

Choosing and developing your competencies

Use the roles and responsibilities described under [each team](#) to guide the selection of the competencies you wish to gain.

Planning what competencies to gain

At the start of the internship, identify the competencies that you would like to gain during the internship. During the internship, if you identify more competencies that you would like to gain, feel free to highlight additional cells.

1 Identify 1-2 competencies that you would like to start with first.

2 Optionally, choose another 1-2 projects or tasks from rebrand.ly/ActSEAVolOpp that align with your goals.

Planning how to gain competencies

	ActSEA uses the "see-do-teach" approach to help you become more proficient in the competency you wish to gain.	<i>For example, if the competency is to facilitate workshops.</i>
1	See: This involves gaining knowledge of how the competency is practiced, and can be done through a variety of methods depending on the nature of the skills involved.	• Study established guidelines e.g. reading the facilitator's guide • Watch video tutorials e.g. video on facilitation skills • Complete a training module e.g. do an online course on facilitation • Participate in a relevant activity e.g. attend a workshop and observe how facilitators work • Attend a briefing/training • Study past examples e.g. recording of workshop
2	Do: This involves applying the knowledge/skill with ActSEA, and demonstrates that you are able to perform the skills required.	• Facilitate at least one workshop, first as a co-facilitator, then as lead facilitator
3	Teach: This involves training others in the competency, and helps you gain an in-depth understanding of the skills required. It does not have to involve direct training.	• Review, update and/or develop guidelines e.g. suggesting how the facilitator's guide can be improved • Create video tutorials e.g. create a video 10 tips for managing disruptive participants • Create a training module • Run a briefing/training session • Mentor a new facilitator

Working on your competencies

You are expected to regularly meet with your ActSEA mentor(s) and peers to:

- Decide which competencies to work on in the coming days/weeks
- Plan what activities to carry out in order to see-do-teach skills that are relevant to the identified competencies.
- Review progress on planned activities and competencies.

You are encouraged to document your plans and achievements in your [personal Confluence space](#) (or another platform you are comfortable with). That will help you keep track of the progress you are making.