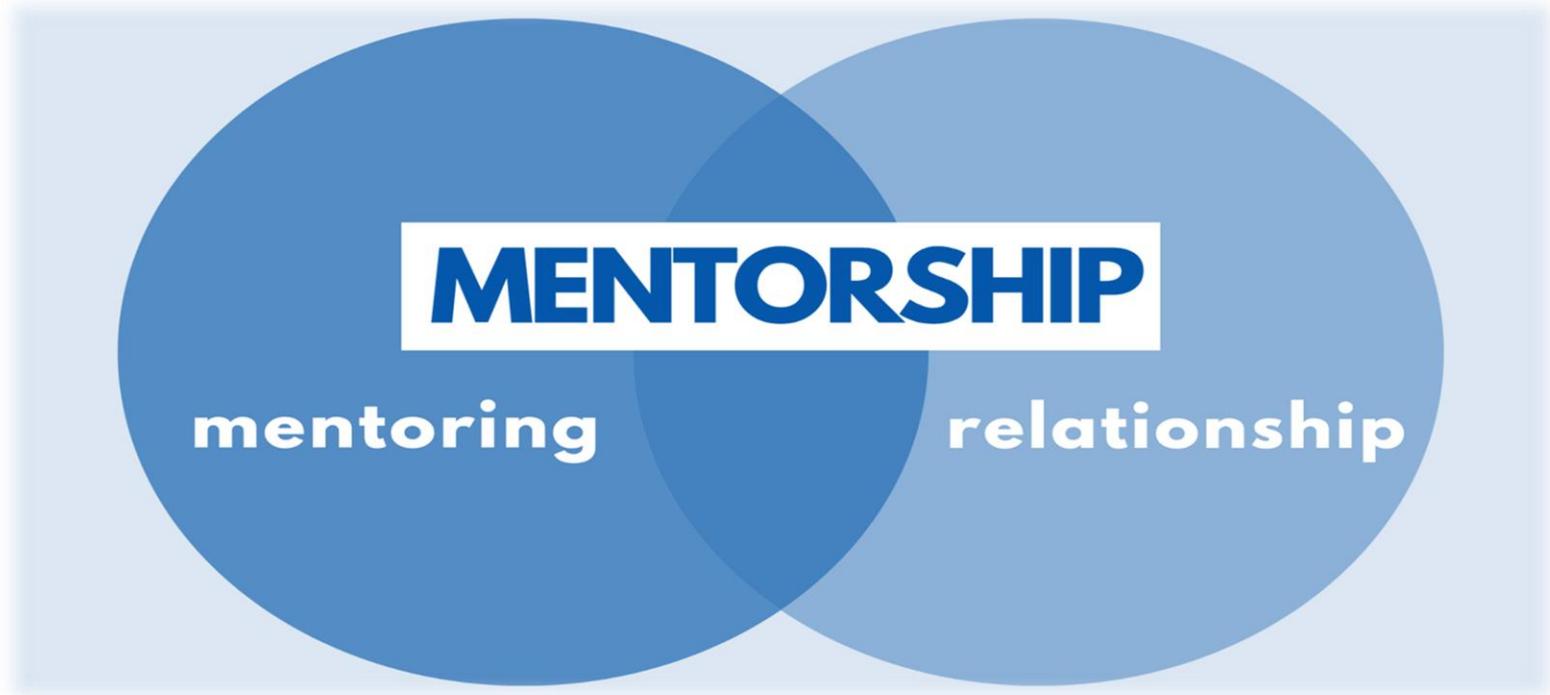
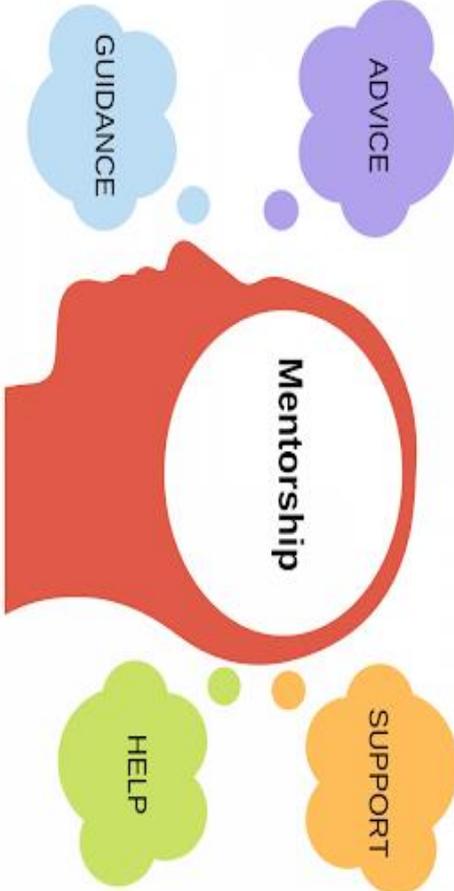


