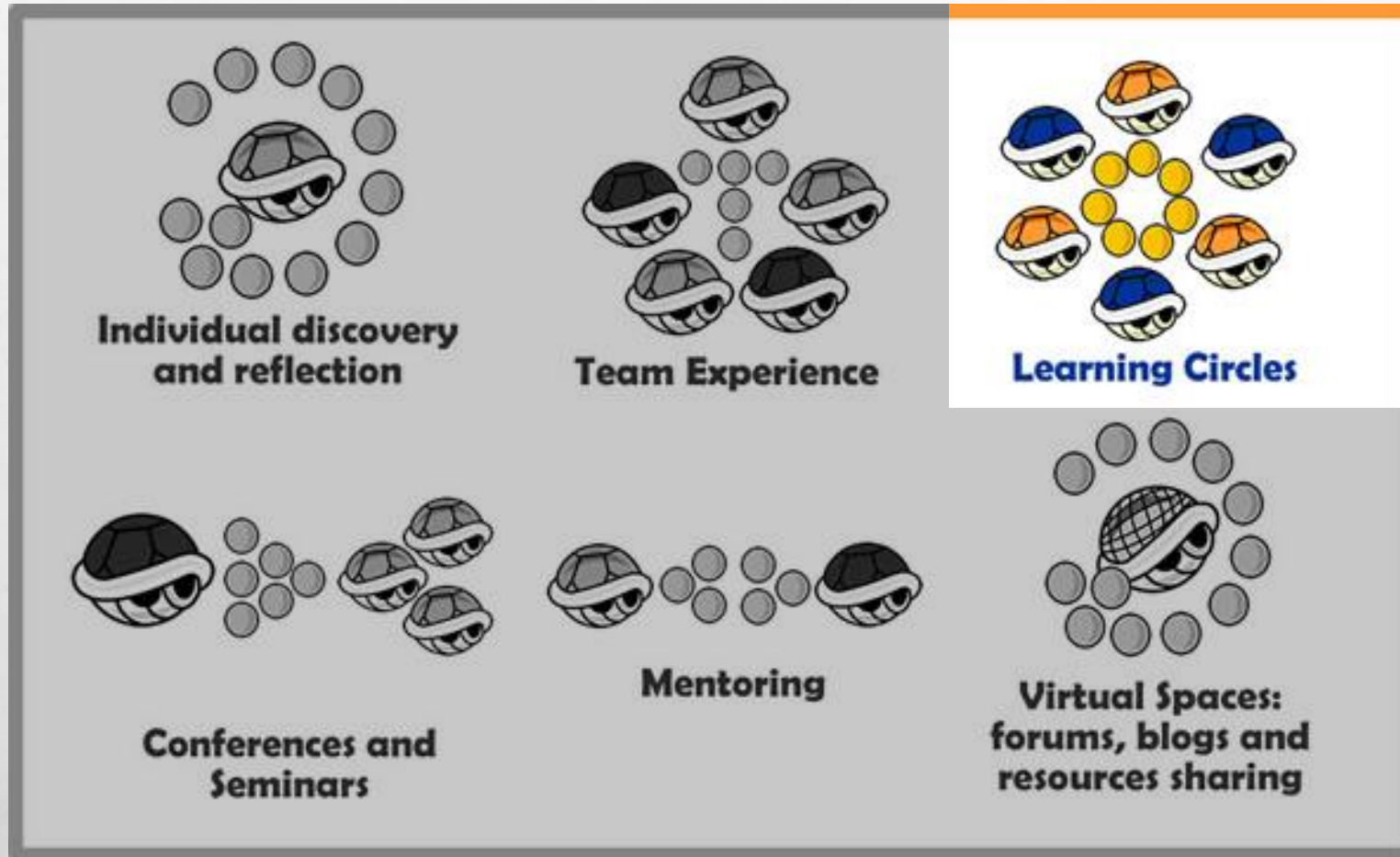


# GUIDE FOR LEARNING CIRCLES

AIESEC MOZAMBIQUE 14.15



# BEFORE STARTING.....



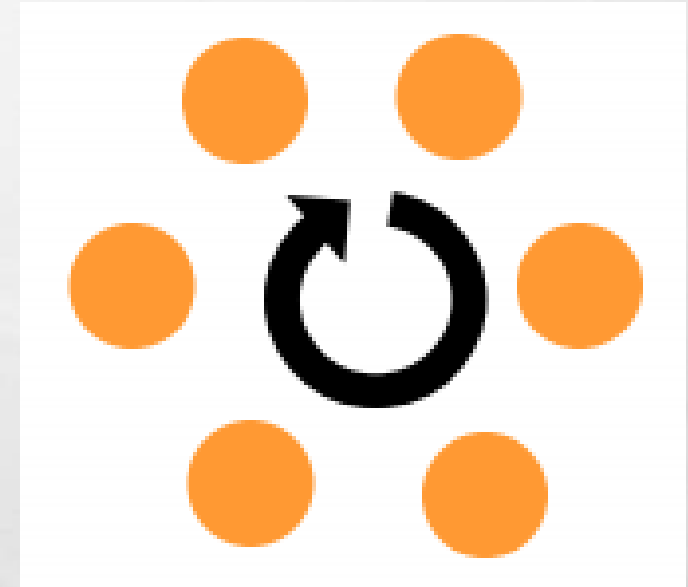
THE LEARNING CIRCLES IS AN ACTIVITY FROM GLE (GLOBAL LEARNING ENVIRONMENT) TO IMPACT THE TEAM WITH LEADERSHIP.

# BUT...WHAT REALLY IS A LEARNING CIRCLE?

LEARNING CIRCLES IS THE PROCESS OF LEARNING THROUGH THE MIX-MATCH OF THE THOUGHTS & IDEAS MANY MINDS, WORKING IN TANDEM TOWARDS A COMMON GOAL.

IT HELPS WITH INNOVATION & ASSURANCE AROUND THE CORE IDEA, AS MORE MINDS ARE INVOLVED IN THE PROCESS.

THE LEARNING CIRCLES ARE NOT STATIC OR FORMAL STRUCTURES. THEY REARRANGE THEMSELVES AROUND THE CONTENT THAT IS BEING EXPERIENCED, DISCUSSED AND THE OTHER INDIVIDUALS PARTICIPATING. LEARNING CIRCLES CAN HAVE DIFFERENT FOCUSES- THEY CAN BE GROUPS OF MIXED EXPERIENCE, OR THEY MAY BE “GENERATIONS” OF MEMBERS FROM A SIMILAR LEVEL.

