadow Day activities (optional)



Further Questions?

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