

HKGCC Business-School Partnership Programme
~ Checklist for School ~

Planning stage

- ✓ Establish contact with your partnering company to discuss about potential activities from time to time
- ✓ Discuss with the company on the objective of the activity and the targeting group of students suitable for the activity
- ✓ Once an activity is confirmed with details such as date, time, location, etc., inform the contact person of HKGCC (see below)
- ✓ Provide students with sufficient briefing in advance so that they know what to expect and how to behave during the activity
- ✓ Ask students to do some research on the matching company so that they can have a better idea about the company and be able to prepare relevant questions
- ✓ Arrange appropriate venue and facilities for carrying out the activity when required
- ✓ For activity outside the school, the school should provide transportation or other arrangements for students, be responsible for students' safety and provide insurance coverage if necessary.

During the activity

- ✓ One of the Teachers-in-charge must be present during the activity
- ✓ Assign a student to take photos or recordings during the activity when possible
- ✓ Encourage students to ask questions and interact with company representatives during the activity
- ✓ As a courtesy, present a token of thanks such as thank you letter, souvenir, card, speech ...etc. from the school to the company at the end of the activity.

After the activity

- ✓ Assign students to write a brief summary report about the activity and send to HKGCC within one month after the activity took place. (One report for each activity will be sufficient. Please also send photos if available.)
- ✓ Follow-up action may be useful to enhance students' experience from the activity, such as a brief discussion with students to get their feedback, develop workshops to enhance their understanding, etc.
- ✓ At the end of the one year program, teachers-in-charge will be asked to complete an evaluation form about the program
