



Jamaica Diaspora Mentorship Academy (JDMA) Mentor Onboarding

Part 1: Introduction and Overview

1. Welcome and Introductions

- **Flags on Zoom:** Brief introduction: Advisory Board Members and participants.

2. Overview of the JDMA's mission goals, and significance within the Jamaican diaspora community.

Part 2: Personal Development Plan (PDP) & Deliverables

Powerful mentee empowerment tool to allow mentee to take charge of his/her personal and professional development. The PDP is the roadmap for growth. A dynamic, living document, not set in stone; it evolves with the process. Please be guided by the **SMART** acronym: (Specific, Measurable, Achievable, Relevant, Time-bound).

1. Clarity and Direction:

Therefore purpose

2. Accountability:

Reminds mentee of his/her aspirations and progress made. Also 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.

6 Components of a Comprehensive PDP:

Can be tweaked and serve as deliverables

1. SMART Goal Setting:

Define clear, specific, and achievable (academic, professional, personal) goals to be accomplished within a defined timeframe.

2. Self-Assessment:

Mentee reflects on strengths, weaknesses, interests, and values. A personal SWOT could be co-constructed or assigned as a deliverable.

3. Action Plan:

identified goals broken down into actionable steps to be taken to move closer to objectives. Create a timeline (co-constructed or assigned as a deliverable).

4. Skill Development:

Identify (technical, soft skills and or personal qualities) competencies needed to achieve goals. Develop a training/ mentorship, or practical experience plan to acquire or enhance these.

5. Resources and Support:

Consider available resources and support systems such as educational content, networking opportunities, and other free online resources, which can be leveraged.

6. Monitoring and Evaluation:

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

Suggestions for Deliverables

The Jamaica Diaspora Mentorship Academy (JDMA) has outlined a comprehensive set of 12 deliverables designed to guide mentees through their academic and professional development journey. These deliverables serve as tangible **milestones** for mentees to achieve with the guidance and support of their mentors. Apart from the first 3 which should be the same Academy-wide, please feel free to tweak or personalize to better match your mentee needs and objectives. The 6 components of the PDP can also be leveraged to create deliverables.

1. Resume / CV (mandatory):

Crafting a polished resume is essential for showcasing one's qualifications, skills, and experiences to potential employers or educational institutions.

2. Cover/Introductory Letter (mandatory):

A well-written cover letter introduces the applicant to potential employers or academic institutions, highlighting their interest and suitability for a position or program.

3. Country Profile and List of Questions (mandatory):

Mentees are tasked with preparing a comprehensive profile of their mentor's place of residence, including statistics, images, and a list of 10 open-ended questions for their mentor.

4. Share a challenging school assignment:

Mentee submits either a future or past assignment clearly articulating guidance needed. Submission needs to display how mentee has attempted the task in a structured manner, clearly outlining pain points where mentor assistance is required. This deliverable can be repeated at will either with a variety of assignments or with additional skill building mentor assigned tasks, as deemed necessary in concert with mentee's PDP.

5. Resume in a Foreign Language:

This deliverable challenges mentee to translate and adapt resume into a foreign language, expanding linguistic and cross-cultural competencies.

6. Cover Letter in a Foreign Language:

Similar to the previous deliverable, mentee crafts a cover letter in a foreign language, showcasing communication skills and adaptability.

7. Record and submit a 5-minute audio file – Oral Communication skill building:

Describe advantages and disadvantages of his/her life/town/school. Building upon the previous tasks, mentee should attempt to clearly articulate information.

8. List of 10 aspirational Future Academic Establishments/Companies:

Mentee compiles a list of 10 academic institutions or companies relevant to their academic or professional ambitions, analysing their strengths, weaknesses, and potential opportunities.

9. Record and submit a 5-minute audio file “My Dream Job/Long-Term Career Vision” – Oral Communication skill building:

Mentee articulates aspirations and long-term career

goals, reflecting on passions, interests, and desired impact on the world as well as envisioned pathways to success.

10. Local Case Study with Resolutions: Mentees investigate a local case study, such as a Jamaican parish, institution, event or school, and propose solutions to identified challenges, drawing upon their analytical and problem-solving skills.

11. Assignment from Mentor: Mentors assign mentees a task or project aligned with their academic or professional goals, providing hands-on experience and practical learning opportunities.

12. Assignment from Mentee: Mentees propose and execute a self-directed assignment or project, demonstrating initiative, creativity, and the application of knowledge gained throughout the mentorship program.

These deliverables not only serve as progress markers but also foster mentees' personal and professional growth, equipping them with essential skills and experiences for success in their academic and professional endeavours. Please note that while the first 3 are the same for all mentees, the 9 subsequent deliverables can be replaced at the mentor's discretion in order to best meet the needs of your mentor.

Part 3: Academy-wide Best Practices and Strategies

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

Mentor Log Book- Session 1

Date:

Mentor: Sandra CollyMentee: xxxxxxxxx

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/times. - 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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2. Mentee Reports: Please remind your mentees to write their bi-monthly reports directly on the dedicated template on thejdma.org – **Report Dates** below:

i) October 2024; ii) December 2024; iii) February 2025; iv) April 2025; v) June 2025



3. Quarterly Mentor Meet up: Best practices sharing. Techniques for providing constructive feedback and encouragement to mentees.

- **Locally based Guest speaker** (20 minutes) - December, March, June
- **Case studies Discussions:** Effective feedback strategies and free resources.
- **Challenges and Maintaining Professional Boundaries:** Handling sensitive situations.
- **Identification of mentorship challenges** and management strategies for addressing them.
- **Self-Care and Reflection**

Note 1: Please maintain an interactive and engaging atmosphere by encouraging mentees to share thoughts, experiences, and ideas. The majority of the speaking time allotted to mentees.

Note 2: The JDMA is non-denominational. Please maintain a neutral ideological, religious and political posture and make no attempt to proselytize.

Note 3: In order to maximize outcomes during the sessions, please dedicate yourself fully to your mentee. Be seated at a quiet place, camera on, prepared to share your screen if necessary. Please require the same focused dedication from your mentee.

Note 4: Time Management: Only one hour. Please reserve some time before the end of each session to make an appointment for the following month. This will ensure that there is no scrambling and time consuming back and forth between sessions to find a mutually convenient slot. It would be helpful, if you could send a reminder to both mentee and parent a week prior to the appointment.



4. 3 Academy-wide Events:

- i) Jamaican Zoom Christmas Party – Fri. 13th, Sat. 14th, Sun. 15th **December 2024**
- ii) Jamaican Zoom Easter Party – Fri.18th, Sat. 19th or Sun. 20th **April 2025**
- iii) End-of-Year Prize Giving Ceremony – Fri. 11th, Sat. 12th or Sun. 13th **July 2025**

Part 4: Questions & Answers

Gratitude and encouragement for mentors' participation and dedication Onboarding Feedback in WhatsApp Group Chat. **When making suggestions**, please remember that this is a passion project but entirely voluntary. There is zero budget*, and everyone involved has very demanding fulltime jobs and other commitments. All the content provided is proprietary and all personal information protected under the **European GDPR laws**.

https://www.gofundme.com/f/jamaica-diaspora-mentorship-academy/donate?source=btn_story_donate

"The delicate balance of mentoring someone is not creating them in your own image, but giving them the opportunity to create themselves."

Steven Spielberg