UTECH, JA. CALENDAR OF EVENTS



September 2021



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23 Semester Employment Empowerment Session Begins	24	25
26	27	28	29	30 Deadline for Application for mentee and mentor		

Mentoring Tips:

- Inform your mentee how you wish to be addressed.
- Discuss with your mentee his/her understanding of the mentorship program.
- Tell him/her your understanding of the program.
- Set clear guidelines within which you will both operate.
- Assure your mentee that all discussions will be kept confidential. Except instances of danger.
- Find out about your mentee-discuss special interest, career, goals, likes, dislikes, hobbies, etc.
- Encourage your mentee to talk to you. Inform him/her of your available time.
- Explain your professional pleasures as well as time constraints.
- Explain the importance of punctuality.

October 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9 Mentee Briefing Session
10	11	12	13	14 Mentorship Workshop	15	16
17	18	19	20	21	22	23
24	25 Registration Opens: Annual Career & Placement Fair	26	27	28 Mentorship Opening	29	30
31						

Mentoring Tips:

- Provide information on professional back ground for your mentee.
- Share career stories- career start, changes along the way, high and low points, etc.
- Discuss mentee's career plan and tentative plan for working on them. (Career Mapping)
- Conduct informal networking by introducing mentee to someone who may be helpful to their career.
- Discuss mentee personal vision what would he/she like to be remembered for over the next few years.
- Gain knowledge of mentee's strengths, weaknesses, opportunities and threats.
- You can start reviewing your mentees resume and/or portfolio.

November 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4 Employment Empowerment Session Ends	5	6
7	8 Introduction To Portfolio	9	10	11 Registration for Mock Interviews	12	13
14	15 Review Week For Career & Skill Development	16	17	18	19	20
21	22 Start date for Career Mapping	23	24	25	26	27
28	29	30				

Tips for Job-Shadowing:

- If possible grant your mentee the opportunity to shadow you out someone in his/her field.
- Allow mentee to gain first hand information by completing tasks at the workplace followed by an assessment.
- Provide mentee with reading materials that are specific to the job and its functions.
- Facilitate a tour of the work environment.
- Discuss any general differences that may come into play at the workplace.
- If possible invite mentee to participate in a presentation or project you may be planning or executing.



December 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3 End date for Career Mapping	4
5 Recommended Week for Fun Activity	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Mentoring Tips:

January 2022

- Mentors can help mentees with interview tips.
- Mentors can share interviewing experiences with mentee good or bad.
- Pre-mock interviews can be done so that mentee's strong and weak points can be highlighted before the mock interview period.
- Encourage mentee to take advantage of the career and placement interviews . (final year students.)
- If possible mentors can invite mentees for a drink or lunch.
- Remind mentees that they should be working on a portfolio. (especially final year students.)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 Start date for Interview Skills	4	5	6	7	8
9	10 Development of Interviewing Skills	11	12	13	14	15
16	17 Mock Interview Begins	18 Mentee & Mentor Mid Year Review	19	20 Semester 1 Employment Empowerment Session Begins	21	22
23 Recommended Week for Business	24	25	26	27	28 Mock Interview Ends	29
30	31					



Mentoring Tips:

- Mentors can take look a mentor's resume and completed portfolio.
- Mentors are encouraged to suggest ideas for mentee's portfolio.
- A copy of your portfolio would be helpful for guidance.
- Continue to prepare mentee for mock interviews.



February 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7 Deadline for Portfolio Draft to Mentor	8	9	10	11 Deadline for Registration-Annual Career & Placement Fair	12
13	14	15	16	17	18	19
20	21	22	23	24	25 Final Date to Submit Portfolio by mentor	26
27	28					

Preparing for Job Fair:

March 2022

•Mentees can be encouraged to attach the job shadowing done previously to their resume.

•By this month it is hoped that mentees would have developed some interviewing skills and therefore be equipped for the Job Placement Fair (Final year students.)

• If possible a fun activity is recommended.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7 Sem. 2 Employment Empowerment Session Ends	8	9
10	11	12	13 UTech, Ja. Annual Career & Placement Fair	14 UTech, Ja. Annual Career & Placement Fair	15 UTech, Ja. Annual Career & Placement Fair	16
17 Recommended Week for Fun Activity	18	19	20	21	22 Week to Complete Evaluation Forms	23
24	25	26	27	28	29	30
31						



Closing Reception:

- Mentors can continue to facilitate the networking process.
- Mentors are encouraged to circulate resume if possible.
- Mentors and mentees are expected to complete the online evaluation form.
- Exam tips for mentees can be helpful.
- Remind your mentee to join closing function.



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11 Mentorship Closing Function	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

THANK YOU

CAREER & PLACEMENT UNIT MENTORSHIP PROGRAMME 2020-2021

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