

## Procedures:

### Invitation and Application

- Invitations are sent to schools under different associations and member companies. Interested schools and voluntary companies may send in the application before October.

### Briefing and Matching Meeting

- Each voluntary company will be matched with one school to develop various activities for the entire school year. A briefing and matching meeting allows both parties to get a better understanding of their roles and objectives and exchange contacts.

### Activity Arrangements

- The objective of the Business-School Partnership Program is to bridge companies and schools to enhance our young generation's understanding of the corporate world. Both parties can exchange views on future manpower requirements and student expectations through activities such as company visits, career talks, interview workshops, job shadowing, etc.

## Timeline:



### School Roles

- Assign teacher-in-charge to be responsible for arranging and preparing student activities, coordinating logistics with company representative and informing HKGCC the latest status of program development.
- Brief students on what they should expect before each activity.
- Present token of thanks, such as thank you letters, souvenirs etc to companies to show appreciation.
- Inform HKGCC and complete evaluation form at then of the program.
- Assign one student to write a brief summary report on attended event with related pictures and send to HKGCC.

### Company Roles

- Communicate closely with matched school and formulate activities that are resourcefully available for volunteering member companies.
- Advise HKGCC if any equipment is needed for school visit presentations.
- Keep close contact with HKGCC regarding changes in visit arrangements 2 days before the scheduled date.
- Inform HKGCC and complete evaluation for each event.

### HKGCC Roles

- Send invitations to schools and invite volunteering companies to take part in such meaningful program.
- Take part in any Business-School events to share the unique experience.
- Gather school and business evaluations as reference to make necessary changes in the program.

### Example of activities:



Office/Company Site Visits



CEO Talks



Soft Skills Workshop



Career Talks



Corporate Activities



Internship  
....and more....