



The Georgia Association of Black Women Attorneys presents
THE GABWA PROFESSIONAL DEVELOPMENT ACADEMY

The Professional Development Academy (“PDA” or “the Academy”) is a four-week intensive program with the purpose of providing serious and intense professional and personal development to both women and men beginning their careers in the legal profession.

PDA is an award-winning program founded in 2008 by visionaries Samuel Woodhouse, the Honorable Kimberly M. Esmond Adams, Enjolique Aytch, Sonja Natasha Brown, the Honorable JaDawnya Baker, Sheena Forts, Joy Lampley-Fortson, Kristin Hall and E. Jewelle Johnson.

The Academy is free of charge, offers CLE credits, a small class size, an Advisor program, volunteer opportunities and more!

Prerequisites:

- ❖ Applicants must be current GABWA members. Join or renew your membership at www.gabwa.org.
- ❖ Applicants must have graduated from law school and have less than four years

of practice.

We have an exciting course schedule planned for the Spring 2021 session. Some of the classes offered include:

- ❖ Hanging Your Own Shingle
- ❖ Social Etiquette
- ❖ Ethics
- ❖ Dress for Success
- ❖ Being a Resource
- ❖ and More!

The Professional Development Academy Spring 2021 Schedule:

ALL SESSIONS ARE VIRTUAL

Orientation:	Monday, March 15 at 6:30 pm
Class Session:	Wednesday, March 17 at 6:30 pm
Advisor/Advisee Meeting	Saturday, March 20 at 9:30 am
Class Session:	Monday, March 22 at 6:30 pm
Class Session:	Wednesday, March 24 at 6:30 pm

Hold for Possible Class Session: Saturday, March 27 at 9:30 am

Class Session:	Monday, March 29 at 6:30 pm
Class Session:	Wednesday, March 31 at 6:30 pm
Class Session:	Wednesday, April 1 at 6:30 pm
Class Session:	Monday, April 5 at 6:30 pm

Class Session: Wednesday, April 7 at 6:30 pm

Graduation: Monday, April 12 at 6:30 pm

* Dates and times subject to change. Session topics and locations provided upon acceptance into the Academy. Most sessions last approximately two hours.

If you are interested in applying for the Academy, you must submit a complete application package via email to Mecca Anderson, PDA Dean, at gabwa.PDA@gmail.com by midnight on Friday, February 19, 2021.

The application package must contain the following:

1. Your resumé.
2. A statement confirming you are current in your GABWA dues. GABWA membership/dues payment is mandatory for acceptance into the Academy. Join or renew your membership at www.gabwa.org.
3. Two letters of recommendation. One letter of recommendation must be from a current GABWA member.
4. Single paragraph answers to the following:
 - a. How would you describe yourself to a potential mentor?
 - b. How has your childhood and/or background prepared you (or not) for the legal profession?
 - c. What is one thing you're afraid to admit about yourself that others have pointed out to you?
 - d. What is a skill you wish to strengthen through guidance and support?
 - e. What is one impression people often get wrong about you?

- f. Describe an adversary or adversarial situation that ended up being a great teacher.
 - g. Describe your involvement with GABWA.
5. Please save the documents as a single PDF with the title "[Your Name].PDASpring 2021Application."

If you are unable to meet these requirements but are still interested in applying or have clarifying questions, please send an email to the Dean at gabwa.PDA@gmail.com.

The Professional Development Academy Frequently Asked Questions:

Q: If I have applied to PDA before and was not accepted, should I reapply?

A: Absolutely and we encourage you to apply again. PDA is a competitive program and we anticipate more qualified applicants than we can accept.

Q: How can I increase my chances of being accepted?

A: 1. You must meet all prerequisites. If you are unable to meet these requirements or have clarifying questions, please send an email to the Dean at gabwa.PDA@gmail.com.

2. Follow the application instructions carefully. Because the Academy is increasingly competitive, failure to do so may be automatically disqualifying.

3. Your answers to the short essay questions should be thoughtful, candid and revealing.

Q: The dress code at my office is business casual. Do I have to dress in business

attire?

A: Yes. The dress code is business attire for all Academy participants.

Q: How many CLE credits does PDA offer and how do I claim them?

A: The CLE credits offered by PDA varies from year to year, depending on the topics offered each session and approval by the State Bar of Georgia. Typically, the CLE credits available range from 12-18 general credits, with 1 ethics credit included.

To claim your CLE credits, you must provide your name and State Bar number at each meeting during the Spring 2021 session. If you have not yet sat for the Georgia Bar Exam, you may provide your name and State Bar number at a later date. At this time, PDA only applies for CLE credits approved by the State Bar of Georgia.

At the end of the Spring 2021 session, your name and State Bar number will be submitted to the State Bar of Georgia for application of the approved CLE credits. You will then receive an invoice from the State Bar of Georgia for payment of the fees assessed for each CLE credit. Any questions regarding CLE applications may be directed to the Dean or PDA Board.

Q: Who should I ask to write my letters of recommendation?

A: Ideally, one letter should be from a current employer. If that is not applicable, then the letter should come from a prior employer, law school professor or someone who has observed you in a professional setting. One letter must come from a current GABWA member.

Suggestions for letter content include:

- A description of your personal and/or professional growth;
- A description of your personality and why you would benefit from - and be an asset to - the Academy;
- Identification of areas or opportunities for growth.

If you are unable to meet these requirements or have clarifying questions, please send an email to the Dean at gabwa.PDA@gmail.com.

Q: What are the requirements to graduate?

A: To participate in the graduation and to be recognized as an alumnus of the Academy, Participants:

- are allowed one excused absence. Specific instructions will be provided during Orientation;
- must dress in business professional attire; and
- must fully participate in the Academy.

Ultimately, graduation is at the discretion of the Dean in conjunction with the Professional Development Academy Board.

We look forward to receiving your application package. Should you have any questions, please do not hesitate to contact us at gabwa.PDA@gmail.com.

Sincerely,

Mecca Anderson, Esq.
Dean, GABWA PDA