



PROJECT REPORT

AIESEC Future Leaders Summer Peak

AIESEC in Untan

Indonesia

AIESEC in Untan

| Jl. Prof. Dr. Haji Hadari Nawawi |
| 78115| Pontianak |

Table of Contents:

Foreword	3
Project Overview	4
Project Result	5
Job Description, SWOT, Anakytics.....	6
Planning/Activity and Measurement Of Success.....	12
Timeline.....	14
Event Rundown	15
Budget.....	19
Marketing List.....	20
All Invoice and Bills,LoA, Letters, Term Of Reference and/or Other Document.....	20
Unpredictable Things Occurred.....	21
Conclusion and Suggestion.....	22
Good and Bad Case Practice.....	23
Related Links To The Promotional Materials.....	24
Documentation.....	25
Member Testimonial	27



Foreword

Dear esteemed team members,

As the Head of AIESEC Future Leader of this amazing event, a transformative journey designed to unleash the potential of young individuals and empower them to become the leaders of tomorrow. In an ever-changing world, where new challenges and opportunities arise every day, it is crucial to nurture the skills, mindset, and capabilities needed to create a positive impact.

This program is not just about acquiring theoretical knowledge; it is about putting that knowledge into action. You will learn to navigate complex challenges, develop critical thinking skills, and collaborate with like-minded individuals who share your passion for making a difference in the world.

As you embark on this transformative journey, remember that leadership is not defined by titles or positions but by the ability to inspire, empower, and drive meaningful impact. Embrace the opportunities that lie ahead, embrace the challenges, and embrace your own potential to create a world where every young person can thrive.

We are excited to have you join the AIESEC Future Leaders Program, and we look forward to witnessing your growth, accomplishments, and the positive impact you will create in your communities and beyond. Together, let us redefine leadership, shape the future, and become the leaders the world needs.

Best Regards,

Rianti Alamanda Maulidya

Local Head of AIESEC Future Leaders
AIESEC Future Leaders Summer Peak

Project Overview

Project Name:

AIESEC Future Leaders

Project Objective:

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

The Committees:

1. Rianti Alamanda Maulidya (Local Head of AIESEC Future Leaders)
2. Angelina Laurent Febryani (Partnership, Marketing, and IR manager)
3. Devran Danuarta (Program Team Leader)
4. Nurul Hidayah (Program Staff)
5. Risca Meriani (Program Staff)
6. Chelsi Rahayu Putri (Quality and Customer Experience TL)
7. Nasywa Rabitha (Quality and Customer Experience Staff)
8. Shinta Ranatunisa (Quality and Customer Experience Staff)
9. Asteria Melisa (Quality and Customer Experience Staff)

Project Duration:

April 7th 2023 - July 9th 2023

Project Result

Number of Participants	: 15 People
Number of Participants Revenue	: Rp. 2.350.000
Number of Partner Revenue	: Rp 1.800.000
Partner	: 6 Partner
	<ol style="list-style-type: none">1. Pocket2. Dynamic Indonesia3. Radio Volare4. Halolearn5. Bisnis Kampus FEB UNTAN6. KOMAHI UNTAN
Speaker	: 6 Speakers
	<ol style="list-style-type: none">1. Ranti Berliana Putri2. Rifli Mubarak3. Egi Septiadi4. Zulfikar Suardi5. Felicia Putri Dewanto6. Rizki Dwi Amalia

Job Description, SWOT, and Analytics

Local Head of AIESEC Future Leaders	
<p>Role:</p> <ol style="list-style-type: none"> 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 9. SOP Crafting and supervision 	
<p>Strength</p> <ul style="list-style-type: none"> • Document tracking well • Good maintaining program 	<p>Weakness</p> <ul style="list-style-type: none"> • Easy to forget • Can't have sudden things
<p>Opportunities</p> <ul style="list-style-type: none"> • Good maintaining project • Good quality of program • Developing project management skills 	<p>Thread</p> <ul style="list-style-type: none"> • Not deliver small detail • Not prepare enough

Feedback and Critics:

AIESEC Future Leaders have been good. Program running smoothly in every session. There are a lot of details and techniques that need to be improved. Maintain communication with NST and not miss all the important things.

Performance Analysis

Key Performance Index	Target	Actual
100% of SU-CO	100%	100%
100% CR of SU-CO	100%	100%
1# of planning done	1	1
100% of budget plan maintain	16	16
100% of submission minimums	100%	100%
100%of Arranging Program Timeline	100%	100%
100%of Monitoring & Evaluation	100%	100%
100% of Program Ideation Created	100%	100%
100% of Project Sustainability	100%	100%
100% of Coaching Onboarding Process	100%	100%

Organizing Committee Program

Role:

1. Create AFL curricula
2. Design the concept for AFL
3. Preparing all session objective
4. Create the timeline for AFL sessions
5. Preparing Speakers for the sessions
6. Agenda arrangement of AFL activities

7. AFL session delivery management
8. Ensuring program standard implementation
9. Speaker engagement and management

Strength

- All members are responsible for their role and job desc
- Can maintaining the speakers very well
- Always backing up each other
- Communicative
- Always willing to try new things

Weakness

- Time management
- Less transparant with each other
- oftenly slow response

Opportunities

- Always willing to try new things, we can manage program implementation and ideas to create young future leaders

Thread

- Easy get distracted when doing the cta
- Difficult to discuss in team because frequently slow respon and lack of time management

Feedback and Critics:

1. Be more punctual with the rundown timeline
2. Briefing before every project execution
3. Be aware of small important details
4. Make a priority task
5. Pay attention to others Point of View
6. Stand to team identity

Performance Analysis

Key Performance Index	Target	Actual
100% of AFL Curricula created	100%	100%
6# of Speakers completed	6	6

100% of AFL agenda created	100%	100%
100% of AFL session conducted	100%	100%
100% of Program Standard Implemented	100%	100%

Organizing Committee Quality and Customer Experience

Role:

1. Coach engagement and management
2. Financial Management
3. Maintaining conversion rate SU-APD
4. Ensuring conversion rate
5. Activating Leadership Support propose management
6. Conducting Debrief with AIESEC
7. Activating Leadership Support delivery
8. Conducting Coach Monthly Evaluation

Strength

- We can get 6 candidate of coach, and 4 selected coach is enough for the total amount of our delegates
- We can engage with all coach
- All coaches really understand about their Job Desc
- All coaches can engage and build a good interactive communication with their coachee
- We can do our job description well

