WILLIAM Training with ESN

12:00 - 15:00; 6 April 2021

Online Training

Flóra Bajnay, Inês Cunha, João Pinto
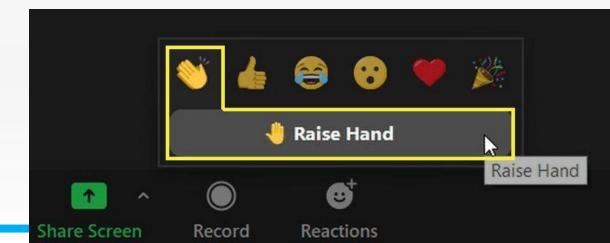
Agenda

I. **Where we are: updates since our last meeting in 2019**

II. **Next steps: "The Buddy Programme-Cycle"**

    A. Step 1: Recruitment, selection, training of buddies

    B. Step 2: Implementation - events & community engagement

    C. Step 3: Follow Up & Evaluation of the Buddy Programme

III. **Closing and Takeaway**
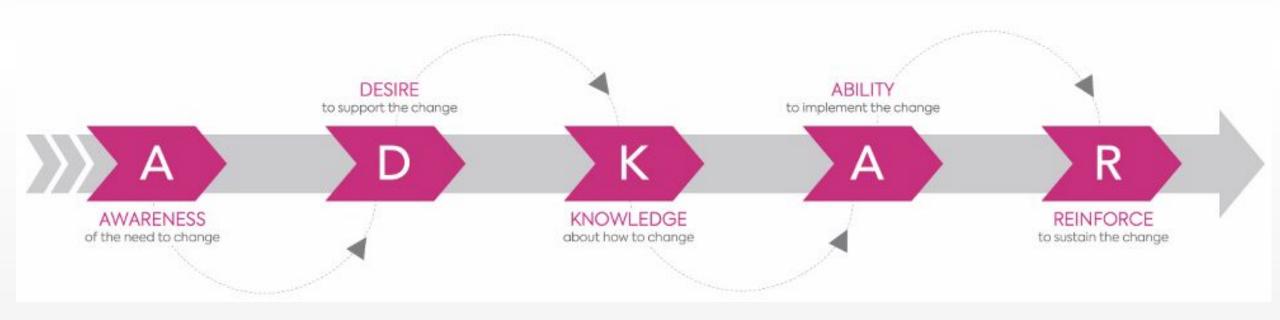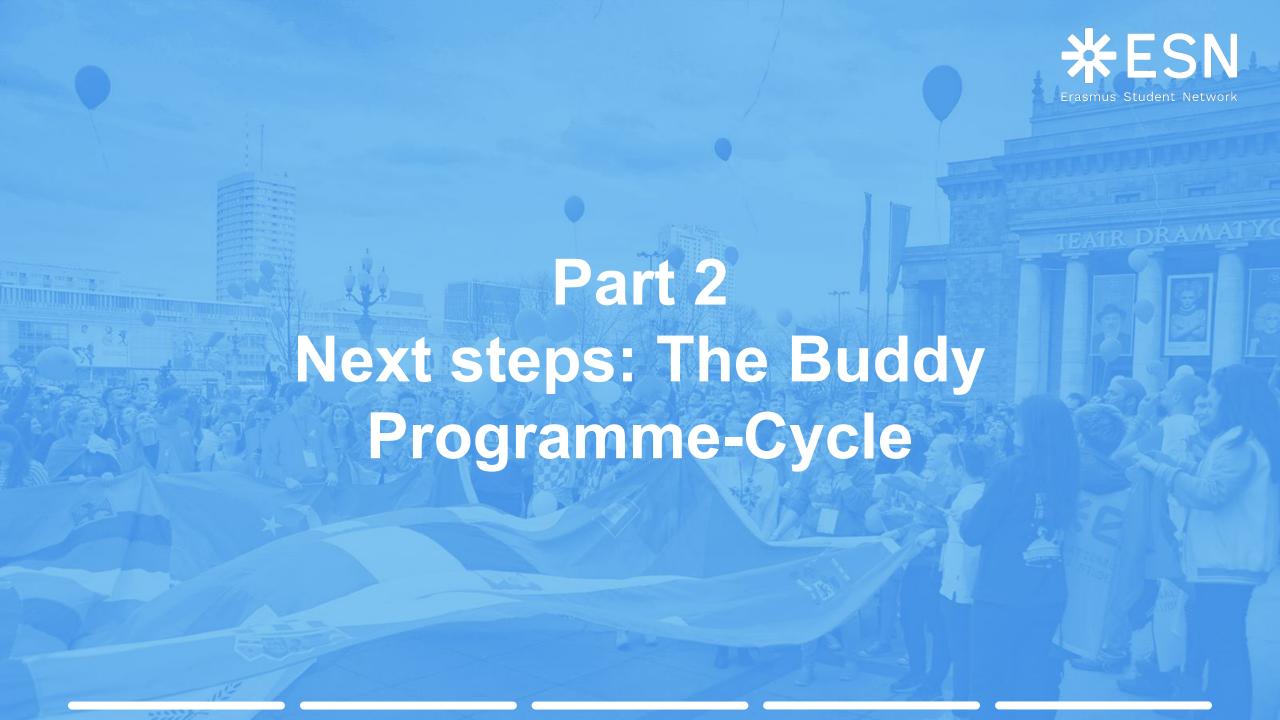
Netiquette

