



Jamaica Diaspora Mentorship Academy (JDMA) Mentee Onboarding

Motto: Jamaica Diaspora Empowers Tomorrow; One Mentee at a Time – **Website:** thejdma.org



Part 1: Introduction and Overview

- **Overview of the JDMA's mission, goals, and significance** within the Jamaican diaspora community.
- Brief introductions

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Part 2: Personal Development Plan (PDP)

Mentee empowerment tool: Allows mentee to take charge of his/her personal and professional development (holistic mentorship)

Dynamic roadmap for growth: Living document - it evolves with the process.

Guided by SMART acronym: (Specific, Measurable, Achievable, Relevant, Time-bound).

- 1. Clarity and Direction:** i.e.: purpose
- 2. Accountability:** Reminder aspirations and progress. Holds mentee accountable for taking consistent actions towards stated goals.
- 3. Continuous Improvement:** Growth is imperative. PDP enables mentee to identify areas for improvement and develop strategies to enhance skills and competencies.

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5 Components of a Comprehensive PDP

Can be tweaked and serve as deliverables

- 1. SMART Goal Setting:** Define clear, specific, (academic, professional, personal) goals to be accomplished within a defined timeframe.
- 2. Self-Assessment:** Reflect on your strengths, weaknesses, interests, values. Personal SWOT could be co-constructed / assigned as a deliverable.
- 3. Action Plan:** Identified goals broken down into actionable steps.
Create a timeline (co-constructed / assigned as a deliverable).

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5 Components of a Comprehensive PDP

Can be tweaked and serve as deliverables

4. Skill Development: Identify (technical, soft skills...) competencies needed. Develop a training/ mentorship /practical experience plan to acquire or enhance these.

5. Monitoring and Evaluation: Review and assess progress: On track? Obstacles? How to overcome them? Adjust plan to remain aligned with objectives.

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Deliverables (Mandatory)

Comprehensive set of **12 deliverables** designed to guide you through your academic and professional development journey.

First 3 are mandatory. Others personalized. The 6 components of the PDP can also be leveraged to create deliverables.

1. Resume / CV (mandatory)

2. Cover/Introductory Letter (mandatory): Introduce yourself to potential employers/ academic institutions/ scholarship, grant highlighting your interest and suitability for a position / programme.

3. Country Profile and List of Questions (mandatory): A comprehensive profile of mentor's place of residence, including statistics, images, and a list of 10 open-ended questions for mentor.



Deliverables (Suggestions)

4. Share a challenging school assignment: Submit a future or past assignment clearly articulating guidance needed and displaying a structured attempt, clearly outlining pain points where mentor assistance required. Can be repeated at will.

5. Resume in a Foreign Language

6. Cover Letter in a Foreign Language

7. Record and submit a 5-minute audio – Oral Communication

8. 10 aspirational Academic Establishments/Companies: SWOT analyses

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Deliverables (Suggestions)

9. Record and submit a 5-minute audio “My Dream Job/Long-Term Career Vision” – Oral expression as well as envisioned pathways to success.

10. Local Case Study with Resolutions - Problem-solving skills

11. Personalized Assignment from Mentor

12. Assignment from Mentee: Mentee proposes and executes a self-directed project, demonstrating initiative, creativity, and the application of knowledge gained throughout the mentorship program.

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Part 3: Academy-wide Best Practices

1. **Mentor logbook:** Feedback, Evaluation and documentation directly on the website thejdma.org on the template provided.

Mentor Log Book- Session 1

Date: _____

Mentor: **Sandra Colly** Mentee: **xxxxxxxxxx**

Agenda: Please keep a record of all your progress meetings here. Aim to set the next meeting date at the end of each meeting. Include meeting dates/notes. – Please be as comprehensive as possible without breaching your mentee's trust and privacy.

Content

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Deliverable

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Notes/ Comments

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Next Meeting Date, deliverable & Other Action Items

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Part 3: Academy-wide Best Practices

2. **Mentee bi-monthly Reports:** On the dedicated template on JDMA's website thejdma.org

Report Dates: i) Oct. '24; ii) Dec. '24; iii) Feb. '25; iv) April '25; v) June '25



Bi-monthly Reports

The following questions will help you to write your bi-monthly reports.

Report 1: October 2024

Write report here:

Report 2: December 2024

Write report here:

Report 3: February 2025

Write report here:

Report 4: April 2025

Write report here:

Report 5: June 2025

Write report here:

What did you hope to accomplish during the session?

Did you communicate those objectives to your mentor?

What would a successful session look like?

What outcomes do you need to achieve to feel the session was worthwhile?

What progress have you made since the last session?

What obstacles have you come across since the last session?

How have you got back on track?

What knowledge can your mentor bring to the relationship and what experience may be sourced from elsewhere?

Be specific, not general or vague.

Focus on behaviour that you can change.

Other...

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Part 3: Academy-wide Best Practices

3. **Quarterly Mentor Meet up (1h ½):** Best practices sharing.

- **Locally based Guest speaker (20 minutes)**
- **Randomized Mentee wellbeing check ins (MoEY and JDMA Advisory board)**

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Part 3: Academy-wide Best Practices

Note 1: Majority of the speaking time allotted to mentees (come prepared)

Note 2: Maximize session outcomes: Dedicate yourself fully - same focused attention.

Be seated in a quiet place, camera on, prepared to share your screen if necessary. Respect your mentor's time

Note 3: Time Management: Only an hour. Monthly appointments made before the end of session - mutually convenient slot. Set a digital reminder

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Part 3: Academy-wide Best Practices



3 Academy-wide Events:

i) Jamaican Zoom Christmas Party – Fri. 13th, Sat. 14th, Sun. 15th Dec. '24

ii) Jamaican Zoom Easter Party – Fri. 18th, Sat. 19th or Sun. 20th April '25

iii) End-of-Year Prize Giving Ceremony – Fri. 11th, Sat. 12th or Sun. 13th July '25



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Part 4: Questions & Answers

Gratitude and encouragement

Reminder when making suggestions:

- Entirely voluntary passion project (everyone involved has very demanding fulltime jobs and other commitments)
- All content is proprietary and all personal information protected under European GDPR laws.
- Feedback: WhatsApp Group or email



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Q & A

Thank you!

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