Weakness

- Bad at time management
- Some coaches hard to find a right time to conduct coaching session with their coachee
- Some coaches got ignored by some delegates
- Some delegates hard to find a right time to do coaching session with their coaches because of their own schedule

<ul style="list-style-type: none">Delegates still have willingness attend the agenda but some of them is busy with their own activities so sometimes they can't attend the agenda		
<p>Opportunities</p> <ul style="list-style-type: none">Maintaining good communication with participants and coachKnow the background of the participants and coach through interviewsWe know that participant have a willingness to join another program from AIESEC in Untan during ALS Realization	<p>Thread</p> <ul style="list-style-type: none">Participants hard to find perfect time to conduct coaching sessionParticipants still need to be remind about CTA fulfillment	
<p>Feedback and Critics:</p> <ol style="list-style-type: none">Should be more punctualshould be more thoroughshould be more disciplined		
Performance Analysis		
Key Performance Index	Target	Actual
100% of cash flow compiled	100%	90%
100% of financial report	100%	90%
100%of program standard fulfilled	100%	70%
100% CR of Participant in each sessions	100%	60%
100% of coach engagement management	100%	100%
100% CR of SU-APD	100%	60%
100% CR of each AFL sessions/spaces	100%	80%
100%of participant engagement strategy executed	100%	80%
#15 of participants proposed Activating Leadership Support	15	13

100% of Debrief with AIESEC Conducted	100%	100%
100% of Activating Leadership Support delivered AIESEC Conducted	100%	100%

Organizing Committee Partnership, Marketing, and IR

Role:

1. Market research and analytics
2. Partnership research and analytics
3. Marketing and partnership strategy
4. Marketing and partnership synergy

Strength

- Quick responses
- Staying dedicated to JDs

Weakness

- Quick to get overwhelmed
- Emotional

Opportunities

- Good in maintaining synergy

Thread

- Easy to get burnout resulting in bad communication
- Overthinks

Feedback and Critics:

Try to be more prepared for the pressure. Try to do everything that could be done and don't overthink about the result from the start. It would be better if the process for permission to do promotion be quicker or planned in advance.

Performance Analysis		
Key Performance Index	Target	Actual
100% of market research and analytics	100%	100%
100% of partnership research and analytics	100%	100%
100% of marketing strategy created	100%	100%
100% of partnership strategy created	100%	100%
#4 of synergy meeting with BM realized	15	15
# synergy meeting with ERBD realized	15	15

Planning/Activity and Measurement Of Success

Organizing Committee President		
Planning	Activity	Measurement Of Success
Leadership promoter score (LPS) of 8.50	Engagement Activity Implementation feedback based on survey	100% of Monitoring & Evaluation 100% of Program Ideation Created
Engagement with Coach	keep maintain the communication with the participants	100% of Coaching Onboarding Process
LEAD Management	Maximize ALS Implementation by synergy with coach	100% of submission minimums

Organizing Committee Program		
Planning	Activity	Measurement Of Success
Research about what are skills that are needed to compete in Society 5.0 era	Conducting Weekly Meeting to do the research about the skills, list the skills, and	100% of AFL Curricula created

	then discuss it	
Make a rundown that is fun but still valuable by not leaving out the main objective of the session	Always conduct sub-functional weekly meetings to evaluate the agenda, add some ice breaker/games.	100% of Program standard implemented
Ensure all sessions run smoothly.	Always discussing the division of tasks as PIC, MC, Time Keeper, Operator, and others for each AFL session.	100% of AFL Session conducted

Organizing Committee Quality and Customer Experience		
Planning	Activity	Measurement Of Success
Each participant filled out the survey on the same day	It turned out that not all participants filled out the survey according to the day the activity was held	100% of Link surveys created and centralized
Ensure the presence of all participants to take part in the activity	Even though we have provided google form, still not all participants can attend to take part in our project	100% of Program standard fulfillment
Coach and participants management being implemented also coach and participant engagement being implemented	All of coach feel the engagement we provide but not with participants due to their personal activity	100% of coach and participants management
Participant register to Activating Leadership Support	Only 13 out of 15 participant register to Activating Leadership Support	15# of participants proposed Activating Leadership Support

Organizing Committee Partnership, Marketing, and IR		
Planning	Activity	Measurement Of Success
Market research	Creating market research and ask for youth in Kalimantan to fulfill it	100% of market research and analytics
Partnership research	Finding potential partner to be approached in accordance to AFL	100% of partnership research and analytics
Engaging physical and digital marketing	Synergizing with BM for marketing strategy which includes class visit, info booth, contacting past AIESEC events participant, live streaming, and sharing poster/profit with partners.	100% of marketing strategy created
Finding way to utilize partners to fulfill supply and demand	Synergizing with ERBD about the partners SnD and how to utilize our partners.	100% of partnership strategy created
Maintaining synergy to know what we need and our progress	Doing synergy each week or biweekly to maintain our contents and partners' conditions	#15 of synergy meeting realized

Timeline



Event Rundown

Speaker Onboarding - Ranti Berliana Putri March 10th, 2023									
Time	Duration	Session Name	Session Objectives	Link/Materials needed	Check	Fac	Co-Fac	PIC	
15.45	15.50	5	Welcome to the Speaker's Onboarding	<ul style="list-style-type: none"> Welcoming the speakers to the speaker's onboarding agenda City transfer to the speaker's for coming Support the speaker's objectives check in 	Link Drive	<input checked="" type="checkbox"/>	Devon	Maul	Progress
15.52	15.55	5	AFL Team Introduction	<ul style="list-style-type: none"> Introduce the AFL team in LC area from LCIP unit staff Introduce the Program team that will be responsible for speaker's history 		<input checked="" type="checkbox"/>	Devon	Maul	Progress
15.55	16.00	5	AIESEC Experience			<input checked="" type="checkbox"/>	Devon	Maul	Progress
15.55	16.00	5	AFL Program Introduction	<ul style="list-style-type: none"> Explain the background of AFL, the program, value proposition 		<input checked="" type="checkbox"/>	Devon	Maul	Progress
16.00	16.45	15	AFL Course	<ul style="list-style-type: none"> Inform the date of session Inform the name of session table Explain the session's objectives for the session Explain the materials that should be delivered by speakers Explain the interactive aspects that will be available in the session (it could be product review, discussion topic, study case, etc) Support briefly about HOU Explain the purpose of HOU Read every article, make the speaker aware Inform the objectives for each partner Inform the consequences Inform each role to sign it Inform the deadline to sign the HOU (approved money the HOU should be signed before 24th March) 	Data	<input checked="" type="checkbox"/>	Maul	Devon	Progress
16.15	16.30	15	HOU Explanation			<input checked="" type="checkbox"/>	Felix	Maul	Progress
16.35	16.45	5	Topic to be Monitored and Discussions	<ul style="list-style-type: none"> Explain whether the session table will be given by LC to speaker's Explain the deadline to give the session table from speaker's to LC (it about the session table has filed out by speakers and leads for the (in-house) session) 		<input checked="" type="checkbox"/>	Devon	Maul	Progress
16.35	16.45	10	Feedback and QnA Space	<ul style="list-style-type: none"> Feedback and give space for speaker's check out 		<input checked="" type="checkbox"/>	Devon	Maul	Progress