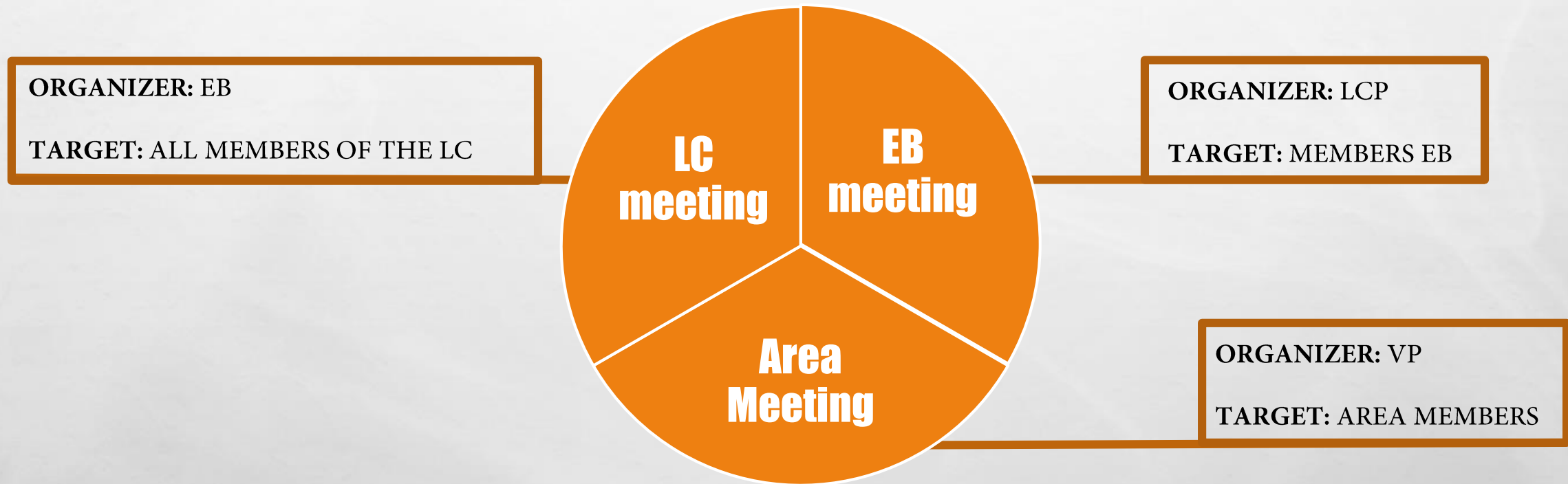


# BASIC FACTS

- **ALL MEMBERS INVOLVED SHOULD HAVE BEEN TRAINED AND QUALIFIED WITH BASIC KNOWLEDGE, SO THAT THEY CAN MAKE DECISIONS IN THE DISCUSSION.** [*KNOWLEDGE BUILDING DIALOGUE*]
- **MEMBERS OF DIFFERENT AREAS MUST BE PRESENT, SO THAT THEY CAN ENRICH THE DISCUSSION.**
- **THE ORGANIZER MUST SEND THE AGENDA IN ADVANCE FOR PARTICIPANTS. IN ORDER TO COME PREPARED WITH IDEAS.**
- **AT THE BEGINNING THE NORMS AND EXPECTATIONS OF PARTICIPANTS HAVE TO BE DEFINED.**



# TYPES OF LEARNING CIRCLES



# EB MEETING (EBM)

- EBM IS THE MEETING BETWEEN EB MEMBERS THAT HAPPENS WEEKLY. LED BY LCP IN ORDER TO DISCUSS AND RESOLVE LOCAL ISSUES.
- EBM HAS CONTENT ABOUT:
  - LCP PROVIDING INFORMATION OF NATIONAL IMPORTANCE
  - UPDATES ABOUT AREAS (VPS AND CORNER ARE RESPONSIBLE)
  - GENERAL DISCUSSION ON LOCAL ISSUES (EXAMPLE: MEMBERS RECRUITMENT, TEAM DAYS, CRITERIA, COMPENDIUM, OPERATIONS PICK,...)
- LCP LEADS THE CONVERSATION BUT IT DEPENDS ON ALL PARTICIPANTS TO THE MEETING NOT TURN BORING

**EBM should last  
maximum 2 hours**



# EB MEETING (EBM)



ALL MEETINGS MUST HAVE AN AHA MOMENT

WHAT IT MEANS????

IT IS A DYNAMIC THAT CAN BE FUN, INSPIRATIONAL, MOTIVATIONAL OR FUNNY THAT ALLOWS PARTICIPANTS STAY TUNED AND HAPPY.

EXAMPLES:

- ONE PARTICIPANT HAS TO TELL A JOKE WHENEVER THERE IS A SILENCE IN THE MEETING.
- DANCING ROLL CALL EVERY 30 MINUTES.

