

# Job Shadowing

## What Participants say...

### Students' feedback 同學的分享

I like this program as I get to know how a company works. Through the hands-on experience and sharing of the workplace mentor, I appreciate the value of good attitude at work.

我喜歡這計劃並不是紙上談兵，而是讓我們實踐工作，並了解一間公司的運作，聽取工作導師的經驗，從而學到待人接物應有的態度。

Many heartfelt thanks to my workplace mentor for sharing with us so many experiences and skills required to succeed in the workplace. I've really learnt a lot!

非常多謝工作導師，衷心感激他們在計劃中教導了很多投身社會的技巧，令我獲益良多！



### Teacher's feedback 老師的分享

The impact of the program was great! The students were inspired to equip themselves before they enter the 'real world'.

計劃的成果非常顯著，有效地啟發學生在投身社會前，好好裝備自己。

### Volunteers' feedback 義工的分享

This certainly was very good to both students and mentors. Students could know more about the real world and mentors could review and renew their passion for their jobs!

這個計劃對學生及導師都有得益，學生能認識真實社會的同時，導師亦可借機會回顧及重拾對工作的熱誠！

A totally interesting and new experience for me!

對我來說，這是一個有趣又新鮮的體驗！

## The Three Steps for Career Aspirations

### Student Preparation 準備活動

It is held in school one week prior to the Job Shadow Day. Teacher guides the students through the different exercises of conducting personal assessment, developing their resume and setting learning objectives for the Job Shadow Day.

活動會在「工作影子日」的一星期前於校內舉行，在老師的帶領下，同學分析個人的專長及興趣，建立履歷表，並為「工作影子日」訂下學習目標。

### Job Shadow Day 工作影子日

Students have the chance to go to a real workplace. They explore their future and examine how education and training relate to success on the job. They 'shadow' their workplace mentor as he or she goes through a normal day at work. The workplace mentors explain about their jobs, advise students on their career planning, or even assign some simple tasks for students to gain hands-on experience.

學生有機會到一個機構，在一個工作天裡成為它們員工的「影子」，體驗工作社會的真實情況。除了讓同學觀察工作的實況外，工作導師更會向同學解釋他們的工作，給予有關事業發展的意見，甚至把一些簡單的工作分配給同學，讓他們親身感受工作的苦與樂。

### Learning Reinforcement 強化活動

Teacher reviews the Job Shadow Day experience with the students in school. Through group sharing, students identify different career options and outline their career action plan.

活動在「工作影子日」後於校內舉行，老師會與同學回顧「工作影子日」的經驗。透過集體分享，同學認識不同的職業選擇，為自己的前途定下計劃。

Enquiry 查詢：

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## Job Shadowing



## Your Company can help develop the capable workforce of tomorrow

### 為培訓未來社會棟樑出一分力

Host a Job Shadow Day for our young people to get prepared for the future! 支持「工作影子日」讓年青人為未來做好準備

Organiser 主辦機構





Job Shadowing is an academically motivating activity to help young people discover the first-hand skills and education needed to succeed in today's and tomorrow's job markets, and to encourage them to take an early start in planning for their future.

Since the Job Shadowing program was launched in April 2005, over 100 businesses, governmental departments, and non-governmental bodies have supported as the Host Companies. More than 3,000 employees have volunteered as workplace mentors for over 5,000 Form 4 to Form 7 students to gain hands-on experiences at work and develop their career aspirations.

「工作影子計劃」是一個生動的教育活動，旨在幫助年青人了解在實際工作環境中如何運用在學校學到的知識和技能，並為投身社會作好準備，提早計劃將來。

「工作影子計劃」於2005年4月全面推行，至今已超過100個來自各行各業的商業機構、非牟利團體及政府部門參與，鼓勵超過3,000名員工擔任義務工作導師，帶領超過5,000名中四至中七學生，親身體驗實際的工作環境，啟發他們的事業展望。

“The Job Shadowing Program provides an invaluable opportunity for young people to discover the business world and develop their career aspiration. Acting as a mentor is also an excellent opportunity for our employees to hone their management and teamwork skills. Li & Fung is proud of hosting this unique youth development program.”

