



PROJECT REPORT

AIESEC FUTURE LEADERS

AIESEC in Untan

Indonesia



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Foreword

We believe leadership is the fundamental solution and it can be developed in anyone, anywhere. We empower young people to become value-driven leaders who positively impact the world around them. By supporting the 'How' of our organization, we need to create the opportunity to make us more relevant to the world context and to work towards our vision Peace and Fulfillment of Humankind's Potential.

We, from the OGV/EWA department, have finished completing our project, namely AIESEC Future Leaders, which aims to develop the leadership spirit of young people and develop soft and hard skills. Positioning AIESEC Future Leaders as an opportunity to engage more young people with the concept of leadership development with our organization. Showcase the different aspects of the AIESEC experience making leadership accessible - equally for every youth. Allow the organization to gain recognition as a leadership development organization.

Best Regards,

Dian Flory Charoline

Organizing Committee President

AIESEC Future Leaders



Project Overview

Project Name:

AIESEC Future Leaders by AIESEC in Untan 2022

Project Objective:

Positioning AIESEC Future Leaders as an opportunity to engage more young people with the concept of leadership development with our organization. Showcase the different aspects of the AIESEC experience making leadership accessible - equally for every youth. Allow the organization to gain recognition as a leadership development organization.

The Committees:

Dian Flory Charoline (Vice President of oGV/EwA)

Zulfikar Suardi (Quality and Program Team Leader)

Zahra Safa Marwah Karim (Marketing and Partnership Analytics Manager)

Prana Adilla Azani (Quality and Program Staff)

Miranda Istikarani (Quality and Program Staff)

Stephanie Adinda (Customer Experience Staff)

Ocxynuel Panjaitan (Customer Experience Staff)

Project Duration:

April 9st, 2022 - June 16st, 2022



Project Result

Number of Participants : 14 people

Number of Participants Revenue : Rp 2.100.000

Number of Partner Revenue : Rp 0

Partner : 5 partner

Speaker : Mrs. Elvita Bellani

Mrs. Stefanny Valencia Halim

Mrs. Esty Nadya Rafyanti

Mr. Rahman Hakim

Mrs. Tiara Salsabilla

Mrs. Emmanuella Reika



Division Job Description, Performance, and Analytics

Head of AFL

Role:

- 1. Executing team standards
- 2. Arranging program timeline
- 3. Coach onboarding delivery
- 4. Coaching process implementation
- 5. Progress monitoring & evaluation
- 6. Gathering data for evaluation
- 7. Accountability system management
- 8. Activating Leadership Support delivery

Strength

- careful
- not easy to give up

Weakness

- Not strict with the timeline
- Lack of tracking

Feedback and Critics:

Must be more strict with the timeline that has been set and hold effective meetings

Performance Analysis		
Key Performance Index	Target	Actual
# of SU-CO	15	100%
% CR of SU-CO	100%	47%
# of planning done	1	1
% of submission minimums	100%	65%
% of Arranging Program Timeline	100%	100%
% of Coaching Onboarding Process	100%	100%
% of Monitoring & Evaluation	100%	90%
% of Program Ideation Created	100%	75%



% of Project Cash Flow Management	100%	90%
% of Project Sustainability	100%	65%

Quality & Program Role

Role:

- 1. Budget plan update
- 2. Revenue collection and expense tracking
- 3. Cash on hand + reimbursement report
- 4. Project cash flow management
- 5. Project audit preparation
- 6. Together with national to preparing AFL Youth Today
- 7. Manage souvenir for stakeholders
- 8. Preparing all session curricula and objectives
- 9. Agenda arrangement of AFL activities
- 10. AFL sessions delivery
- 11. Preparing LC debrief and national graduation
- 12. Executing program standards
- 13. Gathering data for evaluation

Stro	nath
Stre	ngth

- Hard Working
- Fast Respon
- Agile

Weakness

- Time management
- Hectic
- Communication with team mates

Feedback and Critics:

• Pay more attention to details and improve good teamwork

KPI Fulfillment

Ri II diffinitelle		
KPI	Target	Actual
% of cash flow compiled	100%	100%
% of program standard fulfilled	1	1
% CR of Participant in each sessions	100%	96%
% of Program Standard implemented	100%	96%
% CR of Session	100%	96%



% of tracker filled	100%	70%
# of Program Evaluation Report	1	1

Customer Experience

Role:

- 1. Nurturing and filtering participants
- 2. Ensuring conversion rate attendance
- 3. Participants engagement during Experience Phases
- 4. Activating Leadership Support delivery
- 5. Networking space delivery
- 6. Delegates experience management (handbook, PGS, initial survey, EDT)

Strength Contribution Agile Hard Working	 Weakness Less Detail Lack of communication with team mates

Feedback and Critics:

• In the future improve communication and good relations with delegates and establish effective relationships with teammates

KPI Fulfillment		
КРІ	Target	Actual
% CR of SU-APD	100%	88%
% CR of each AFL sessions/spaces	100%	42%
% of participant engagement strategy executed	100%	40%
% of participants proposed Activating Leadership Support	100%	30%
% of Nurturing partcipants	100%	45%



% of Ensuring conversion rate attendance	100%	45%
% of Participants engagement during Experience Phases	100%	50%
# of Debrief with AIESEC Conducted	1	1
# of Activating Leadership Support delivered	1	1



Marketing & Partnership Role

Role:

- 1. Market research & analytics
- 2. Partnership research & analytics
- 3. Marketing strategy
- 4. Partnership Strategy

Strength

- Creative
- Fast Respon
- Agile
- Hard Working
- High Motivated

Weakness

- lack of focus
- Not strict to the timeline
- Less communication between marketing team

Feedback and Critics:

•

KPI Fulfillment			
KPI	Target	Actual	
% of market research & analytics	100%	50%	
% of Partnership research & analytics	100%	100%	
% of Marketing strategy created	100%	100%	
% of Partnership Strategy created	100%	100%	



Activity Plan versus Realisation

Head of AFL			
Plan	Actual	Cause	Recommendatio n
100% of submission package	100% of submission package	Submit the submission on time	Aware with the the deadline
Able to prepare the team thoroughly	Members are confused in the middle	Lack of education when start the project	Set education regularly
Able to convert all SU to APD	There is a gap in the conversion rate	The length of time used to process SU-APD	Cleartimeline in processing time
All delegates realized can be completed	the low conversion rate is because delegates lose motivation during AFL	not strict and not doing regular touchpoints	clear tracking system and also maintain well performance delegates

Quality & Program			
Plan	Actual	Cause	Recommendatio n
Delegates and coaches can attend in every session	Several delegates and coaches were not attend in every session	Due another business	Invite them through google calendar and inform about the session a week before realization
High engagement between coaches and ocs with coaches	Lack of engagement	OCs and coaches have a lot of business so its difficult for us to set engagement agenda	Make a lead nurturing for the coaches



Get good impression with the speakers	All of the speakers was satisfied with our communication and services	We maintain our communication with the speakers	Still maintain our communication even after their sessions
The speakers and the coaches filled all of the surveys needed	There are 3 speakers didn't fulfill the post-survey and for the coaches, few surveys not fulfilled	No response from the speakers and coaches	More assertive with them

	Customer Ex	perience	
Plan	Actual	Cause	Recommendatio n
Implementing Lead Nurturing Package to participants	One of the Lead Nurture points didn't get implemented	We mostly remind applicants who are not attending AFL through private chat and forgot to screenshot it	Always screenshot any important data and always remember to look at our worksheet
Tracking all participant throughout their AFL journey	Some of the participant goes missing and didn't attend their AFL journey	We lack interaction with the participant so they didn't take AFL seriously	Be interactive and more assertive with them
Encouraging all participant to fulfill their duties as a participant	Most of the participant forget to fulfill their duties	We lack assertiveness to them and lack interactiveness	Be more assertive and remind them their duties as a participant
Maintain our Realized number until Complete	4 of our participants didn't qualify to complete AFL	Lack of assertiveness while interacting with them	Remind them their duties from the beginning and set their mind to completing AFL



	Marketing & Partne	ership Analysis	
Plan	Actual	Cause	Recommendatio n
We have set a target of 10 partners	We got 5 partners	Because it's slow to start approach partner	Start the approach earlier and be more agile with the partner being approached. Carry out effective synergies and establish good communication with the ERBD department
We have set a target of 30 number sign-up	We got 22 for number sign-up and 14 official partcipants	It's hard to find people's interest to join afl, there's still not enough boost to share about afl, and most of them still don't know about AIESEC and AFL	Do market research, look for marketing strategies that align with the development of today's youth, and continue to boost to share with the outside community about AIESEC and AFL
Content uploaded based on timeline (content matrix)	Fulfillment content matrix and we can uploaded based on timeline	Effective synergy and good communication with the BM department	Keep up the good synergy



