



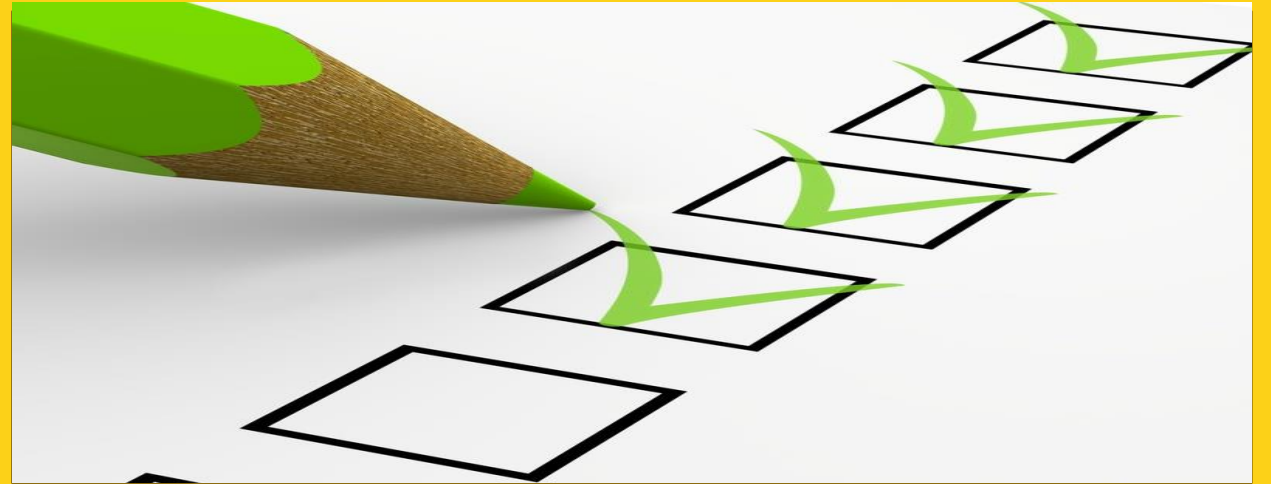
# NATIONAL EDUCATION CYCLE

OGX GCDP INDUCTION



# WHAT IS OGX GCDP?

The area responsible for recruiting and selecting college students to perform volunteer work. Involving them in the Inner & outer journey.



## Minimum requirements :

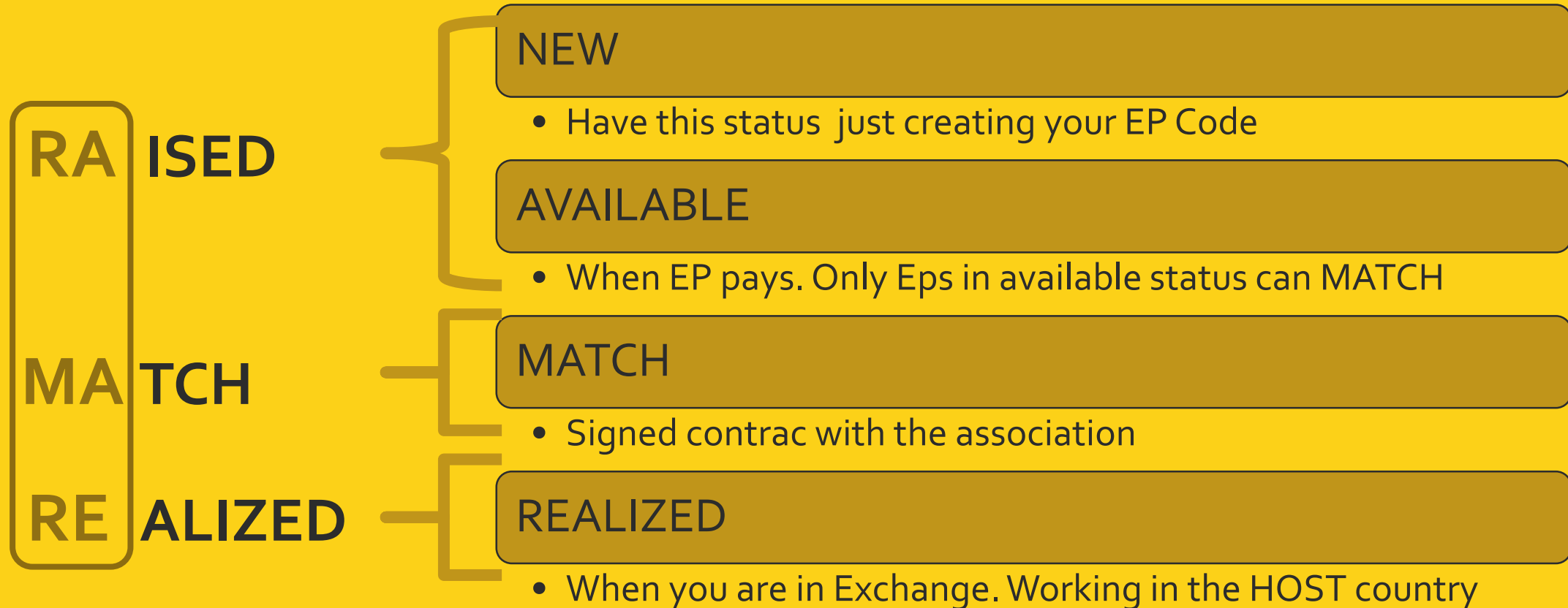
- More than 18 / less than 30 years
- The person must have completed their latest study in less than 24 months
- Internship of not less than six weeks
- Follow with the appropriate recruitment and selection process

# OUR PRODUCT



National product standardized so that we can all speak the same language when talking about a product.