AIESEC Future Leaders | April 7th, 2023

Time	Duration	Session Block	Session Name	Session Objectives	Link/Materials needed	Check	Pool	Co-Pool	MC
13:25	13:35	Opening	Pre-Opening	<ul style="list-style-type: none"> Open the Zoom Meeting Room Waiting for participants to enter the Zoom meeting room Playing partner's video Meet participants 	None	<input checked="" type="checkbox"/>	H.C. Devan	Chair	GrC4
13:35	13:38		Session Opening	<ul style="list-style-type: none"> Open the Instagram HC & APL Team Introduction Check-in & Check-in time Read the Agenda Expectation Setting (Include Rules to the Session) 		<input checked="" type="checkbox"/>	Devan	Chair	GrC4
13:38	13:45		Welcoming Speech	<ul style="list-style-type: none"> Welcoming Speech by Vice President (Vice President) Welcoming Speech by HC Welcoming Speech by the President of AIESEC in Untan Welcoming Speech by the Head of APL 		<input checked="" type="checkbox"/>	Fit & Wilbur	Devan	GrC4
13:45	14:10	Main Session	AIESEC & APL Explanation	<ul style="list-style-type: none"> Bring back participants to attend AIESEC in a nutshell, AIESEC in Untan and AIESEC story Explain APL in general (briefly) 	None	<input checked="" type="checkbox"/>	Wilbur & Fit	Devan	GrC4
14:10	14:25		Introduction to APL without program (journal, timeline, calendar & community events, handbook, etc)	<ul style="list-style-type: none"> Introduce and inform the participants regarding all the information needed (journal, timeline, calendar & community events, handbook, etc) Explain and elaborate the Calendar (events, events, and timeline) Explain Introduction 		<input checked="" type="checkbox"/>	Ward	Chair	GrC4
14:25	14:35		Internal Regulation	<ul style="list-style-type: none"> Explain the rules and standards of APL for the participants Participant principle explanation (participant dev and dev) 		<input checked="" type="checkbox"/>	Chair	Devan	GrC4
14:35	14:45		HoU Explanation	<ul style="list-style-type: none"> Explain briefly about HoU Explain the purpose of HoU Read every article (rule their dev) Introduce the obligation for both parties Introduce the consequence Introduce about how to sign it Introduce the deadline to sign the HoU (approximately at the HoU should be signed before the business system) 		<input checked="" type="checkbox"/>	Chair	Devan	GrC4
14:45	14:55		Ice Breaking	<ul style="list-style-type: none"> To engage with participants To create the atmosphere more relaxed To ensure participants' mood during the session 		<input checked="" type="checkbox"/>	H.C. Devan	Chair	GrC4
14:55	15:05		Introduction to APL session	<ul style="list-style-type: none"> Explanation regarding community events Explanation regarding explanation Coach introduction and Coach dev Coach and coach dev and coach 		<input checked="" type="checkbox"/>	Chair	Devan	GrC4
15:05	15:10		Q&A	<ul style="list-style-type: none"> Question and Answer time 		<input checked="" type="checkbox"/>	APL Team	Devan	APL Team
15:10	15:40		Get to know your group!	<ul style="list-style-type: none"> Breaker team to find the coach and the coach (Each group the name to determine their group name) 		<input checked="" type="checkbox"/>	GrC4 and Chair	Chair	GrC4 and Chair
15:40	15:45	Closing	Call to action!	<ul style="list-style-type: none"> Thank you with your coach CTA (final survey and handbook fulfillment) 	None	<input checked="" type="checkbox"/>	H.C. Devan	Chair	GrC4
15:45	15:55		Closing	<ul style="list-style-type: none"> Check in Documentation Check the Instagram agenda Introduce the role of next session 		<input checked="" type="checkbox"/>	H.C. Devan		Program

Chair

AIESEC Future Leaders | Be the Skipper of your Ship!

Time	Duration	Session Block	Session Name	Session Objectives	Link/Materials needed	Check	Pool	Co-Pool	MC
08:45	09:00	Opening	Pre-Opening	<ul style="list-style-type: none"> To check the attendance of the participants Welcoming the participants Playing partner's video 	Waiting Author Penname & Universitas Pajajaran	<input checked="" type="checkbox"/>	Hajji	GrC4	Program
09:00	09:15		Welcome to the 1st Bi-weekly Session	<ul style="list-style-type: none"> Open the session HC Introduction Check in Expectation Setting Roll Call (No) 		<input checked="" type="checkbox"/>	H.C. Chair	Pool	Program
09:15	09:30	Main Session	Speaker's Session	<ul style="list-style-type: none"> Speaker profile introduction Speaker deliver the message 	None	<input checked="" type="checkbox"/>	Speaker	Chair	Program
09:30	09:45		Q&A Session	<ul style="list-style-type: none"> HC will conduct this space collecting & proposing questions for speaker 		<input checked="" type="checkbox"/>	Speaker	Chair	Program
09:45	09:50		Check in time	<ul style="list-style-type: none"> To check participants' mood during the session 		<input checked="" type="checkbox"/>	H.C. Chair	Pool	Program
09:50	10:00	Interactive Session	Call to action!	<ul style="list-style-type: none"> Divide participants into several groups according to their housing group Ask participants to write down their goals the next they can take to achieve those goals the purpose towards in their journey in achieving the goals, the response that experience in trying to achieve the goals and how they overcome it Participants discussed professional opinion and participation with their group regarding the CTA given 	None	<input checked="" type="checkbox"/>	Devan	Chair	Program
10:00	10:20		Sharing Session	<ul style="list-style-type: none"> Representatives of each group presented the results of their group discussion 		<input checked="" type="checkbox"/>	Devan	Chair	Program
10:20	10:45	Closing	Closing	<ul style="list-style-type: none"> Welcoming and leave CTA given to participants Post-survey fulfillment for participants (if fulfilled) Remind the next bi-weekly session date Check out Peace meeting 	None	<input checked="" type="checkbox"/>	H.C. Chair	Pool	Program