Event Rundown

AIESEC Future Leaders | Train To Coach Topic: Onboarding (March 12th 2022)

	Time	Duration	Session Name	Session Objectives	Link/Materials needed	Check	Foci	Co Feel	PAC
58.50	15.20	10	Wetcome to Cheek 301	Websithing coeches to Coach 101. Open the Creath 101. Obecit is Electrists the agency of Train to Cleath Electrists the agency of Train to Cleath Expertation section for coaches Survey Cleath 101. Insession.	WK	ø	(200) Manager of Quality and Program	9	Quality and Program
5520	1330	10	AFG Introduction	Brishepand on of APL Program Augre coaches about APL more and the purpose of the APL and the roje of specifies.	SINK	B	167	-	Quality and Disgram
1330	13.50	20	AFL Schmics Program	Inform the coaches about the AFL survivus information Information the timeline Engineers on it handbook The Chapters	see	8	(Ass) Manager of Contumer Relations	ä	Quality and Program
1550	16.30	201	Courtney 3;com	Frovides explaination regarding to the coach system Set expectation from AFs. Team for coach Coaches a report tools explanation	ыж	8	(Miranda) Staff of Quality and Program	2	Operation and Disappears
\$8.50	1430	10	Activiting Leadership Support	-Briefergrandton of ALS -Briefergrandton of whats AFL Unifical further actions for AFL participants	seed.	5	(Defa) Scatt of Quality and Program	-	Quality and Program
1820	3640	-20	QH	QnA Septions for speches	SHIK.	-	(ZV) Manager of Coality and Program	19	Quality and Shogram
1440	1830	301	Owy	- Satisfactin surney - Check out - Cooling	LINK	=	(Z)(6 Manager of Quality and Program	3	Qualityano Diogram

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\$5.00	1505	18	Open Zoon Room	- Play song - Link Attendance form		-	
1205	1839	4	Delegates engagement	Roll Cance		ū	
15:50	1515	35	Attendence form (2nd)	- Play song - Life Attendance form		8	MC
55.55	1520	*	Corrier	Welcoming participants MC introduction Cone(in in through shall) Agenda		5	
18400	(1500)	- 20	Potres :	Partner space		29	
1830	18.40	10	ARSECEptimeter	- Bring tack participants to remind ASSEC in a nutrities, USQ ARSEC Value and ARSEC Vity - Explain APC in peneral trities(v)		2	VP.
		- 2		TRANSITION		77	MC
1241	939	15	introduction to AFC National program	Introduce and inform the participants regarding of the information reacted countries. Nanoticos, etc. Participants Mod. Equipm and electrons the Calendar agenca, erents, and breaking.		a	ck
1557	18/07	39	Internal Regulation	- Explain the nues and standards of APL for the participants - Participant providing argumetics participant dos and dontal		22	CR:
		3		TRANSITION		20	MC
9630	3625	38 (Coaching System Griefing	Clacking system englanation Coach indication and Coaches allocation Clack and coaches as and don't.		20	Quality
24.25	18.40	35 3	OW	- Question and Armour space		5	MC-
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1645	17.15	30	(Set to know your special)	directout room to bound the coach and the coaches		- 22	MC
		15	TRANSITION	lack 5 delegate to tell file. Her couch name, team members, and eigenlance.	sorter):	8	
\$7.20	1723	3	Califoraction)	Feedback Form & CTA		- 2	MC
1721	1725	8	Discretization	Discretation.		- 51	
\$7.99	17.50	1.5	Chaine	Remind delegates to come tomorrow for first triveeing section		- 22	



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14.50	3439	100	Attendance form (2nd)	Line Attendance form		=	3.0
4.55	13:00	5	Get to know participants	Ask perhicipants to oricani, intered with \$-2 percopants chosen randomy.		22	MC
5.00	12,00	10	Opening	- Dhack tr.		15	MC
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3.53	10.00	+0	Special's Session	- Description Session Special a time to make session			Speaker
28.50	100	36	STEE	- Devota/Duri		5	MC
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15.00	1500	53	Opening	-Dekin		25	RAC
17.05	1530	197	Seeskers introduction	- Spearers introduction - Documentation begans		5	MC
13:10	15.50	42	Speaker's Session	Spearer's time to define security		23	Speaker
1550	1440	30	014	/Umida/Dat -Sicol-Halloline (Ind)		22	NIC
1820	1825		XnR	Reservice and Reciprotons from industrial (Sect CTA and Most Active)		22	MC
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1640	18.35		Closing	All into provides as QX and intercent into Coping Engagement is need assists		8	MC