# STATUS



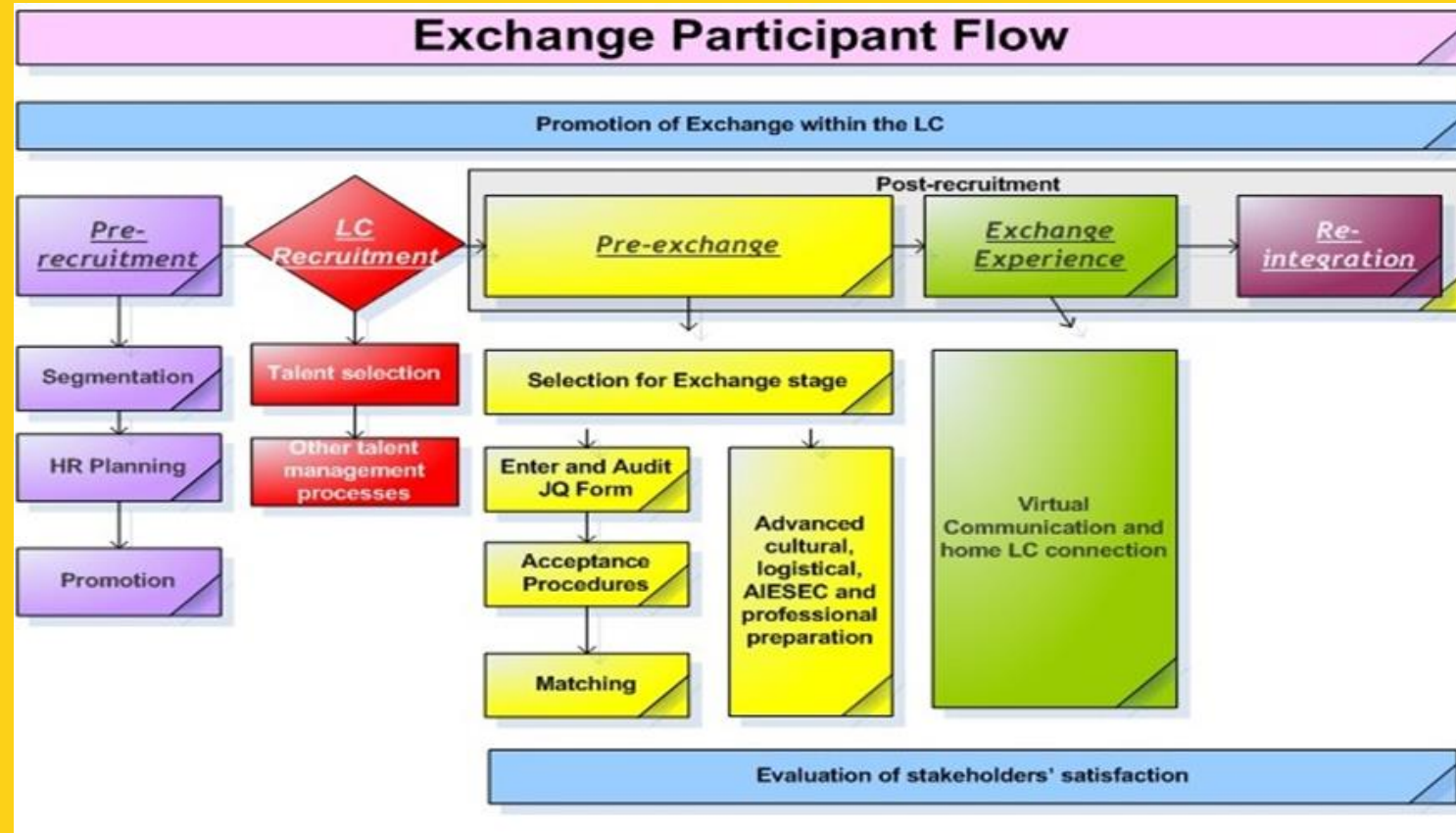
# GCDP VALUE PROPOSITION

With this programme, a young person gains access to AIESEC's value-based platform, and he or she experiences:

- A cross-cultural living and working experience
- The opportunity to create positive impact into society
- Personal development

GCDP participants can have different types of volunteer experiences. They may work with organizations or in projects which focus on community development, as long as their experience contributes to their personal development and positive impact on society.

# OPERATIONAL FLOW



*It is the process in which every member must follow to ensure the experiences of high-quality exchanges*