AIESEC in Untan

| Jl. Prof. Dr. Haji Hadari Nawawi |
| 78115| Pontianak |

AIESEC Future Leaders | Let's Spend 2 Hours Dissecting Communication Skills

Time	Duration	Session Block	Session Name	Session Objectives	Link/Materials needed	Check	Pass	Co-Pass	MC	
08:45	09:00	15	Pre-Opening	Topic Zoom Room	1) Accepted Delegate 2) Playing partner's video 3) Welcoming & Engage with delegates	Link	<input checked="" type="checkbox"/>	MC: Rizka	Devan	Program
09:00	09:15	15	Opening	Welcome to the 1st Bi-Weekly Session	1) Open the session 2) MC Introduction 3) Check in 4) Expectation Setting		<input checked="" type="checkbox"/>	MC: Rizka	Devan	Program
09:15	09:30	15	Main Session	Speaker's Session	1) Speaker profile introduction 2) The Speaker deliver the material		<input checked="" type="checkbox"/>	Speaker	Devan	Program
09:30	09:45	15	Q&A Session	Conducting Questions & answer	MC will conduct Q&A space (collecting & proposing questions for speaker)		<input checked="" type="checkbox"/>	MC: Rizka / SP	Devan	Program
09:45	10:00	15	Ice breaking	Quick story	- To engage with Participants - To create the atmosphere more relaxed - To monitor participants' mood during the session		<input checked="" type="checkbox"/>	MC: Rizka	Devan	Program
10:00	10:30	30	Interactive Session	Call to action	1) Participants give the feedback more with hands outside of their chatting group 2) If UPL Team also join the Breakout Room 3) In Breakout Room, UPL Team will lead the interaction by asking some questions regarding Communication 1 Public Speaking	Link	<input checked="" type="checkbox"/>	MC: Rizka & UPL Team	Devan	Program
10:30	11:00	30	Soft	Reward & Recognition	1) Early Bird 2) Head Supportive 3) True Leader 4) Head Active Day 5) Head Active Day		<input checked="" type="checkbox"/>	MC: Rizka	Devan	Q&A
11:00	11:20	20	Closing	Closing	1) CTR given to participants 2) Post-survey fulfillment for participants 3) Reminder the next bi-weekly session date 4) Check out 5) Photo session		<input checked="" type="checkbox"/>	MC: Rizka	Devan	Program

AIESEC Future Leaders | Financial Planning in 5.0 Era

Time	Duration	Session Block	Session Name	Session Objectives	Link/Materials needed	Check	Pass	Co-Pass	MC	
08:45	09:00	15	Arrival Time	Pre-opening	1) To check the attendance of the participants 2) Welcoming the participants	Link	<input checked="" type="checkbox"/>	MC: Nurul	Rizka	Program
09:00	09:15	15	Opening	Welcome to the 2nd Bi-Weekly Session	1) Open the session 2) MC Introduction 3) Check in 4) Expectation Setting 5) Red (Gimme 1st)		<input checked="" type="checkbox"/>	MC: Nurul	Rizka	Program
09:15	09:30	15	Partner Space	Promotion by Partner	As a space for a partner to promote their partner		<input checked="" type="checkbox"/>	Nurul	Rizka	Program
09:30	09:45	15	Main Session	Speaker's Session	1) Speaker profile introduction 2) Speaker deliver the material		<input checked="" type="checkbox"/>	Speaker	Rizka	Program
09:45	10:00	15	Q&A Session	Conducting Questions & Answer	MC will conduct Q&A space (collecting & proposing questions for speaker)		<input checked="" type="checkbox"/>	Nurul / Speaker	Rizka	Program
10:00	10:15	15	Ice Breaking	The Number Game	1) To engage with Participants 2) To create the atmosphere more relaxed 3) To monitor participants' mood during the session	Link	<input checked="" type="checkbox"/>	MC: Nurul	Rizka	Program
10:15	11:00	45	Interactive Session	Call to action	1) To give a practical experience to the participants regarding the session 2) Buddy Challenge (Explain what Buddy Challenge is announce participants' buddy, ask them to help out with their buddy, and inform them what they have to do in Buddy Challenge) 2) Head survey fulfillment for participants 3) Reminder the next bi-weekly session date 4) Check out 5) Photo session		<input checked="" type="checkbox"/>	MC: Nurul	Rizka	Program
11:00	11:15	15	Closing	Closing			<input checked="" type="checkbox"/>	MC: Nurul	Rizka	Program

AIESEC Future Leaders | Get to know about digital marketing and social media marketing strategy in 5.0 era!

Time	Duration	Session Block	Session Name	Session Objectives	Link/Materials needed	Check	Pass	Co-Pass	MC	
08:45	09:00	15	Arrival time	Open Zoom Room	1) Accepted Delegate 2) Playing partner's video 3) Welcoming and engage with assigned	Link	<input checked="" type="checkbox"/>	Devan	Nurul	Program
09:00	09:15	15	Opening	Welcome to the 4th Bi-Weekly Session	1) Open the session 2) MC Introduction 3) Check in 4) Expectation Setting		<input checked="" type="checkbox"/>	Devan	Nurul	Program
09:15	09:30	15	Main Session	Speaker's Session	1) Speaker profile introduction 2) Speaker deliver the materials		<input checked="" type="checkbox"/>	Speaker	Devan	Program
09:30	09:45	15	Q&A Session	Conducting Questions & Answer	MC will conduct Q&A space (collecting & proposing questions for speaker)		<input checked="" type="checkbox"/>	Devan / Speaker	Devan	Program
09:45	10:00	15	Ice Breaking	Quick the Story	1) To engage with participants 2) To create atmosphere more relaxed 3) To monitor participants' mood during the session	Link	<input checked="" type="checkbox"/>	Devan	Nurul	Program
10:00	10:30	30	Interactive Session	Call to action	1) Divide participants into their chatting group 2) Participants join the breakout room with their chatting group 3) In their chatting group, participants and their coach discussing about their Future Planning		<input checked="" type="checkbox"/>	Devan	Nurul	Program
10:30	10:45	15	Closing	Closing	1) Give CTR to participants 2) Post survey fulfillment for participants 3) Reminder of the next bi-weekly session date 4) Check out 5) Photo session		<input checked="" type="checkbox"/>	Devan	Nurul	Program

