

Internship at Buddies Station - Workplace Culture & Requirements -

Our Mission - Buddies Station

“We are to create a spirit: to live, to learn and to love!”

喚醒一個活潑、好學、有愛的心靈!

Our Culture -

Buddies Station is for the service of the well-being of people.

Buddies Station stress the importance of learning attitude and skills development.

We believe “The Joy of Learning” is the key to natural motivation for child development.

We believe nurturing the “inner child” will help living people to the fullest.

We believe creativity and problem solving are vital for growth and learning.

We believe whole-brain development with the use of NLP’s effective tools.

We apply Carl Jung Analytical Psychology into personal development through symbols and dreams.

Benefits of internship in the area of educational and psychological development

As a teacher / therapist /student

1. Re-experience childhood and play, personality & multiple intelligences.
2. Re-experience learning process and effective teaching.
3. Re-connect to personal developments and dreams.
4. Re-connect theories into practice through observations and hands-on experience.
5. Apply research and applications into personal topics of interests.
6. Experience trial-and-errors through supervision for breakthrough of thoughts & actions.
7. Expose to professional performance for benchmark and modeling of future career.
8. Maintain a pattern of self awareness, reflections and sharing to enhance deeper learning.

As a Staff at a workplace

1. Experience duties and responsibilities for creating results in practical settings.
2. Working in obedience to policies and rules, structure and regulations.(spoken/non-spoken)
3. Notice time management and completion of assignments.
4. Be aware of personal working styles and forms of guidelines and instructions.
5. Able to work with different levels of people from peers, supervisor to manager.
6. Identify personal working stress and pressure level.
7. Creating a balance of different demands of life.
8. Able to look for job opportunity for promotion and career development.

1. **Initiative 進取心:** Commitment to results
 - Actively contributing to organizational performance, e.g. actively suggesting new or innovative ideas that can help to improve the quality of the program.
 - Keeping track of progress, e.g. recording the progress of the work and reporting the progress to supervisor regularly.
 - Delivering promises and commitments, e.g. completing tasks before deadlines, duties & responsibilities.
2. **Adaptation 調適力:** Resilience
 - Working under pressure without shrinking back.
 - Persisting to work even when the tasks are difficult or complicated.
 - Adapting when circumstances change and adjusting themselves to the new environment or situation, e.g. If the plan is no longer possible in the practical situation, intern can think of other alternatives immediately.
 - Staying calm when faced with difficult or challenging situations towards problem solving..
3. **Communication 溝通能力:** Effective Communication, Awareness of Others
 - Giving speech and points in clear and transparent way and avoiding speaking dubious statements that will confuse the audience.
 - Listening actively and demonstrating two-way communication, e.g. rephrasing what other colleagues say or giving evaluative feedback to others work.
 - Showing understanding of others' feeling, e.g. when others feel sad, we comfort them or ask if they need any help.
 - Showing respect for the opinions for others, e.g. considering all team members' suggestions and comments. Even if the member's suggestions sound not feasible, others can try to modify them instead of ignoring those suggestions.
4. **Positive attitude 態度正面:** Innovation, self awareness
 - Taking on new challenges, e.g. When the topics sound unfamiliar to us, interns still give it a try first.
 - Often suggesting new ideas.
 - Showing appropriate belief in own abilities, e.g. taking charge of tasks or roles that interns think they are competent.
 - Displaying awareness of own strengths and weaknesses, e.g. having an improvement on the weaknesses or continuing to show better performance with intern's own strengths.
5. **Independent Work 處事獨立:** Personal Effectiveness
 - Managing own workload efficiently, e.g. prioritizing the work from the most urgent to the least urgent and submitting the work according to the level of urgency.
 - Completing assigned work or tasks before deadlines.
 - Planning carefully to meet targets, e.g. planning the tasks or events step by step with objective first, expected outcome, benefits of involving parties, tools and the flow.
6. **Motivation 自我推動:** developing others
 - Helping others to meet or exceed performance, e.g. giving tools or guidelines to team members that can help them to understand the nature of the work in a better way.
 - Encouraging people to do their best, e.g. giving positive encouragement to team members like giving some other possible ideas or methods to improve their work.
 - Inspiring trust and confidence in others, e.g. trust other team members (partners) that they has the ability to finish their parts in the project.
7. **Congenial 多方協調:** Stakeholder Focus
 - Creating mutually beneficial relationships within the company, making sure that both Party A's (i.e. Buddies Station & interns) and Party B's (i.e. parents & children) interests are taken into consideration, e.g. parents' needs.
 - Co-operating with partners and other stakeholder, e.g. make sure to listen and corporate partners' ideas and try their best to reach a stage of compromise.
8. **Workload 承擔工作量:** (no competencies requirement is put under this workplace requirement)
 - The workload is equally shared with partners when working as a group, e.g. everyone is taking up an equal amount of job/ being responsible for certain amount of progress.
 - Quantitative and Qualitative, e.g. strike a balance between the quantity and quality of job, avoid over-emphasising on either side.
9. **Integration 靈通整合:** Flexible thinking
 - Considering different aspects of the whole project and analyzing the information and situations, so that the project can be carried out in a systematic way.
 - Making effective decisions, e.g considering attributes of environments for decision making that are likely to improve the quality of decisions.
 - Using technical knowledge/expertise effectively and flexibly according to the attributes of project like the target group or objectives of the program.

HKU Internship (Workplace Requirement)