# PRE - RECRUITMENT

Human Recourses Planning

Segmentation

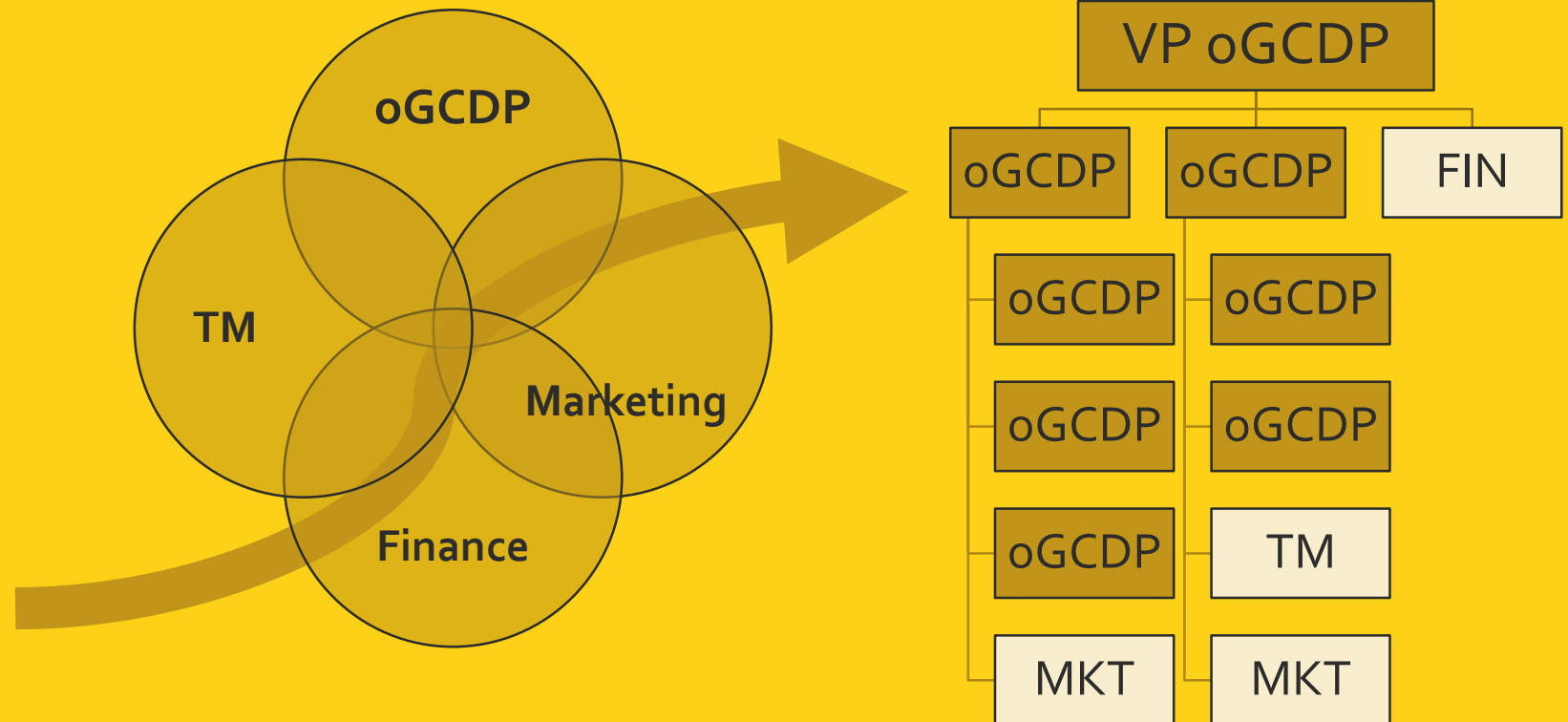
Promotion



# HR PLANNING

Are the efforts of oGCDP portafolio with the strategic areas (TALENT MANAGEMENT, MARKETING and FINANCE) to attract more subjects to become Exchange Participants (EPs)

*To achieve this, the structure of the area looking for the integration of members of these areas.*





https://podio.com/aiesec-mozambique/ogx/apps/crm-ogcdp

Aplicaciones 3 Calendar El Comercio YouTube Facebook Gmail My AIESEC PODIO Traductor WizIQ authorSTREAM Bookme ST 14-15 ST 13-14 TMP TLP Clarity

OGX Podio

Atividade CRM oGCDP CRM oGIP CRM oGIP IT Entrevistas Documentos EP Monitor Documento... ADICIONA...

Todos/as os/as CRM oGCDP 7 de 7

FAZ AZ Salvar Ações

CRM oGCDP

Faustino Novela

Nome completo: Faustino Novela  
Data de nascimento: 7/01/1992  
Idade: 22  
Cidade actual: Maputo  
UDM  
26/08/2014 CRM oGCDP

Elsa Paula Januario

Nome completo: Elsa Paula Januario  
Data de nascimento: 09/04/1994  
Idade: 20  
Cidade actual: Maputo  
UEM  
25/08/2014 CRM oGCDP

Limile Nairobi M Banda

Nome completo: Nairobi Mass Banda  
Data de nascimento: 02/1991  
Idade: 23  
Cidade actual: Maputo  
ISRI  
25/08/2014 CRM oGCDP

Neusa Claudia Macadona Fortunato

Nome completo: Neusa Claudia Macadona Fortunato  
Data de nascimento: 19 de junho de 1995  
Idade: 19  
Cidade actual: Beira  
Universidades em NAM...  
14/08/2014 CRM oGCDP

janeth Muchamile

Nome completo: janeth Muchamile  
Data de nascimento: 16 de Setembro de 1994  
Idade: 19 anos  
Cidade actual: Tele  
ISCTEM  
12/08/2014 CRM oGCDP

Faustino Novela

Nome completo: Faustino Novela  
Data de nascimento: 07/01/1992  
Idade: 22  
Cidade actual: Maputo  
UDM  
11/08/2014 CRM oGCDP

Isabel Emilia Diogo Massamba

Tarefas

Não tem nenhuma tarefas  
+ CRIAR UMA

Comitês

7CRM

### Web platform that will help us:

- Effective monitoring to registered stakeholders
- Sorting documents by applicant
- Communication and relay of tasks
- Upload tutorials and files of common interest

[www.podio.com](http://www.podio.com)

All members must be registered and belong to the network of AIESEC Mozambique OGX employees. Notify your VP that includes you.

# TUTORIAL

Watch video to understand the functionality of the tool



<http://youtu.be/wWKfJK1yPm8>

# SEGMENTATION PODIO RULES

## RESPECT THE SEGMENTATION

LC UEM  
UEM  
APOLITECNICA  
UP

LC ISCTEM  
ISCTEM  
ISTEG

LC BEIRA  
UCM  
UNIZAMBEZE

LC NAMPULA  
UP

They shouldn't go more than  
2 days for which the person  
is being contacted and label

They should not go more  
than 5 days without  
interviewed agreed

*Otherwise, another committee has the right to label and keep the  
applicant*

# NO SEGMENTATION

That means that applicants from universities / institutes which do not enter in the segmentation can be labeled by any LC such as:

USTM

UDM

DOM  
BOSCO

ETC.....

## Sign ups of province:

The national team, NSB and MCVP will assign applicants to committees depending on the criteria of proximity and capacity resources.

# UNDERSTAND PROMOTION CUSTOMER JOURNEY

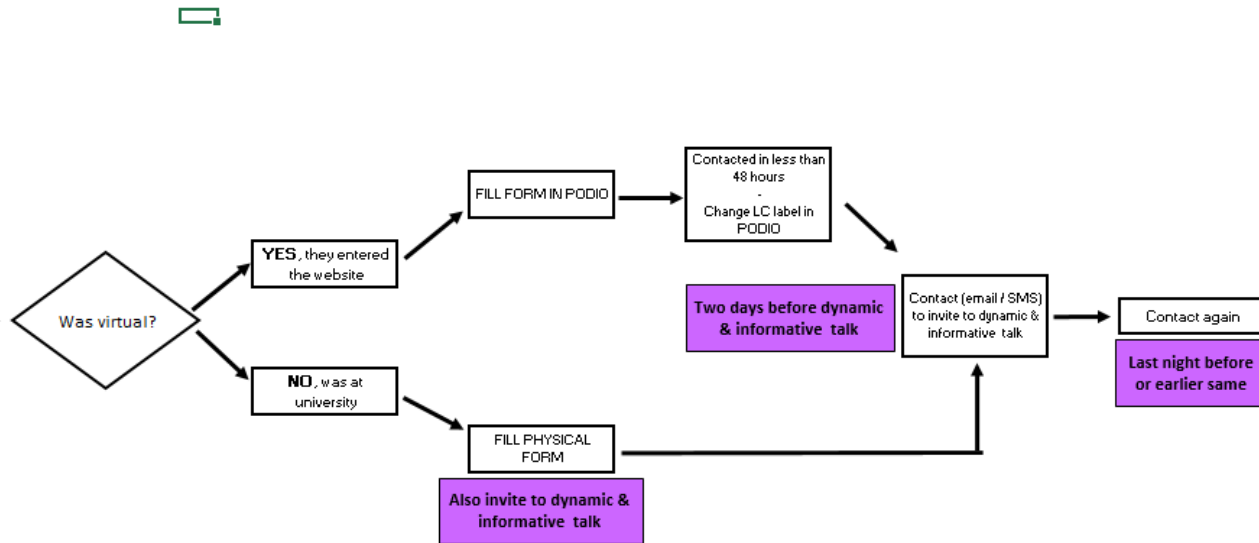
## Promotion

Give clear information about the product oGCDP and profiles we are looking for.