Special Track Activities - 1st Touchpoint - Agenda May 13th, 2023

Time	Duration	Session Block	Session Name	Session Objectives	Link/Materials needed	Check	Facil	Co-Facil	RIC
12.45	13.00	15	Arrival Time	Open 2023 season 1) Accepted Delegate 2) Having a song 3) Snapper with delegates	1802	<input checked="" type="checkbox"/>	Host	Surf	Program
13.05	13.15	10	Opening	Welcome to the Special Track 1) MC Introduction 2) Check-in 3) Expectation Setting		<input checked="" type="checkbox"/>	Host		Program
13.20	13.45	25	Host Session	Local Session Speaker profile introduction, AIESECer deliver the message (AIESEC'S Work in Crisis & Post a Project)		<input checked="" type="checkbox"/>	Speaker	Surf	Program
13.45	14.00	15	Q&A Session	Conducting Question & Answer MC will conduct Q&A space (collecting & preparing questions for AIESECer)		<input checked="" type="checkbox"/>	Host / Speaker	Surf	Program
14.05	14.45	40	Interactive Session	Working time 1) Divide participants into their existing group to do a breakout room. 2) In their working groups, participants discuss the material given by the speaker's statement. 3) Participants start discuss about their project idea. (37 Minutes)	1803	<input checked="" type="checkbox"/>	Host	Surf	Program
			Sharing Session	1) Participants deliver their group project idea. 2) AIESECer (Speaker) give feedback to participant's project idea (10 Minutes)		<input checked="" type="checkbox"/>	Host	Surf	Program
14.45	14.45	5	Go to work	Create the project In this short session, the MC give information to the track and participants that they can start to discuss more and start to create a project in their group after the session.		<input checked="" type="checkbox"/>	Host	Surf	Program
14.45	15.30	45	Closing	Closing 1) Post-survey fulfillment for participants 2) Check out 3) Reminder Sign Session 4) Photo session		<input checked="" type="checkbox"/>	Host	Surf	Program

180

AIESEC Future Leaders | 2nd Checkpoint

Time	Duration	Session Block	Session Name	Session Objectives	Link/Materials needed	Check	Facil	Co-Facil	PG
08.45	09.00	15	Pre-Opening	1) To check the attendance of the participants 2) Welcoming the participants 3) Playing poster's video	Opening Video Banner & song (21 minutes) Jurnalista Selengkapnya	<input checked="" type="checkbox"/>	Host	Place	Program
09.00	09.15	15	Welcoming in the 2nd Checkpoint	1) Open the session 2) MC Introduction 3) Topic agenda 4) Check-in 5) Roll Call (10)		<input checked="" type="checkbox"/>	MC Host	Place	Program
09.15	09.25	10	Team Work	- Each coaching group will come forward and introduce themselves. Such as member's name, their group's name, topic stage, and their goal (if any) - Each group will have their own theme song when they call them out 1 by 1		<input checked="" type="checkbox"/>	MC Host	Place	Program
09.25	10.30	45	Plan the Project Create an Impact	1) Each working group will continue the progress of their project creation		<input checked="" type="checkbox"/>	MC Host	Place	Program
10.30	10.45	15	Guest the Singer's Go Snapping	1) MC will play a song song by someone who is not the original singer, such as Justin Bieber singing To the Moon 2) Participants will guess who is the singer	1804	<input checked="" type="checkbox"/>	MC Host	Place	Program
10.45	11.40	55	Engagement Space (Singing)	1) Participants will be divided into 3 groups 2) Participants line up in their groups 3) In the game, we will give a message to the MC person it is the 4) Then, the first person will be introduced to pass the message by using a dot in the next person in line 5) The message given their partner to partner until it reaches the end of the line 6) Last person in the line will pronounce the message		<input checked="" type="checkbox"/>	MC Host	Place	Program
11.40	11.55	15	Reward & Recognition	Monthly Work	1) Monthly Work Award	<input checked="" type="checkbox"/>	MC Host	Place	Program
11.55	12.00	25	Closing	1) Give to participants 2) Post-survey fulfillment for participants (10 minutes) 3) Reminder Sign & see you at weekly session date 4) Check out (Photo Session)		<input checked="" type="checkbox"/>	MC Host	Place	Program

181

Special Track Activities - Final Meeting Agenda June 10th, 2023

Time	Duration	Session Block	Session Name	Session Objectives	Link/Materials needed	Check	Facil	Co-Facil	MSC	
09.45	09.55	10	Arrival Time	Waiting for delegates to arrive	1) To check the attendance of the participants (waiting in front of the door) 2) Welcoming the participants	1805	<input checked="" type="checkbox"/>	MC Hosts	Operator Hosts	Program
09.55	10.05	10	Opening	Welcome to the Special Track	1) Open the session 2) MC Introduction 3) Check-in 4) Roll Call (10)	1806	<input checked="" type="checkbox"/>	Hosts	Hosts	Program
10.05	10.50	45	Host Session	Speaker's Session	1) Speaker profile introduction 2) Speaker delivers the material	1807	<input checked="" type="checkbox"/>	Speaker	Hosts	Program
10.50	11.05	15	Q&A Session	Conducting Question & Answer	MC will conduct Q&A space (collecting & preparing questions for speaker)	1808	<input checked="" type="checkbox"/>	Speaker	Hosts	Program
11.05	11.15	10	Interactive Session	Final Report	1) In their group, participants do a presentation about the project of special track subject they have been done	1809	<input checked="" type="checkbox"/>	Speaker	Hosts	Program
			Feedback and review		1) The Speaker gave feedback and review of the special track cultural project	1810	<input checked="" type="checkbox"/>	Speaker	Hosts	Program
11.55	12.00	15	Closing	Closing	1) Post-survey fulfillment for participants 2) Check out 3) Photo session	1811	<input checked="" type="checkbox"/>	Hosts	Hosts	Program

182

LC2LC Agenda (Beyond The Horizon of Borneo & Celebes)