# AREA MEETING (AM)

- AM IS THE MEETING BETWEEN AREA MEMBERS (*CAN INCLUDE MEMBER OF OTHERS AREAS IF YOU HAVE A FUNCTIONAL OR LINE-STAFF STRUCTURE*) THAT HAPPENS WEEKLY. LED BY VP IN ORDER TO DISCUSS AND RESOLVE OPERATION/TEAM ISSUES.
- AM HAS CONTENT ABOUT:
  - VP PROVIDING INFORMATION OF NATIONAL IMPORTANCE
  - UPDATES ABOUT ACTIVITIES
  - GENERAL DISCUSSION ON LOCAL ISSUES
- THE VP LEADS THE CONVERSATION BUT IT DEPENDS ON ALL PARTICIPANTS TO THE MEETING CAN BE A SPACE OF INNOVATION,

**30 minutes is the maximum time you can wait before starting the meeting.**



**AM should last maximum 1 hour & 30 minutes**



# AREA MEETING – EXAMPLE AGENDA

## Introduction 20 minutes

- It is recommended to start asking if all are good...2 minutes per member.
- You can include a dynamic to liven up the meeting (*can be a AHA moment*)

## Activities updates 30 minutes

- Each members or corner has a period of time to present the achievements from the previous AM.
- Use this space for suggestions at the final of each speech.

## Training 30 min

- Depending on what area needs you may conduct a training (AIESEC Knowledge or new tools)
- This session can be performed by you or an external.

## Next steps session 10 minutes

- Use the last 10 minutes to reflect on what happened in recent days.
- Define responsible for each activity together with Deadlines.

# LC MEETING (LCM)

- LCM IS A SPECIAL MOMENT THAT HAPPENS ONCE A MONTH. MEMBERS OF THE EB CREATE AN AGENDA WITH CUSTOMIZED CONTENT, THAT THE COMMITTEE NEEDS AT THAT TIME.
- IT IS SUGGESTED THAT LC MEETING HAS SESSIONS ABOUT:
  - MOTIVATIONAL
  - TRAINING (TECHNICAL)
  - GROUP DYNAMICS
  - UPDATES ABOUT AREAS
- IS VERY IMPORTANT THAT EACH LCM MUST BE DIFFERENT AND HAVE A MOMENT OF DISCUSSION AMONG PARTICIPANTS

**LCM should last  
maximum 2 hours**



**Fun time after LCM  
is a MUST !!!!**

**HAPPY  
HOUR**

# LC MEETING – EXAMPLE AGENDA

## Introduction 15 minutes

- The beginning is very important. You can't start as if it were a one exposition from college.
- Be creative and impact from the start.

## Area updates 30 minutes

- Each area has around 4 minutes to present the achievements from the previous LCM.
- No obligation to expose the VPs, may be also members.
- Use this space for suggestions at the final of the block.

## Training 30 min

- Depending on what committee needs you may conduct a training (AIESEC Knowledge or new tools)
- This session can be performed by an external or alumni.

## BREAK 15 min

- It is important a break so members can go to the bathroom or have space for talking between themselves.
- You can dance roll calls :D

## Motivational session 1 hour

- Use this space to impact members. This session aimed to strengthen the specific soft skills.
- This session can be performed by an external or alumni.

# REFLEXION

**THE MORE PLANNED LEARNING CIRCLE IS, WILL BE  
BETTER.**

**PARTICIPANTS MUST BE WILLING TO CONTRIBUTE  
WITH THE DISCUSSION.**

# ACT NOW !!!

- PROMOTE THIS INFORMATION WITH ALL MEMBERS AT LOCAL LEVEL..
- IMPROVE THE MEETINGS. YOU HAVE A GREAT OPPORTUNITY TO MOTIVATE MEMBERS WITH GREAT SESSIONS.
- TRY TO RESPECT THE TIME OF HIS AGENDA. MEMBERS CAN BE BORED.
- THE BEST SIGN THAT YOU ARE MAKING GOOD LEARNING CIRCLES IS THAT MEMBERS WON'T WANT MISSING ANY MEETING ONWARDS.