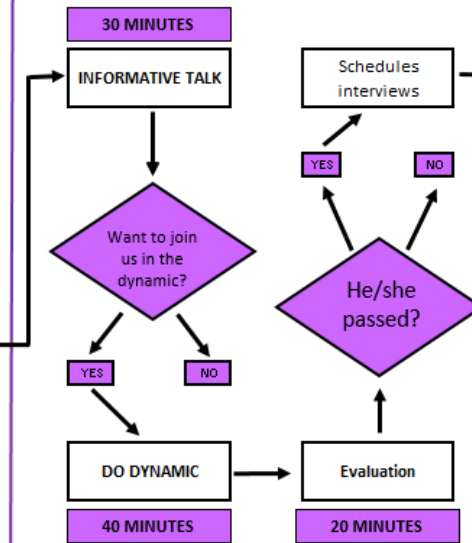
PROMOTION

Referrals by members

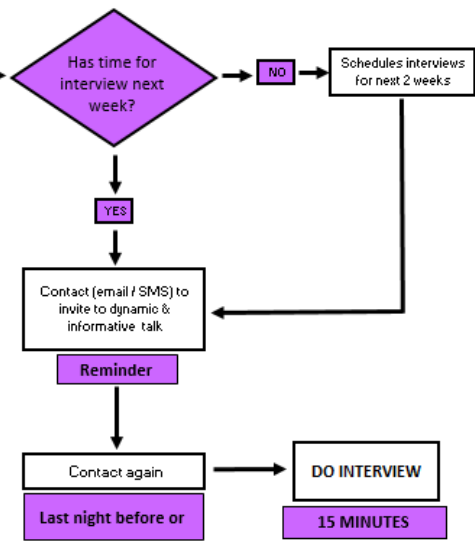
## Main Flow



## Informative Talk & Dynamics



## Interviews



# INITIAL MESSAGE

*Message Model (Target: get the sign up in PODIO of some one who must has read the terms and conditions of the programme)*

This is the answer we give to all interested persons who write to us from:

- **FACEBOOK**
- **MAIL**
- **WHATSAPP**

Caro candidato,

Para nós, é muito bem-vindo seu interesse em nossos programas de intercâmbio.

Sugerimos que você leia com atenção o que o site diz sobre os programas, processos e requisitos.

<http://aiesecmz.org/cidadao-global/>

Por fim, agradecemos que preencha o formulário abaixo para que possamos comunicar e iniciar o processo de selecção face às despesas.

<https://podio.com/webforms/8484418/632094>

Saudações

# LC - RECRUITMENT

## DYNAMICS

- The purpose of conducting the **Informative Task** before dynamic is to have only those interested who know the terms and conditions of the program.
- To identify capabilities of teamwork and problem solving.
- The maximum number is 8 participants.
- No more than 40 minutes each dynamic.

## INTERVIEWS

- Be on time (15 minutes before the scheduled time)
- Having read his PODIO form before the interview
- Avoid not appropriate words (jargon)
- Keeping the seriousness of the case
- If the applicant arrives early. Do him/her wait until you've ordered your space.
- No more than 15 minutes each interview



# IF THE APPLICANT IS REJECTED

*\*Si no hacemos esto, otro comité lo podría contactar y creamos confusión*

## Mail for Rejected people

Give an answer in less than 5 days

Also change the status in PODIO

Dear Applicant,

Congratulations for completing the selection process for the Global Agents program.

However, this time it has failed to score enough. However, we also wanted to tell you that even if you wish, you may apply for the program of Global Agents for the next 3 months.

Any questions or queries, you can write through this medium.

many successes

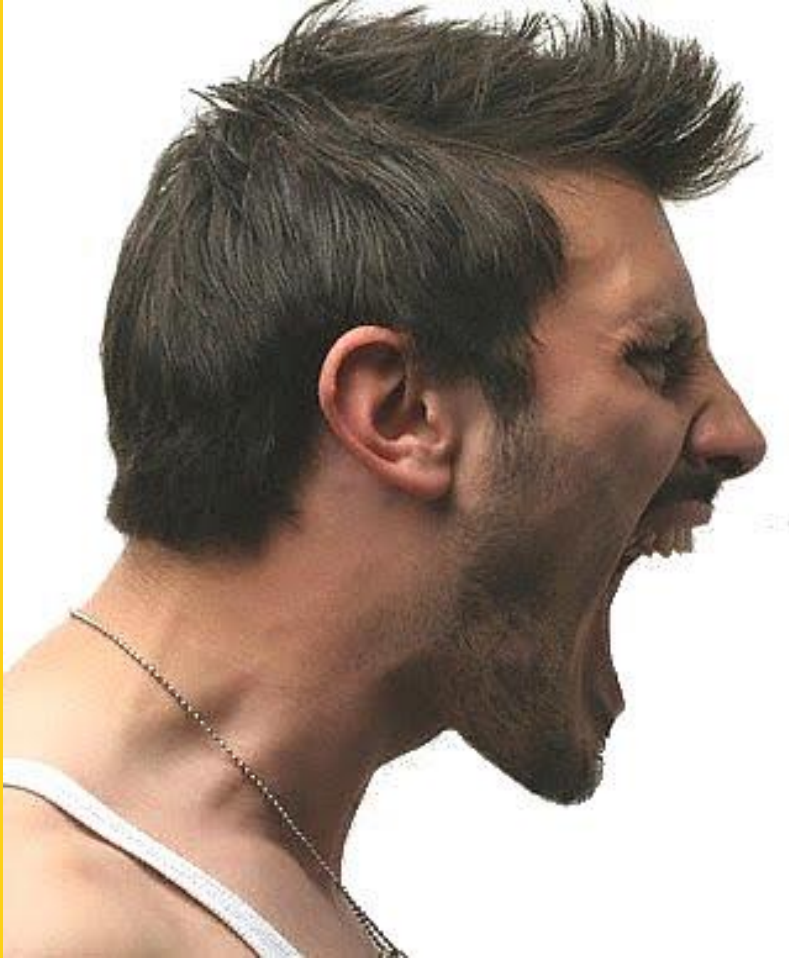
# WAS ACCEPTED, CALL HIM/HER BY PHONE

**Told to give these and send an email (to not be forgotten)**

- You must send the voucher payment scanned XX Meticaïs (XX% of total)
- BI scanned
- Passport Scanned
- Contract signed and scanned
- English CV