- **Please write the institution that you represent next to your name - eg.: Flóra_ESN;**
- **Be muted when you don't speak;**
- **Turn ON your camera, as far as your connection allows it; We'd love to see some faces :)**
- **Comment/Question:**
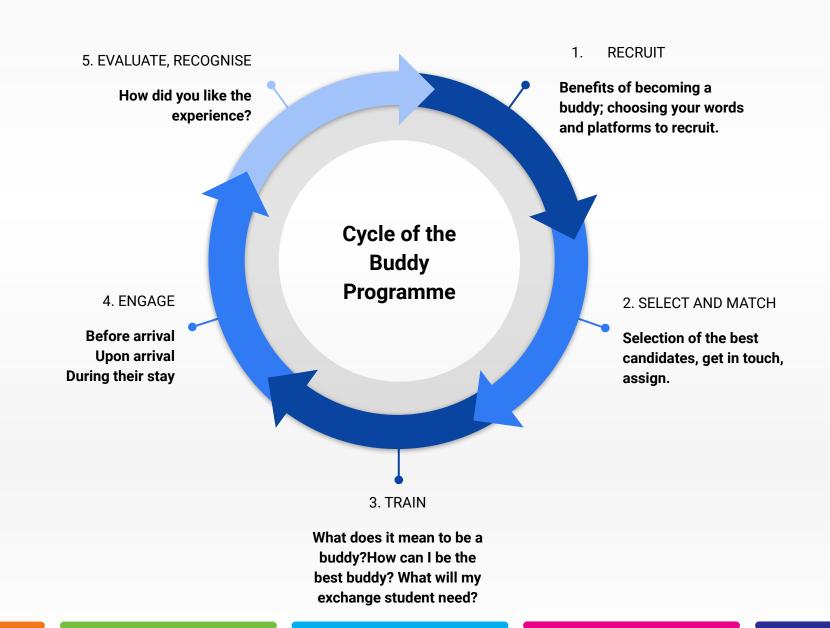 - Raise hand to talk
  - Use the chat only for relevant questions/comments

Part 1
Where we are: Updates

Part 2
Next steps: The Buddy Programme-Cycle

Cycle of the Buddy Programme

5. EVALUATE, RECOGNISE

How did you like the experience?

1. RECRUIT

Benefits of becoming a buddy; choosing your words and platforms to recruit.

2. SELECT AND MATCH

Selection of the best candidates, get in touch, assign.

4. ENGAGE

**Before arrival
Upon arrival
During their stay**

3. TRAIN

What does it mean to be a buddy?How can I be the best buddy? What will my exchange student need?

Timeline of the Buddy Programme

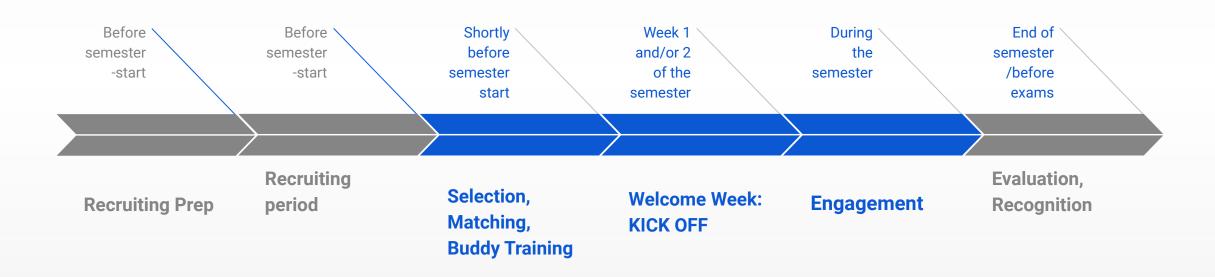| Before semester-start	Before semester-start	Shortly before semester start	Week 1 and/or 2 of the semester	During the semester	End of semester /before exams
Recruiting Prep	**Recruiting period**	**Selection, Matching, Buddy Training**	**Welcome Week: KICK OFF**	**Engagement**	**Evaluation, Recognition**

