

ONLINE VOLUNTEER AGENDA

GMT+9, Japan time
Lunch break: 12:30 - 14:00

WEEK 0							
	Sat	Sun	Sat	Sun	Sat	Sun	
	February 12	February 13	February 19	February 20	February 26	February 27	
Morning	Program Orientation & Problem Solving Guidance (1,5 hours) 10:30 - 12:00						3 weekends before program starts officially
Afternoon	Project Orientation (1,5 hours) 15:00 - 16:30	Workshop 1: Compassion (2 hours) 15:00 - 17:00	Design Thinking: Emphathise (1,5 hours) 15:00 - 16:30	Workshop 2: Multicultural communication and collaboration (2 hours) 15:00 - 17:00	Design Thinking: Define (1,5 hours) 15:00 - 16:30	Design Thinking: Ideate (1,5 hours) 15:00 - 16:30	

WEEK 1							
	Mon	Tue	Wed	Thu	Fri	Sat	Sun
	February 28	March 1	March 2	March 3	March 4	March 5	March 6
Morning	Opening Ceremony Campus Tour (1 hour) 9:30 - 10:30		Project (4 hours) 10:30 - 16:00	Project (3 hours) 10:30 - 14:30	Project (4 hours) 10:30 - 16:00	Cultural Exchange (3 hours) 9:00 - 12:00	
Afternoon	Design Thinking: Prototype (1,5 hours) 15:00 - 16:30	Design Thinking: Test (1,5 hours) 15:00 - 16:30		Project (4 hours) 10:30 - 16:00	Virtual Tour Da Nang (1 hour) 14:30 - 15:30	Review Meeting (30 mins) 16:30 - 17:00	

WEEK 2							
	Mon	Tue	Wed	Thu	Fri	Sat	Sun
	March 7	March 8	March 9	March 10	March 11	March 12	March 13
Morning	Project (4 hours) 10:30 - 16:00	Project (3 hours) 10:30 - 14:30	Project (4 hours) 10:30 - 16:00	Project (4 hours) 10:30 - 16:00	Project (4 hours) 10:30 - 16:00		
Afternoon		Virtual Tour: Museum (1 hour) 14:30 - 15:30					

WEEK 3							
	Mon	Tue	Wed	Thu	Fri	Sat	Sun
	March 14	March 15	March 16	March 17	March 18	March 19	March 20
Morning	Project (4 hours) 10:30 - 16:00	Project (4 hours) 10:30 - 16:00	Project (4 hours) 10:30 - 16:00	Project (4 hours) 10:30 - 16:00	Project (4 hours) 10:30 - 16:00		
Afternoon					Project (4 hours) 10:30 - 16:00	Project (4 hours) 10:30 - 16:00	Review Meeting (30 mins) 16:30 - 17:00

WEEK 4							
	Mon	Tue	Wed	Thu	Fri	Sat	Sun
	March 21	March 22	March 23	March 24	March 25	March 26	March 27
Morning	Project (4 hours) 10:30 - 16:00	Project (4 hours) 10:30 - 16:00	Project (4 hours) 10:30 - 16:00	Project (4 hours) 10:30 - 16:00	Project (4 hours) 10:30 - 16:00	Final Presentation Closing Ceremony (1,5 hours) 10:00 - 11:30	
Afternoon							

PROGRAM EXPLANATION

Component	Activity	Description	Objective
Program Orientation	Program Orientation	Students meet Program Coordinator to go over agenda and components	<ul style="list-style-type: none"> - Students learn general information about FPT Education Global - Students have a good understanding of the program and the experience they will have
	Problem Solving Guidance	Students learn what issues they may expect while working virtually	<ul style="list-style-type: none"> - Students can expect what challenges they may face while working virtually and how to overcome the problems - Students learn to overcome cultural differences while working with a foreign organization
	Project Orientation	Students get introduced about different projects they will join	<p>Students will:</p> <ul style="list-style-type: none"> - Have general understanding about the organization and team - Gain knowledge about working procedures and policies of the organization and team - Gain detailed information about the Projects they will work on - Have a good understanding of the expectations for them
Workshop	Compassion	Students join a workshop with a professional trainer	<ul style="list-style-type: none"> - Students learn required skills for voluntary work - Students understand right attitude for voluntary work - Students raise responsibility and sympathy to their project and receivers
	Multicultural communication & collaboration		<p>Students will:</p> <ul style="list-style-type: none"> - Understand why effective communication and collaboration is important for work, especially for cross cultural work - Learn useful skills and tips to improve proficiency of communication and collaboration in cross cultural work - Practice cases/individual assignment/problem-solve situations related to cross cultural communication and collaboration - Share about what they learn at the session and about the assignment
Design Thinking Training	Empathize Define Ideate Prototype Test	Students join training about the concept of Design Thinking and apply it to prepare for their projects with the help of Design Thinking mentor	<ul style="list-style-type: none"> - Students learn the concept of Design Thinking to prepare for their volunteer projects - Students have group/individual assignments, opinion sharing, case studies in each session to deeply understand the concept
Project	Project	Students work on two community projects under support and supervision of professional industry mentors. Project 1: Supporting developing OHSEED of IZI English - an English speaking community in Vietnam Project 2: Raising awareness and funds for environment conservation projects in Vietnam	<ul style="list-style-type: none"> - Students gain knowledge about running a volunteer project - Students develop hard and soft skills through teamwork and individual activities
	Final Presentation	Students do a group presentation about their projects and experience.	Students reflect on and share about their projects and experience.
Activity	Culture Exchange	Students join events with Vietnamese students to get a taste of Vietnam and exchange culture	Students will expand knowledge about Vietnam, introduce Japan to Vietnamese friends and make friends.
	Virtual Tour	Students go on virtual tours to famous tourism destinations in Da Nang city	
Review Meeting		Students join a call with Program Coordinator	Students update their working progress and review their experience in the past week. Program coordinator provide further assistance if needed.