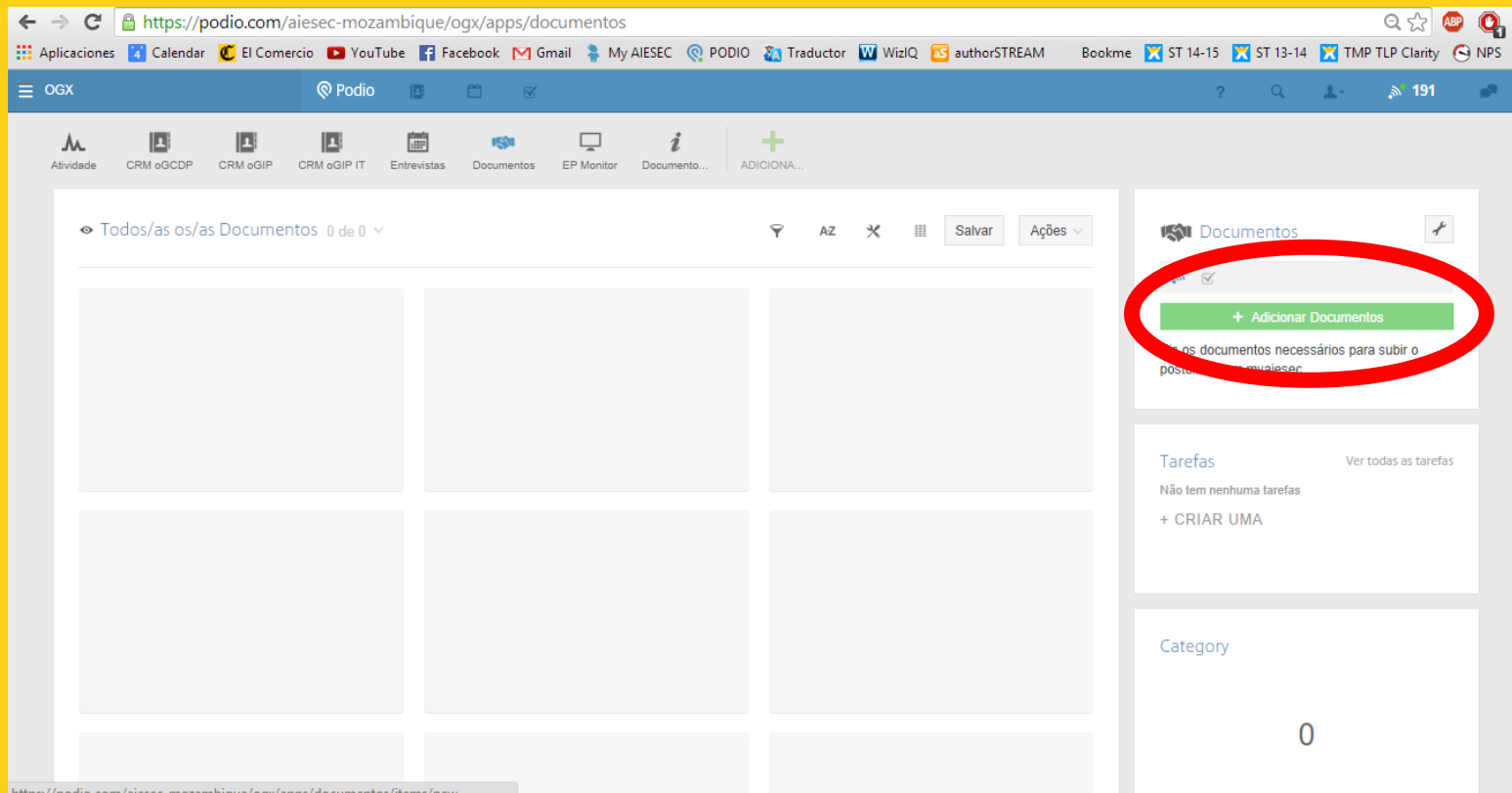


# WARNING



***MUST SUBMIT THE  
REQUESTED  
DOCUMENTS WITHIN  
7 DAYS. OTHERWISE  
WILL BE  
AUTOMATICALLY  
REJECTED***

# PRE - EXCHANGE



All documents submitted must be in PODIO ("Documentos" application)

<https://podio.com/aiesec-mozambique/ogx/apps/documentos>

# EP MANAGER

## Who is this guy?

He is responsible for guiding the EP during the whole process of ELD.

Can be someone with OGX knowledge

## Meeting target

- Receiving physical EP contract
- Receiving money of FEE.
- Knowing (create friendship and bond of trust)
- Resolver any questions you have of the organization



# EP MANAGER

## **A GOOD MANAGER:**

- Give advices
- Quick answers
- Find times for meetings if necessary
- If you can not, ask for help to other members.
- Has the phone, whatsapp and FB of the EP

## **A BAD MANAGER:**

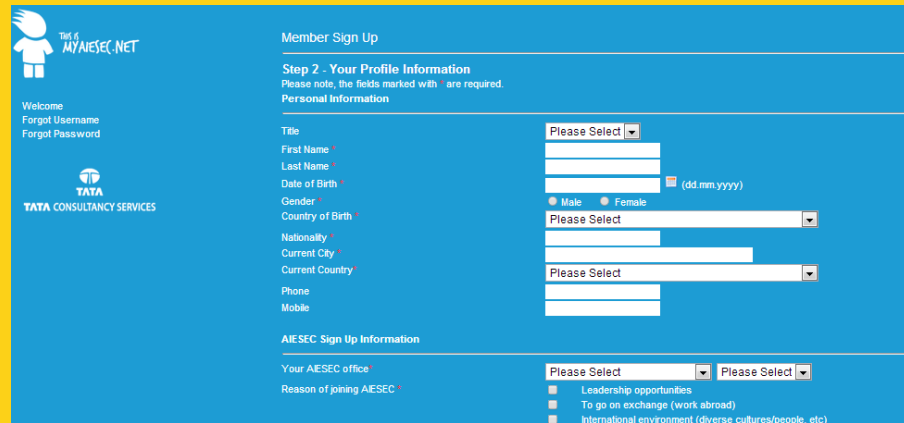
- Delay in answering
- Do not puts pressure



