

ACTION PLAN FACILITATOR ROLES & RESPONSIBILITIES



BEING THE FACILITATOR OF THE SDG GROUP

LEADER EMPOWERMENT

- Empower the group
- Team-building
- Act as a role model
- Work towards group independence; encouraging them to continue working when you aren't present

MANAGER STRICT BUT JUSTIFIED

- Set and manage expectations
- Provide structure
- Facilitate meetings
- Guide decision making, be impartial and don't be part of final decision
- Track performance
- Keep everyone involved

COACH PERSONAL GROWTH

- Responsible for individual and team development
- Be the group's trust person
- Personal support

BEING PART OF THE MERIT360 & APF TEAM

- Participate in APF meetings and trainings
- Ambassador of World Merit and Merit360; support our community with fundraising & spread the word
- Contact person of your SDG group
- Stay up to date about Merit360 information by chosen communication channels
- Share progress of SDG group process

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PROBLEM IDENTIFICATION PHASE

Virtual process

Towards your SDG group

- Prepare the content of the full Merit360 program
- Prepare your virtual facilitation process
- Know your team's competencies and personalities for team building
- Get everyone involved in the group process
- Set and manage expectations
- Establish strong team-bond
- Establish level of trust within the team

Towards the Merit360 team

- Participate in the one month virtual APF training
- Attend and actively participate in APF meetings
- Be pro-active in APE engagement

ACTION PLAN DEVELOPMENT PHASE

Offline event

Towards your SDG group

- Prepare your offline facilitation process
- Make sure all needed materials are available
- Set and manage expectations
- Ensure team-bonding / norms / trust
- Ensure equal contribution and voices in team work
- Keep your team on track and focused

Towards the Merit360 team

- Be part of the World Merit staff
- Present for the full duration of the program including two APF preparation days
- Direct contact person of SDG team to communicate logistical updates
- Flexible attitude to assure best experience for everyone
- Morning check-in & evening check-out meetings with Merit360 team

PILOT IMPLEMENTATION PHASE

Virtual process

Towards your SDG group

- Guide & support the team during the implementation phase
- Be contact person between APEs and World Merit HQ

Towards the Merit360 team

- Be contact person of SDG team for HQ
- Keep track of completing SDG team monthly update



ACTION PLAN FACILITATOR ROLES & RESPONSIBILITIES

WHAT WE OFFER TO YOU

- Development of your cross-cultural facilitation skills; in-depth facilitation training and guidance throughout the whole experience
 - Global network; Meet people from all over the world!
- Personal development; Gain confidence and become more focused your life passion and purpose
 - A sustainable project plan; Each SDG group will develop and implement an action plan
 - Connect with SDG and social entrepreneurship experts
 - Experience of a life-time!

SPECIAL APF FUNDRAISING MINIMUM
€700

WHAT IS INCLUDED?

All APFs will be covered for all on-site costs, including 13-night lodging, 3 meals per day, internet, local transport, T-shirts, APF training, leadership colloquium, delegate-led seminars, recreational facilities, networking programs and events. This includes the opportunity to develop and hone skills in communication, as well as project development, management and all support required to establish a fully functioning initiative.

You are responsible to arrange your own logistics; arriving in Manila for the start of the program and your return home from Manila at the end of the program.

Logistics that you need to arrange include insurance, VISA & flights. We support your VISA application with support letters that are available once your deposit is paid.