Time (WIB)	Duration	Session Block	Session Name	Session Objectives	Link/Materials needed	Check	Facil	Co-Facil	PKC
12.30-12.45	15	Opening	Opening	1. Open the Session 2. MC Introduction 3. Check-in 4. Executive Briefing 5. Welcoming Speech by Head of APL in Untan 6. Welcoming Speech by Head of APL in Lintan	3222	☑	But	Devon	Program
12.45-13.15	30	Sharing Session 1	Open the gate to diversity	Sharing about: 1. Unique Culture 2. Myth 3. Fun fact less-mixed" Each also provide data/pertanyaan dari untan dan lantan yang mereka ketahui tentang budaya masing-masing		☑	Delegates representative of APL Untan - Dorian - Ranyan - Eka Simanungkal	Delegates representative of APL Lintan - Harwin - Isabella - Sari Febriyanti	Program
13.15-13.45	30	Sharing Session 2	Dig deeper with your mate	Roaring about pengalaman di APL LC meeting", what has been sharing with your partner about sharing experience relationship (what happened since 7.8 ending 10.10)		☑	But	Devon	Program
13.45-13.55	10	Games (engagement space)	Would you rather?	Participants dibagikan pertanyaan yang akan dijawab dengan cara ya/tidak/atau tidak juga pilihan tersebut? Don't forget! But jangan lupa juga jawab pertanyaan tersebut	3222	☑	Host	Reza	Program
13.55-14.35	40	Talk show with AIESEC Alumni	Aspiring the leaders	Boleh sharing pengalaman mereka di AIESEC untuk menginspirasi participant APL		☑	Kak Zaki	Kak Eka	Program
14.35-14.45	10	Closing	Closing	1. Check out 2. CTA Definition Survey 3. Discussion		☑	But	Devon	Program

198

AIESEC Future Leaders I Debrief Minimum Agenda 5th July

Time	Duration	Session Block	Session Name	Session Objectives	Link/Materials needed	Check	Facil	Co-Facil	PKC
16.30	16.45	15	Opening	1. Open the session 2. MC Introduction 3. Check-in 4. Brief the agenda of the Day 5. Introducing APL Team, Coach, and Delegate 6. Roll Call (20)		☑	MC: Harwin	Summi	
16.45	16.50	5	Opening speech by LCVP	1. LCVP give an opening speech and officially open the LC debrief and explain the purpose of debrief space		☑	LCVP	MC: Harwin	
16.50	16.55	5	Welcoming speech by LCP	LCVP give a welcoming speech		☑	LCVP	MC: Harwin	
16.55	17.00	5	Session Debrief (APL, after House)	1. Play a video: Rising in APL program for the last 3 months 2. To help participants recall things they've been through during their APL program 3. To review both participants and coaches goals from POC and how far they have achieved it 4. To make the participants recall about what kind of experience that they got and turn it into a development of skills 5. Evaluate all performance with coach and groupmate - To engage with delegates - To help participants with delegates		☑	APL Team	MC: Harwin	
17.00	17.15	15	Reviewing my Journey			☑	Devon	MC: Harwin	
17.15	17.25	10	Group Debrief	- To engage with delegates - To help participants with delegates		☑	MC	Kager	
17.25	17.35	10	Self-reflection for tomorrow's production	1. Delegates register themselves for tomorrow's production	3222	☑	MC	MC: Harwin	Devon
17.35	17.45	10	Sharing Session	2. Sharing and giving speech from coach and 3. Sharing and giving speech from LCP and for Program team		☑	APL Team	MC: Harwin	
17.45	17.55	10	Peer Survey / Peer Survey Adhikarya	1. To measure participants development (LDK) 2. To measure overall performance of APL Team 3. To measure SPI & LPS 4. Giving feedback for coach, groupmate, and event outcome 5. Overseeing for AIESEC Future Leaders program roadmap		☑	APL Team	MC: Harwin	
17.55	18.05	10	Peer Feedback	1. Giving reward and recognition for Face of APL Summer 2. Giving reward and recognition for Face of Delegate 3. Giving reward and recognition for Most Developed person in Group award and recognition for Most talented 4. Giving reward and recognition for Best Coach		☑	MC	Reza	
18.05	18.15	10	Closing	1. Participant register themselves in tomorrow's production 2. Reminder to attend tomorrow's production 3. Take a photo		☑	APL Team	MC: Harwin	

200

Budget

Revenue : Rp. 2.350.000

Cost : Rp. 1.010.600

Income : Rp. 1.339.400

AIESEC in Untan AFL Quality Mastersheet Summer Peak 2023							
File Edit View Insert Format Data Tools Extensions Help							
100% 123 B I A							
H13							
	A	B	C	D	E	F	G
3		REVENUE					
4		AREA	DETAILS	REALISTIC			Total
5				P	Q	Total	
6		General	Participant Fee	Rp150,000	11	Rp1,650,000	Rp2,550,000
7			Participant Fee	Rp175,000	4	Rp700,000	Rp700,000
8				Rp0	0	Rp0	Rp0
9				Rp0	0	Rp0	Rp0
10				Rp0	0	Rp0	Rp0

4/8/2023	General	=	Gedung Kulber B 1.1 (1st Bi-Weekly)	Rp0	Rp50,000
4/8/2023	General	=	1st Internet Expenses	Rp0	Rp7,000
5/6/2023	General	=	Gedung Kulber B 3.1 (3rd Bi-Weekly)	Rp0	Rp75,000
5/6/2023	General	=	2nd Internet Expenses	Rp0	Rp7,000
5/27/2023	General	=	Gedung Kulber B 1.1 (2nd Touch Point)	Rp0	Rp50,000
5/27/2023	Customer Experience	=	RnR (2nd Touch Point)	Rp0	Rp20,000
6/10/2023	General	=	Gedung Kulber B 2.1 (5th Bi-Weekly)	Rp0	Rp50,000
6/17/2023	Stakeholder Maintenance	=	Speaker Certificate (Paper)	Rp0	Rp6,000
6/19/2023	Stakeholder Maintenance	=	Speaker's Souvenirs (Placard)	Rp0	Rp352,000
6/28/2023	Quality Assurance	=	Participant and Coach Certificate	Rp0	Rp87,500
7/3/2023	Quality Assurance	=	RnR (Debrief x Graduation)	Rp0	Rp47,300
7/3/2023	Quality Assurance	=	Merchandise (Coach + Participant)	Rp0	Rp140,800

7/3/2023	Program	=	Decoration	Rp0	Rp38,000
7/5/2023	Quality Assurance	=	Paper bag (Speaker's Souvenirs + Merchandise Coach & Participant)	Rp0	Rp45,000
7/5/2023	General	=	Gedung Kulber B 2.1 (Debrief x Graduation)	Rp0	Rp25,000
7/5/2023	General	=	3rd Internet Expenses	Rp0	Rp10,000