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6.25	16.23		tok	Revenue and Responsion from Industrian Stell CTA and Most Active:		55	MC
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425	1100		Get to know purticipants	dun perfolgants to oncein, interest with 5-2 perfolgants of seen sections		5	NC
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5.00	15.15		Speakers Introduction	- Spainers introduction - Conjumentation Session		22	MC
310	15.50	10	Specier's Session	Species's circles deliver session			Speaker
550	1840	30	QnA	- Usmuta Chat - Sign own time Vugil		12	MC
520	1828	35	RHZ	Favority and Responds on from resultion Blast CTA and Most Applies		22	MC
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540	11:25		Closing	-Cooky -Diploment to real audion		5	MC

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1430	04.40	2	Open Zoom Room	Accepted benegins		2	-
14.40	0450	2	Delegates engagement	Engage with delegates and speakers		100	MC
14.50	114.03	E:	Attendence form (2nd)	- Play song - Dire Accerdance forms		22	
1455	1500	2	Get to know participants	Ask performance orders, Interact with 1-2 perforpers chosen sendoms		2	MC
±100	1505	58	Opening	-Deckin		2	MC
1525	15.50		Speakers introduction	- Speaker's Introduction - Documentation Season		2	MC
I # 40.	13:30	40	Specier's Session	Spaniary filted to define section		21	Speaker
15.50	36.20	30	QriA	- Uminora Chart - Stoto (when Stime (sup))		2	MC
10.20	18.25	2	EnR:	Reviews and Responsion from objection (Basi CTA and Mont Abbye)		23	NC
16.25	1630	-	Call to action; and Feedback form	- CTA Cearline (AZ-) per Yearth fee was what opt best CTA dan in wells tag Galese protein in the feedback form		23	MC
				Unit total provided as QR and afformined limit			
1840	38.35	2.	Closing	Osing Elegenest to next section		25	MC



EMPE	3/10/2020	OVERALL TIME	2 hours	
Stoch	York	Ouration	Agunde	Agenda Ostaits
			Official Opening	Official Opening Speech from MC
			S Official Speech	Official Opening Speech from LCR1LCVP
Opening			5 Checkin	Chieck in by MC
		20	Session 1: Let's Dive Into Our Home	Speaker from IR Partners Deliver the Session
		10	QnA	Answer Session and Mederator's Conclusion
Main Session		10	Ice Bracking	MC Leads to Breaking Session
		20	Session 2 : Youth's Life in Transition	Speaker from IR Partners Deliver the Session
		10	QnA	Answer Seption and Moderator's Conclusion
Engagement			20 Discussion Space	Discussion Space lead by NC
			5 Check Out	Check Out by MC
Clusing			5 Documentation & Cooling	Documentation Session and Closing by MC
		100		

MICHAEL CO.		II. October				
Time	Durotion	Sciolon Name	Session Objectives	Link/Materials needed	Check	Faci
\$456-1500	The same of the sa	Open Zoon Room	Approx Delegano	2 23 10 000 200 000 200 200	-	Operator
18:00-18:00	20	Gelegates anyogeneet	Get 2-3 participants to interest less how they hell about today's section, etc.		- 5	ME
1948-1919	iii	Owing	2 Owkin		5	ME
HALLES	#6	Secreto Naviero	in Coloring Speech from Color and Coloring Therefore, and of section in AFS, such as Elizabethy Coloring Section Frenchese. 44.2		13	QnP
15-20-15-0	20	Coornectioner	Development report from Coathed in each group		-	Coach
15.40-18.10	301	Service Despite Course	2. To review their goals from PCS and once; You for they have achieved it, 2. To ment the participants realized about when which expensions they got and much that a development of saling.			Oi:
SASTIFICAL.	100	te Bessing	Superiore		12	300
16.20 - 16.50	100	Profity Section	33 Sharing and circumg select from coach as: 33 Sharing and closing scheduling and circumstance in the cir			OC, Colch Delegion
1639-1840	96	fine feet	D Dring review and recognition for text participants. It Study review and text grows for heat grounds, and	See .	5	MC
1840-1830	-	fiel Sine: The Sine: William	To measure a perforquenty development (CDA) To measure ordered agricultural and EDCA To measure order (LDA) To measure ordered (LDA)			NC
			Remoter to enece fortune Graduatum	Retigned 18 July 2002	15	MC
LE.59-1:100	220	Downstation and Coding	Shack out (2-0 of angle 5 mine uner haptises from 3 mine. Restronde to attend 5 mine. Smith, artise 1 min Dissing 3 min.		5	мс