# EXCHANGE PARTICIPANT (EP)

## 1. BE ON THE MYAIESEC

[HTTPS://WWW.YOUTUBE.COM/WATCH?V=BZTGDW28I6Q](https://www.youtube.com/watch?v=BZTGDW28I6Q)



The screenshot shows the 'Member Sign Up' page for MYAIESEC.NET. It is Step 2 of the process, titled 'Your Profile Information'. A note states: 'Please note, the fields marked with \* are required.' The form is divided into two sections: 'Personal Information' and 'AIESEC Sign Up Information'. The 'Personal Information' section includes fields for Title (dropdown), First Name, Last Name, Date of Birth (calendar icon and text input with format dd.mm.yyyy), Gender (radio buttons for Male and Female), Country of Birth (dropdown), Nationality (dropdown), Current City (text input), and Current Country (dropdown). There are also fields for Phone and Mobile. The 'AIESEC Sign Up Information' section includes a dropdown for 'Your AIESEC office' and a dropdown for 'Reason of joining AIESEC'. Below these are three checkboxes: 'Leadership opportunities', 'To go on exchange (work abroad)', and 'International environment (diverse cultures/people, etc)'. The left sidebar contains the MYAIESEC.NET logo, a 'Welcome' message, links for 'Forgot Username' and 'Forgot Password', and the TATA CONSULTANCY SERVICES logo.

*Completed this point,  
call your VP to give you  
access to the system*

## 2. CREATE EP FORM

[HTTP://WWW.YOUTUBE.COM/WATCH?V=10YPXZAA1Y4](http://www.youtube.com/watch?v=10YPXZAA1Y4)