CASH OUT
Rp1,010,600

Marketing List

- Digital content
 - Feeds and reels to promote AFL

- Instagram live
 - Broadcasting in RRI and volare
2. Physical Marketing
 - Kulber visit
 - Sticking poster to all faculty of Untan and Polnep
 - Information booth in Untan, Polnep, and IKIP
 - Class visit in Untan and Polnep
 - Public visit in CFD
 3. Contacting past participants of AIESEC's events with Whatsapp and Email

All Invoice and Bills, LoA, Letters, Term Of Reference and/or Other Document

1. MoU Partnership

<https://drive.google.com/drive/folders/1ZXiP3Xjyx04-bhgtY8vUYNQxyuq-uTvQ>

2. MoM Partnership

https://drive.google.com/drive/folders/1A29lgV7afRT71rD_D1_0ur-PYPKjOv5o

3. Cash Out and Payment Proof (Expense proof)

https://drive.google.com/drive/folders/1xH4J_UnpBR7dpm_q1PNakSyJxPOSToY2?usp=drive_link

4. Legality Document

https://drive.google.com/drive/folders/1-1ArhmRSipeTLPqsvTnmkSyK8tHI5z1z?usp=drive_link

5. Handbook Participant

https://drive.google.com/drive/folders/1bvTfDL39Qen0B5SEiNQq8EYJsOXPav2u?usp=drive_link

6. MoU Participant

https://drive.google.com/drive/folders/1IH1fusPF3JfqizKID9GeVCvnwxcmlZ40?usp=drive_link

7. MoM session

https://drive.google.com/drive/folders/1gbBa8SClkTPwdzllVxzugkmr-z3BPey6?usp=drive_link

Unpredictable Things Occurred

1. High numbers of rejected applicants
2. Delegates away because they have other activities besides AFL.

Conclusion and Suggestion

Head of AFL

Conclusion	Suggestion
In this realization we have several bottlenecks such as not many participants attend on time and coachee are unmotivated.	Maintain time of agenda based on market research not too early in the morning

Organizing Committee Program

Conclusion	Suggestion
We have implemented all program standards with a curriculum created based on 6 out of 6 AIESEC scores. The speakers we approach have excellent knowledge of the session they are presenting and we can maintain speakers very well.	The agenda for the session must have been set earlier, even before the realization.

Organizing Committee Customer Quality and Experience

Conclusion	Suggestion
This is our very first time as OC QnCX and we think we do our best to make sure all of our Participants and Coach feel the experience both as a Coach and Delegates. We also do our best to maintain the performance of them and ourselves as OC.	For the next Winter Peak, we suggest to learn the bad case we got from Summer Peak. So we can be better and have good experience next Winter Peak

Organizing Committee Partnership, Marketing, and IR

Conclusion	Suggestion
We managed to overachieve in SU number which is 33, but in the end we only got 15 approved numbers and it's underachieve. We also fulfilled the partner's demand such as being speaker of the biweekly session, playing their video before and after the event, and also downloading and giving reviews of their applications. Also, overall, the synergy runs quite well although things may happen not according to our planning.	Don't force people to sign up first when they're not prepared to join. We should be more prepared for the marketing such as having the rundown planned and getting speakers so we can have our selling point. The manager should also be quicker in searching for potential partners. During promotion especially in physical attraction, try to be more prepared and engaging with the potential participants. During the event, try to not let the participants away because of their busy schedule.

Good and Bad Case Practice

Head of AFL

Good Case Practice	Bad Case Practice
<ul style="list-style-type: none"> Monitoring all schedule agenda realization Team communication during really well Ensure all activity realize based on plan Manage CTA and giving it clearly with the deadline 	<ul style="list-style-type: none"> Not all member responsible during realizations Participant not attend on time so we start late Coaching session not implemented in group

Organizing Committee Program

Good Case Practice	Bad Case Practice
<ul style="list-style-type: none"> We were able to engage and maintain the speaker very well Always re-evaluate the agenda of every sessions before conduct it Always do dry run before conduct the session Program standard implemented 	<ul style="list-style-type: none"> The timing of the session is too early in the morning

Organizing Committee Customer Quality and Experience

Good Case Practice	Bad Case Practice
<ul style="list-style-type: none"> Good engagement with participants and Coach Have a good idea to conduct Coach and Participant team days Create MoM right away after the agenda and interview session 	<ul style="list-style-type: none"> Even though we create MoM right away after the agenda and interview session, we still behind this thing due to a lot of revision Member busy and can't attend the agenda and make some of OC really busy at the day of the agenda Participant can't attend to agenda due to their personal activity

