

Instructions for International Fellowship Group Leaders

2022/10/7

Being a group leader is an honor, a responsibility, and of course a journey of growth. This note is intended to help you become a successful group leader.

1. The day-to-day operation of the fellowship group
 - A. Whether the group leader is active and enthusiastic determines the success or failure of the fellowship group. During the period of group activities, it is recommended that group leaders use various social media to actively create an atmosphere of group interaction, not just activity announcements.
 - B. Activity materials should be shared with group members as soon as possible. The group leader should encourage group members to study the material before the meeting.
 - C. Create cohesion with photos of group meetings and positive feedbacks.
 - D. With consent, tasks can be assigned to team members, such as event photography, event desert preparation, etc., to enhance the sense of participation.
 - E. Finalize a meeting schedule as early as possible so that everyone can reserve time. Keep the content of the activities flexible according to everyone's interests.
2. Fellowship in group gathering
 - A. In every group gathering, the group leader should be present in advance and speak with a positive, positive and enthusiastic attitude.
 - B. It is the responsibility of the group leader to keep the group members actively engaged. Therefore, design questions in advance and guide group members to share. When a team member has a question, try to invite other team members to answer.
 - C. During the meeting, the group leader should give each group member equal opportunity to share. It is best to limit the time for everyone to share at a time when sharing, and skillfully avoid one or a few group members to dominate all sharing time.
 - D. Since each team member's English level is different, we should affirm each sharing team member with encouragement and praise to create a relaxed atmosphere for sharing.
3. Administration of activities
 - A. Record an attendance form for each meeting.

- B. Retain receipts and invoices for activity expenses for funding support.
- C. Collect multimedia clips of group gatherings so that they can be used to create group activity multimedia.
- D. Collect group questionnaires for case closure at the end of the activity.

Note : Each group can make the group activity into multimedia and submit it to the department office. If the group activity multimedia is selected and placed on the web page of International Bachelor Program, and extra bonus will be awarded to the group.