The Buddy Programme-Cycle
Steps 1-2-3
Recruitment, selection, training of buddies

Recruitment process

1. Needs assessment
2. Open Call Launch, Recruitment Period, Deadline (re-opening the call?!)
3. Application process, application form
4. Promotion plan: platforms, materials, reminders (eg. social media campaign)

Joker: Do I ask the exchange student at any point, if they'd like to have an appointed buddy?

Selection and Matching Processes

- **Steps of selection:**
  - Complete application form
  - ((Interviews))
  - Compulsory participation at the Buddy training
- **Matching**
  - Group/one-on-one?
  - Age group
  - Field of studies
  - Buddies' interests: specific countries, languages, etc.

Buddy Training
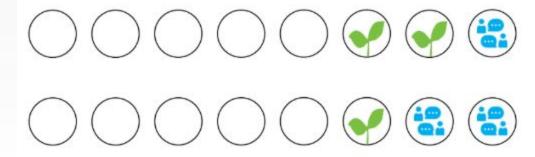

Buddy Challenge Card

Name:

facebook.com/ESNDebrecen   esn_debrecen   debrecen@esn.hu

- **Participation is compulsory; online/offline possible**
- **Time: 2-3 hours Workshop→ Buddy Camp /1-3 days/**
- **Topics:**
  - Introducing the team, coordinators, contact people, context (Internationalisation of home - why it is important)
  - Communication channels*, being up-to-date;
  - How to be the best buddy a.k.a. what does my exchange student need?
    - Before arrival
    - Upon arrival + Welcome Week
    - During the semester
  - Motivation: Buddy challenge **
  - **Training**: Problem solving, challenges, team work, role plays, simulations

**Break-Out Session
15 Min**

**1. What is my institution's state-of-play when it comes to recruiting buddies?
2. What should I do for next year?
3. Recruiting-Timeline**

**Group-Sharing
5 Min**

The Buddy Programme-Cycle
Step 4
Implementation - events & community engagement

Before Arrival

- Online
- Encourage buddies to get in touch with the exchange students

Upon arrival & Welcome Week

- **Official Welcome & Info day from the IRO**
  - online possible!
- **Welcome Dinner**
  - online: everyone prepares dinner at home and dresses up for the big night! :)
- **Meet your buddies**
  - online: a facilitated get-to-know night
- **City tour**
  - online: local students showing photos, google map spots and telling stories about their favourite places - Creating a map together!

During the semester (online/offline)

- Meet your buddies
- Country presentation
- Movie Nights
- Cooking class
- Quiz-Night
- Language Tandem

Best Practices for an Online Semester

- Platform and how to use it;
- Communication and promotion
- Transparent online etiquette "Netiquette"
- GDPR/Recording
- Time-management: shorter events, more breaks, more buffer time
- Experiment with online collaboration tools, but have balance!*
- Facilitator is key!

Behind the scenes

- **ACTION PLAN**
- **ACTION TEAM**

  - *Precise agenda of the Welcome Week*
  - *Rough agenda of planned events during the semester*
  - *Assigned people*

**Break-Out Session
15 Min**

Please plan a Welcome Week specifically on your campus!

Group-Sharing
5 Min

The Buddy Programme-Cycle
Step 5
Follow Up & Evaluation of the Programme

Feedback, Evaluation, Recognition

- **Surveys:**
  - For the buddy
  - For the international student
  - For the team
- **Returning buddies**
- **Recognition/Rewarding**

Break-Out Session 15 Min

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What questions would you include in your feedback surveys?

How do you plan to recognise/reward the buddies?

Group-Sharing
5 Min

Part 3
Closing and Takeaway

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Thank you and good luck with the next steps!

Flóra Bajnay, Inês Cunha, João Pinto

www.esn.org