## 3. SAVE EP CODE. EXAMPLE:

EP-In-MZ-MA-2014- XXXX

*EP CODE: Is the name of each  
EP in the system*

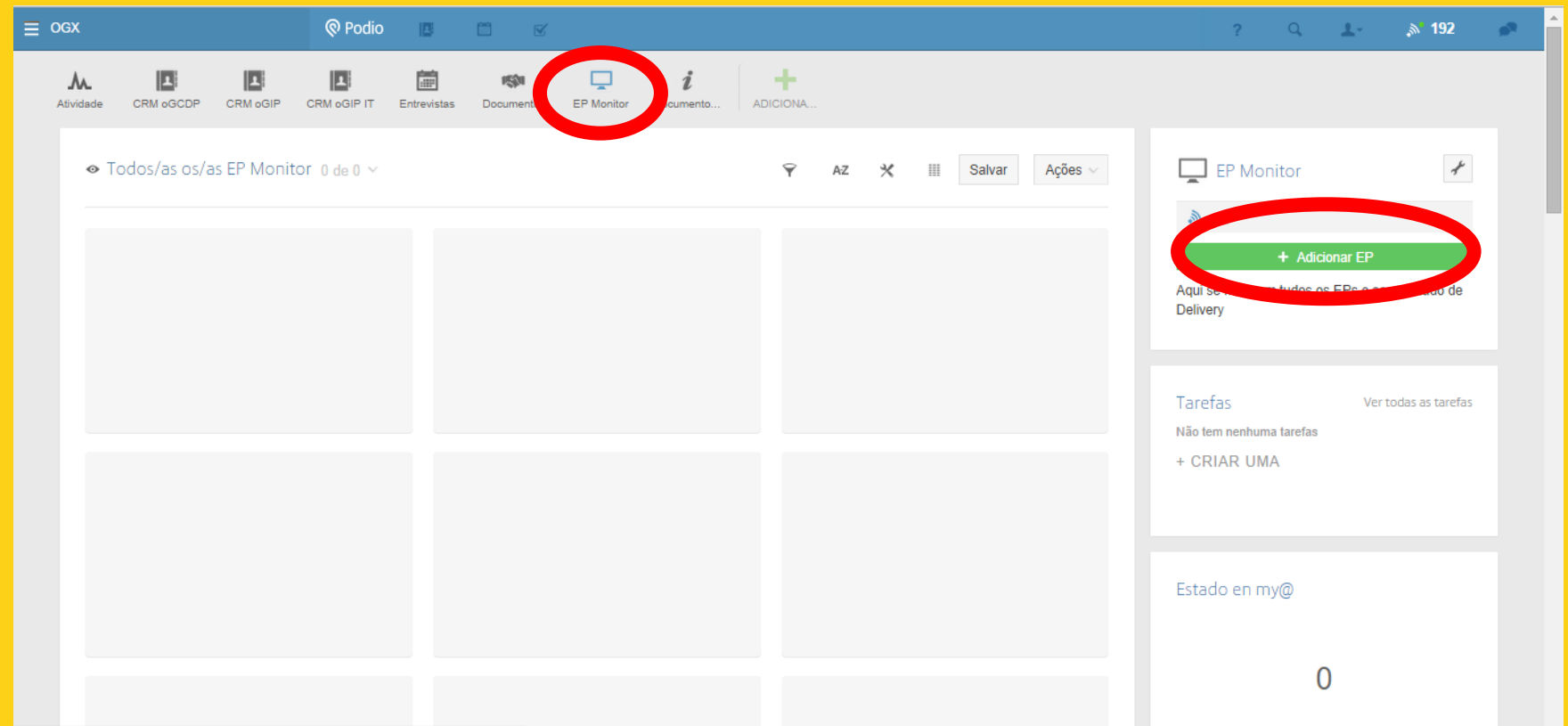


# EP MONITOR IN PODIO

<https://podio.com/aiesec-mozambique/ogx/apps/ep-monitor>

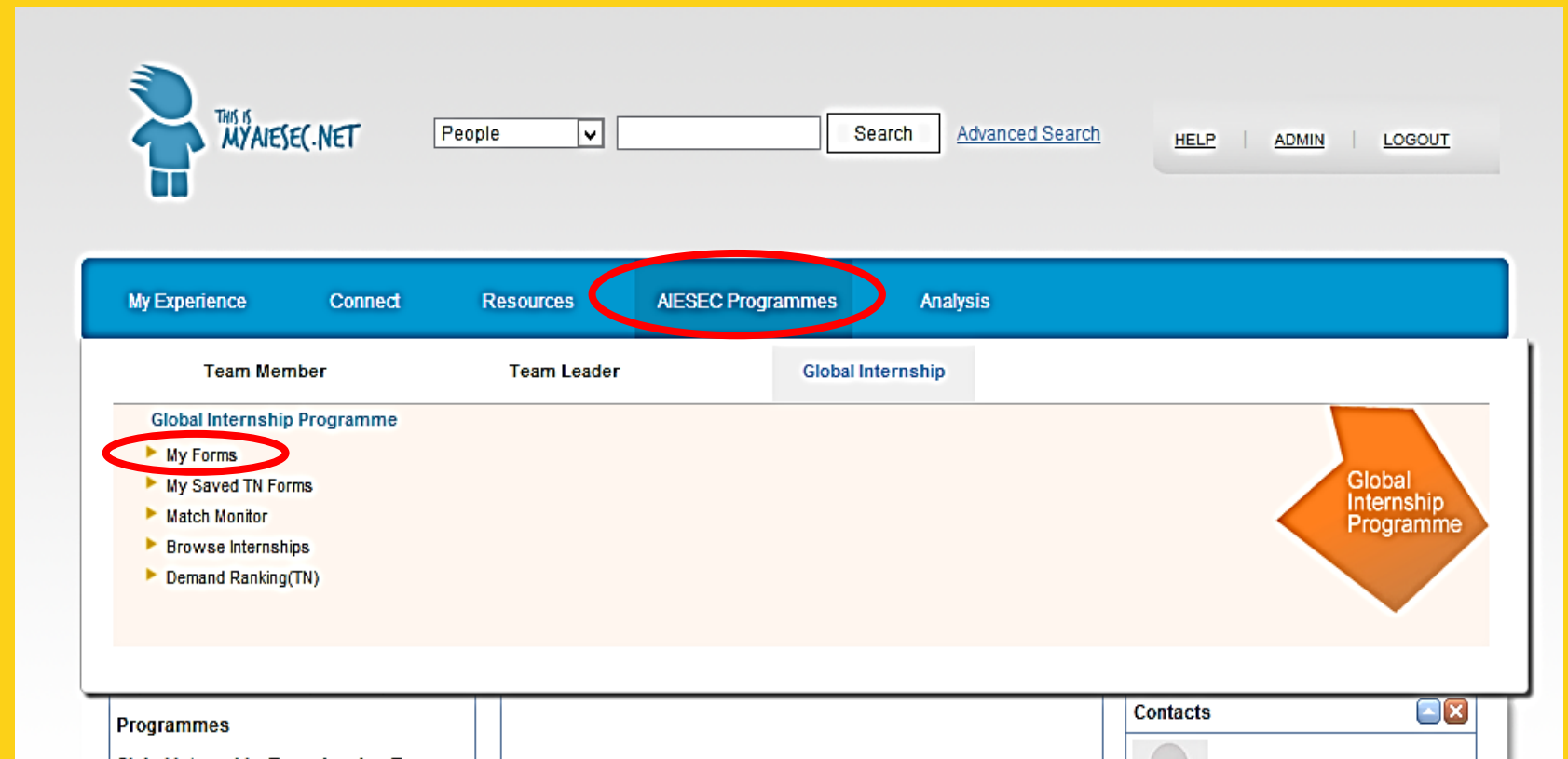
*To change EP status (NEW to AVAILABLE) is so much important to have all required documents in the EP MONITOR app.*

*Any EP can pass do MATCH with any TN without being AVAILABLE.*




# HOW DO YOU KNOW WHICH IS THE FINAL EP CODE?

After entering the username and password in myaiesec.net, this will take you to the next window where you must select "AIESEC Programmes" there you will find "my forms"



Probably the EP has generated many IDs EP, choose the one with the most current status date:



People ▼   [Advanced Search](#)

[HELP](#) | [ADMIN](#) | [LOGOUT](#)

[My Experience](#) [Connect](#) [Resources](#) [AIESEC Programmes](#) [Analysis](#)

### My Forms

| 1-3 | of 3

EP-ID	Committee	Raised Date	EP Status
<input type="radio"/> EP-In-CO-BO-2011-1538	AIESEC EIA	26.10.2011	Incomplete
<input type="radio"/> EP-In-CO-BO-2013-1995	AIESEC EIA	14.02.2013	Incomplete
<input type="radio"/> EP-In-CO-BO-2011-1471	AIESEC EIA	03.09.2011	Realized

Edit

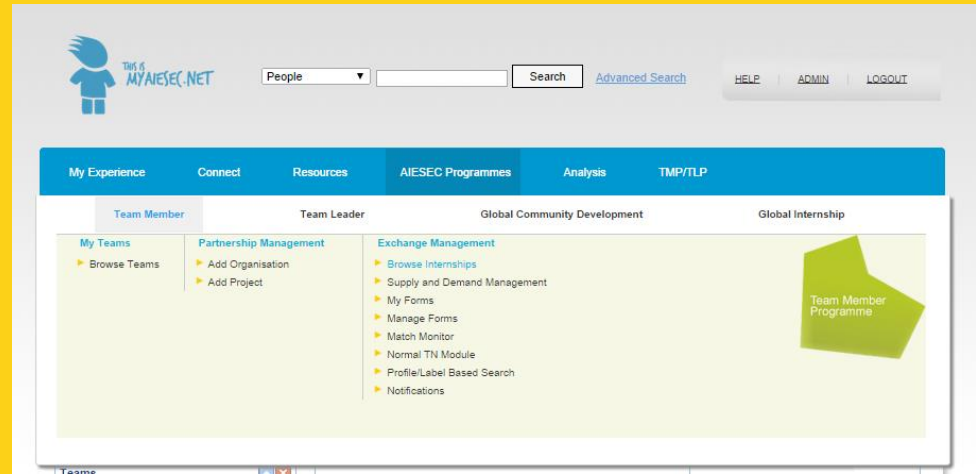
### Global Internship

[My Forms](#)  
[My Saved TN Forms](#)  
[Match Monitor](#)  
[Browse Internships](#)  
[Demand Ranking\(TN\)](#)