Income Statement

Revenue

No.	Item	Price	Quantity	Total
1.	Project's Fee	Rp. 150.000,-	14	Rp. 2.100.000,-
Total				Rp. 2.100.000,-

Cost

No.	Item	Price	Quantity	Total
1.	Merchandise			
	a. Speaker	Rp. 25.000,-	4	Rp. 100.000,-
	b. Coach	Rp. 18.000,-	4	Rp. 72.000,-
	c. Delegate	Rp. 16.000,-	10	Rp. 160.000,-
2.	Certificate Paper	Rp. 2.000,-	17	Rp. 34.000,-
3.	Packaging			
	a. Box Speaker	Rp. 4.300,-	3	Rp. 12.900,-
	b. Box Coach	Rp. 1.700,-	2	Rp. 3.400,-
	c. Box Delegate	Rp. 1.400,-	10	Rp. 14.000,-
	d. Ribbon	Rp. 5.000,-	1	Rp. 5.000,-
	e. Bubble Wrap S	Rp. 2.000,-	4	Rp. 8.000,-
	f. Bubble Wrap L	Rp. 5.000,-	1	Rp. 5.000,-
	g. Paper Bag	Rp. 10.000,-	2	Rp. 20.000,-
	h. Tape	Rp. 10.000,-	1	Rp. 10.000,-
4.	Delivery Fee			
	a. Shopee	Rp. 53.000,-	1	Rp. 53.000,-
	b. Speaker I	Rp. 25.000,-	1	Rp. 25.000,-
	c. Speaker II	Rp. 25.000,-	1	Rp. 25.000,-
	d. Speaker III	Rp. 40.000,-	1	Rp. 40.000,-
	e. Coach I	Rp. 46.000,-	1	Rp. 46.000,-
			Total	Rp. 633.300,-



Income

Revenue
Rp. 2.100.000,-
Expense
Rp. 633.300,-
Profit
Rp. 1.466.700,-

P.S. You can just screenshot from the budget realization and paste them here. But please be neat $\ \odot$



Project Evaluation

Things to Stop	Things to Continue	Things to Start



Documentation









Member Testimonial

"It was a big challenge for me during AFL preparation-realization, I got a lot of new things for more than 6 months. And I feel a change in myself, especially in the courage to speak in front of many people, gain leadership skills and many more. And from AFL I learned how to shape a project by maintaining its quality. Being an oc quality and program brings a lot of positive impacts for me"

Prana Adilla Azani OC Quality and Program

"Being an OC Quality and Program taught me a lot of lessons. I can feel my rapid development. It boosted my confidence, communication skill, leadership through my position as Team Leader and also by dealing and communicating with the speakers and the coaches. I also learn about project management, quality management and many more. I can do my job desc smoothly because of my OCP and my teammates. They were so agile and responsible."

Zulfikar Suardi OC Quality and Program



"It has been a great pleasure to be a part of AFL and working with my amazing team mates. Throughout AFL I've learned a lot about dealing with certain problems and learned a lot about management too. But a part that's very challenging for me is how to manage all of our customer's data and how to engage with them so that we'd be able to create a strong bond. And that challenge helps me improving myself especially with speaking publicly and learn how to engage with people."

Stephanie Adinda OC Customer Experience

"Its been the best experience for me to be a part of AFL team. I have learned many things by joining the AFL team, such as teammates who help each other and are fun for sure. Being an oc quality and program has taught me a lot to be able to improve and develop myself to be better."

Miranda Istikarani OC Quality and Program

"This is the best experience to be OC Marketing AFL Summer Peak by AIESEC in Untan. I was faced with many situations and problems that I had to solve on my own. I learned how to relate and establish good communication with other people especially in my team, namely oGV/EwA. I am grateful and grateful for having been given the opportunity to have such an extraordinary lesson. And I'm ready to explore my potential even further."

Zahra Safa Marwah Karim OC Marketing



Approved by

President AIESEC in Untan



Vice President Finance, Governance, and



Talitha Adna

Putri Kamilia Miranti

Project Quality and Control Manager

Adila Amri