「『工作影子計劃』提供寶貴機會，讓青少年探索商業世界，開展事業抱負。擔任義務導師的同事，也可藉此良機鍛鍊管理及團隊工作技巧。利豐得以參與這項獨特的青少年發展計劃，深感榮幸。」

Dr William K Fung  
Group Managing Director, Li & Fung Group  
利豐集團董事總經理馮國綸博士

## Job Shadowing 300+ Companies (Hosted 300 or more students) 工作影子計劃接待逾300名學生的機構

CLP Power Hong Kong Limited 中華電力有限公司  
ExxonMobil Hong Kong Limited 埃克森美孚香港有限公司  
Li & Fung Group 利豐集團

## Job Shadowing 100+ Companies (Hosted 100 or more students) 工作影子計劃接待逾100名學生的機構

Civil Aviation Department 民航處  
Custom and Excise Department 香港海關  
Education Bureau 教育局  
FedEx Express 聯邦快遞  
General Electric 美國通用電氣國際公司  
Goldman Sachs (Asia) L.L.C. 高盛(亞洲)有限責任公司  
Hong Kong Petrochemical Co Ltd 香港石油化學有限公司  
Hong Kong Police Force 香港警務處  
Housing Department 房屋署  
Inland Revenue Department 稅務局  
Land Registry 土地註冊處  
Panda Hotel 悅來酒店  
Social Welfare Department 社會福利署  
The Hong Kong Jockey Club 香港賽馬會  
The Hongkong and Shanghai Banking Corporation Limited 香港上海滙豐銀行有限公司

## Host Companies in 2011 2011年參與機構

CLP Power Hong Kong Limited 中華電力有限公司  
ExxonMobil Hong Kong Limited 埃克森美孚香港有限公司  
Goldman Sachs (Asia) L.L.C. 高盛(亞洲)有限責任公司  
Hong Kong Petrochemical Co Ltd 香港石油化學有限公司  
Li & Fung Group 利豐集團  
Microsoft Hong Kong Limited 微軟香港有限公司  
The Hongkong and Shanghai Banking Corporation Limited 香港上海滙豐銀行有限公司

## Government Departments/Bureaux 政府部門

Architectural Services Department 建築署  
Audit Commission 審計署  
Auxiliary Medical Services 醫療輔助隊  
Census and Statistics Department 政府統計處  
Civil Aviation Department 民航處  
Civil Engineering and Development Department 土木工程拓展署  
Companies Registry 公司註冊處  
Correctional Services Department 懲教署  
Customs and Excise Department 香港海關  
Department of Health 衛生署  
Efficiency Unit 效率促進組  
Electrical and Mechanical Services Department 機電工程署  
Fire Services Department 消防處  
Highways Department 路政署  
Hong Kong Police Force 香港警務處  
Housing Department 房屋署  
Immigration Department 入境事務處  
Inland Revenue Department 稅務局  
Land Registry 土地註冊處  
Rating and Valuation Department 差餉物業估價署  
Transport Department 運輸署  
Water Supplies Department 水務署

Join these companies to help develop the capable workforce of tomorrow. Sign up as a host company by filling out the slip below:

與這些機構一起，為培訓未來的社會棟樑出一分力。請填妥以下回條，成為「工作影子計劃」的參與機構。

Company 公司: \_\_\_\_\_

Contact person 聯絡人: \_\_\_\_\_

Title 職位: \_\_\_\_\_

Tel 電話: \_\_\_\_\_ Fax 傳真: \_\_\_\_\_

Email 電郵: \_\_\_\_\_

In which month will your company host the Job Shadow Day?  
貴機構將於哪個月份舉辦「工作影子日」? \_\_\_\_\_

How many students will your company host?  
貴機構將接待多少名學生? \_\_\_\_\_

Please fax the slip to 請將回條傳真至 2526 2153

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