# HOW TO FIND TN IN MYAIESEC

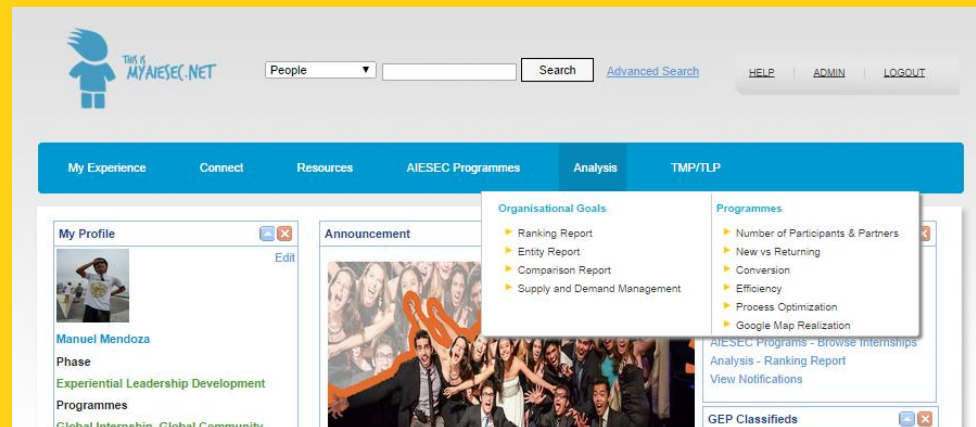
## 1. Browse Internship:

<https://www.youtube.com/watch?v= Q67WWM U3I>



## 2. Supply and demand management:

<https://www.youtube.com/watch?v=hXlu702Uwxs>



# TERMINOLOGY OF A TN

<b>Armour Protection &amp; Facilities Management</b>		Company name
AIESEC DELHI UNIVERSITY, INDIA		LC NAME/COUNTRY
Earliest Start Date 10.06.2013 Latest End Date 10.09.2013		TN CODE
<b>About Armour Protection &amp; Facilities Management</b> Armour Protection & Facilities Management, Inc. believes that human safety is of the utmost importance. Their security consultants and advisors are extremely well-versed in all aspects of New York business security, and are fully prepared to fulfill the business security needs with one-of-a-kind solutions, regardless of where the business or organization is located.		TN-In-IN-DU-2013-7013 Available
<b>Job Description</b> Department the intern will be working Job Description1 Job Description2 Job Description3 Job Description4 Job Description5 Job Description6 Measurable results expected from the intern Preparation required from the intern before arrival Details on the Working Conditions		Business Development The company require Female interns who can represent the company well with their excellent command in English and excellent communication skills and manage Read it very well, MAIN FEATURES OF THE WORK Management, including follow ups that the clients are kept satisfied Advertising - reaching out to more potential clients and advertising the company through your efforts. Handling accounts of existing clients and servicing them well. within three months of his working in the office his results should be satisfactory. nothing as such. Internet Access
		Exchange Type Global Internship Raised By roohn33tk@gmail.com Raised Date 29.04.2013 Mobile No of TN Manager 8447816782 Attached File -

# TERMINOLOGY OF A TN

<b>Work Information</b>		
Field of Work	Marketing Human Resources	
Working Hours	From 10:00 To 18:00 With a total of 30 hours per week Saturday work Always	HOUR/SALARY
Payment	Salary in US \$400	
<hr/>		
<b>Organisational Preferences</b>		
Internship Earliest Start Date	10.06.2013 (Preferred)	
Internship Latest Date	10.09.2013 (Preferred)	
Minimum Duration	6 Weeks (Preferred)	TIME/PERIODS
Maximum Duration	13 Weeks (Preferred)	
Degree	MBA (Required)	
<hr/>		
<b>Backgrounds</b>		
Business Administration	Project Management(Preferred)	
Human Resources	International Resource Management(Required) Introductory HR management(Required)	KNOWLEDGE REQUIRED
Marketing	Customer Relationship Management(Required) Advertising + Public Relations(Preferred)	
<hr/>		
<b>Skills</b>		
Computer	Internet User Skills(Required) PC User Skills(Required)	
<hr/>		
<b>Languages</b>		
Excellent	English(Required)	LANGUAGES REQUIRED
<hr/>		
<b>Regions</b>		
Required/Preferred	Required	
Geographical Regions	Western Europe and North America	

# ACCEPTANCE NOTE

## Student Acceptance Note (SAN)

It is a document that you send when you're sure you want to complete the MATCH with the TN. But there is a very important rule:

**Can't send for several TN managers, it is only sent if the response of the previous is very slow (10 days without answer)**

### Important:

*Whenever a TN manager ask you for SAN.  
Comunicate as son as posible with your VP OGX*

### Also:

*The TN manager will send you CAN (Company Acceptance Note). This is the last documento to be signed to confirm the MATCH*





# DISCOVERY EXCHANGE DAY

**DXD or OPS (Outgoing Preparation Seminar):** This is a seminar prepared for candidates who are about to go on an international exchange, how to better prepare them for what to face in the destination country and how to handle it.

Before going exchange with EPs in MATCH status

# EXCHANGE EXPERIENCE

## EP manager

- Ensuring safety of EP, verifying that LC HOST will pick up temporary
- Host in a safety place
- Knowing emails and Facebooks of the VPs iGCDP & buddy.
- Knowing about the social, economic and political situation.
- Resolving questions concerning issues AIESECers.

# PROMOTION

It is necessary that all EPs send materials to be used for promotion.

## PHOTOS

<https://podio.com/webforms/8466030/630904>

## VIDEO

<https://podio.com/webforms/8466066/630913>

# RE - INTEGRATION

- It is important to know when the contract ends with the association so that we can anticipate in order to re-raised another applicant for that LC.
- When the EP returned to Mozambique, it is important to advice him that must go to RIS.



# RE-INTEGRATION SEMINAR

**RIS:** This is sequel to the DXD, where the returnee from the internship can give back what they have learnt and how he can make their country better and stronger.

With the EPs who were in exchange

# ANY DOUBTS



**MANUEL MENDOZA MCVP OGX**

[manuel.mendoza@aiesec.net](mailto:manuel.mendoza@aiesec.net)

**LUISA IRIA NSB OGX**

[luisa.iria@aiesec.net](mailto:luisa.iria@aiesec.net)