Organizing Committee Partnership, Marketing, and IR

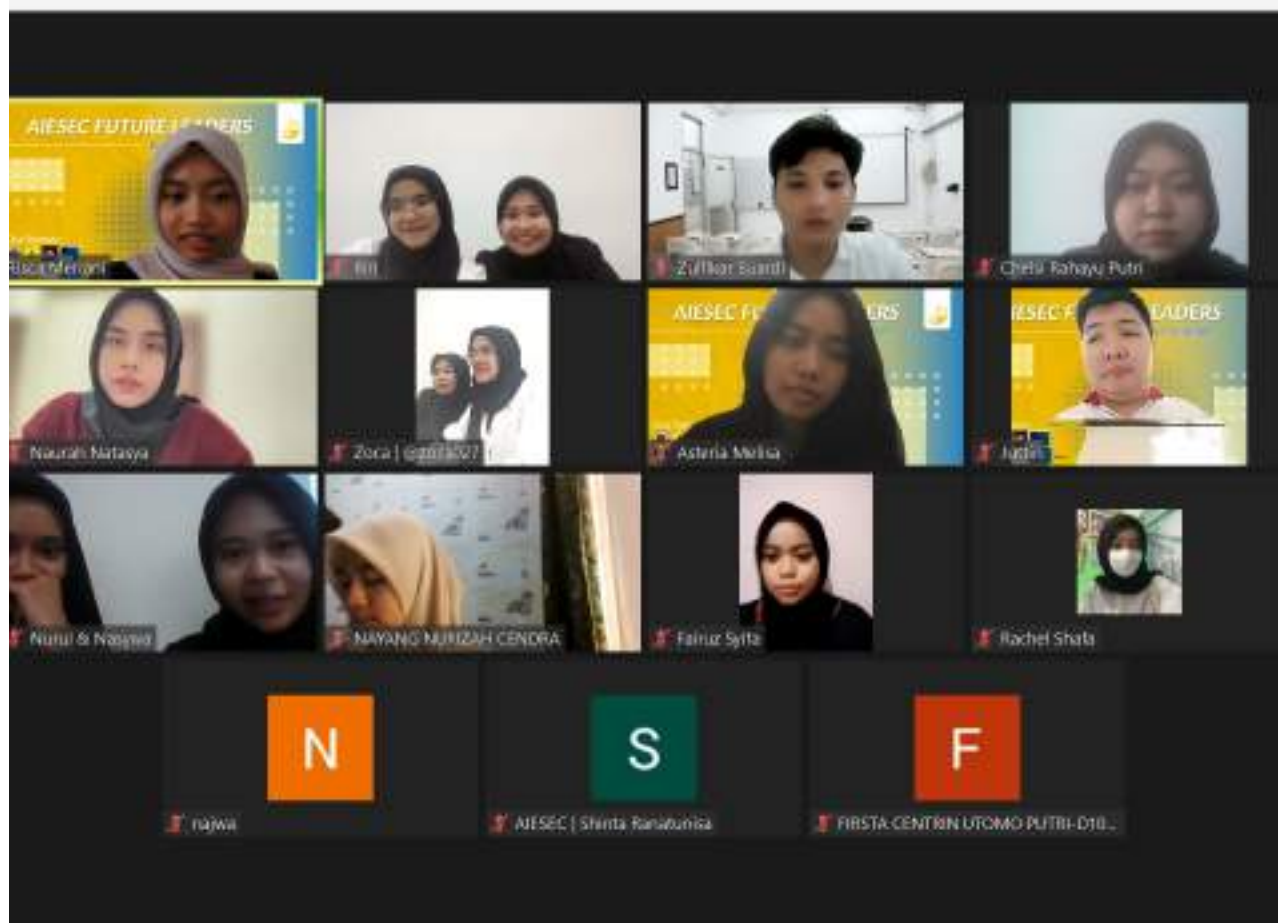
Good Case Practice	Bad Case Practice
<ul style="list-style-type: none"> Most of the members responsible participate during the attraction We managed to do information booth in 3 universities (Untan, Polnep, and IKIP) Our relations with partners are overall good so we can fulfill their SnD. Clear schedule of AFL and BM for promotion session 	<ul style="list-style-type: none"> Not fully prepared for promotion Not enough class visit and engagements with potential participants We start our attraction when the program isn't fully prepared yet so we don't really know our main selling point Slow progress in approaching universities Too slow in listing potential partners

Related Links To The Promotional Materials

https://docs.google.com/spreadsheets/d/1NjP-ksyy55XQUXqlk6bBh3YCi5dnMeS0MvKi_hGBXGk8/edit#gid=0

Documentation







Member Testimonial

I am grateful for the learning and growth that I have experienced alongside each team member. Together, we have pushed boundaries, embraced new ideas, and continuously strived for improvement. Your dedication to personal and professional development has been inspiring, and it has elevated our collective achievements to new heights.

Thank you for your unwavering commitment to our shared vision. Your passion, enthusiasm, and drive have propelled us forward, and I am confident that our team will continue to achieve even greater heights in the future. In closing, please accept my heartfelt appreciation and gratitude for your remarkable contributions. I am honored to be part of this incredible team, and I look forward to our continued journey of success and growth together.

Thank you, from the bottom of my heart.

Rianti Alamanda Maulidya
Local Head of AIESEC Future Leaders

Being an AFL OC was a difficult but very rewarding experience for me. As the Program's OC, I am very responsible for the continuity of each session of this program, which was a hard thing for me at first. However, over time, the challenges I faced while being an OC were actually experiences that shaped who I am now. Thankyou AFL, thankyou AIESEC In Untan.

Devran Danuarta
OC Program

“I got a lot of new experiences from this project. Through this opportunity I learned many new things about how to define concepts, create event structure to ensure events run smoothly. Even though sometimes it doesn’t go according to plan, I am required to be able to find other ways to keep the project running. I also learned many things from my team in AFL which allowed me to continue and finally reach the graduation session. Thanks to AFL I can develop myself from my experiences as OC”

Risca Meriani
OC Program

“Being an OC in this program is really new for me. This is a new experience and it gives me opportunities to develop myself. In this role, I get new experience to work in a team to create our best agenda. It is really exciting, but also struggling. And I believe that this kind of struggle can make me better in my future.”

Nurul Hidayah
OC Program

“Not my very 1st time as OC, but really AFL teaches me a different way. How to maintain my team and at the same time need to maintain the delegates and coach. Someone told me something that “numbers are not everything, but the quality of their (Members, Delegates and coach) is” and that’s the reason I keep trying my best to give them the best journey.”

Chelsi Rahayu Putri
OC Customer Quality Experience

“As CX, focusing on maintaining delegates is not an easy thing to do. At the beginning of the interview, I was the first to recognize them with the answers given. But maintaining them with different activities is very difficult. Meeting delegates greatly adds

to the relation. I hope that the bad cases I've been through so far can be a lesson in AFL Winter."

Asteria Melisa
OC Customer Experience

"Being OC AFL is a great opportunity. I learned many things, my soft skills and hard skills have improved for the better. I really feel an improvement in my public speaking skills. Interacting with coaches and delegates also taught me how to socialize well. I also learned how to work well in a team and learned how to manage time."

Shinta Ranatunisa
OC Quality

"Becoming an OC Quality of AFL is one of the most amazing experiences and opportunities for me! I did a lot of new things, even many things to improve. With this experience, my public speaking skills and communication skills have improved greatly. And also I learned more about how to work well with a team. I hope that all the good things I receive will make the AFL Winter Peak experience even more amazing, not only for me and the AFL Team, but for all participants, coaches and speakers! <3"

Nasywa Rabitha
OC Quality

"I often wonder whether I'm capable or not of running a project and taking responsibility for it. But being part of the amazing AFL team makes me realize that everyone is capable in their own way. Sure, there may be times where I'm just so tired of doing my JDs but I know people have expectations from me and I want to fulfill them. In the end, being an OC feels both fun and tiring but it also really helps me to develop by facing so many challenges."

Angelina Laurent Febryani
OC Partnership, Marketing, and IR

Approved by

President AIESEC in Untan

Vice President Finance, Governance, and
Legality



Wilbert Jonathan



Imam Prayoga

Project Quality and Control Manager



Maria Olga Bapage