

Global Internship

Humanitarian Affairs Asia



You want your career to fly. We'll prepare you for take off.

We're open here. Open to your ideas. Open to connected working. Open plan and open minded. Here you'll find a new way of thinking, and of a new way of event conceptualization. Breaking down barriers, encouraging creativity, and caring for the world around us.

Whether you join us for a 6-month or a year work placement scheme, you'll work on youth development projects, and develop a broad range of life skills where it will certainly help you in building your resume for your careers. You need to be part of this. This is where you career really begins.



outgoing
original
observant
open-minded
optimistic

We are Outstanding



Placement Guide

In recent years, there has been a growing interest among young people in doing work placement with Humanitarian Affairs Asia. More and more young people are going overseas to serve.

Although there can be many differences between the work done on short-term and longer term placements, all international students will engage in the same broader issues.

These include having realistic expectations about what the work placement can achieve, and adopting the role of learner and guest of the host organisation while overseas.

The Humanitarian Affairs Work Placement Guide encourages young people to think about these issues and to place their work experiences within the wider context of global development.

By doing so, it aims to contribute to the improvement of the experiences of the international students, and ultimately to the success of the projects they are working on.

The Principles

The Humanitarian Affairs Work Placement Guide is for young people who are going to work on Humanitarian Affairs Projects.

It sets out seven principles that aim to encourage responsible, responsive international learning.

Each of these principles contains a list of questions to help you make sure that you have thought about the issues raised, and to ensure that you know why they are important.

- Reflect on Motivations for and Expectations of the Work Placement
- Respect Local Customs and Adopt the Role of Learner and Guest of the Host Organisation
- Take Due Care of Your Personal Safety and Physical and Mental Health
- Be Willing to Learn and Accept Changes during the Work Placement
- Have an Open-Mind to Do Things Differently
- Act always in a Professional Manner, be Flexible and Adaptable while in the Work Placement
- Be Familiar with Your Role Description and on the Project You will be Working on before Departure

1. Reflect on Motivations for and Expectations of the Work Placement

Have You Spent Time Considering Your Motivations for Wanting to Be an Intern?

Before making a decision whether to serve with the Organization, it's important to consider your motivations for wanting to go overseas for the experiences.

Motivations can have a big impact on your expectations for the work placement, and thus eventually on your experience when you are with us. Reflecting on your own motivations is a critical part of your preparation.

Have You Thought about What Your Expectations Are for the Work Placement?

Careful consideration of what you expect to achieve in your work placement, and being as realistic as possible about this, you can start to prepare yourself for working and living with other like-minded global citizens.

It's important to remember that you will express frustration at how little can be achieved in the face of relationship problems. Remember that an important aspect of communal living with others is about forging a harmonious relationship and taking advantage of opportunities to learn from each other cultures.

It is crucial to understand that building a good relationship involves showing empathy, kindness, patience and respect to one another.

Have You Taken Time to Research Information about the Country and Region in which You will be Living during Your Work Placement with Us?

Information can be sourced through the Internet, travel books, and newspapers on the history, geography, language, culture and politics of the country.

Knowing as much as you can about the country will help you to understand what you expect when you arrive, and help to avoid false or uninformed assumptions.

Get to know the area you are staying through the Internet or books. In particular try to get to understand the people, their traits and cultural differences. Know what you are going to be doing and why you are doing it.

Before You Go

Use the table below to help assess your motivations for wanting to go abroad for this work experience. Score yourself for each item on a scale of 0-10, with 0 meaning that the statement is in no way a reason for your travel and 10 meaning that it is a very important reason.

<ul style="list-style-type: none">✓ To See the World✓ To Get Away from Life / Work at Home✓ To Gain a New Knowledge✓ To Help People✓ To Get Away from an Unhappy Relationship✓ To Add Something Different to my CV✓ To Contribute Something^[1]_[SEP]✓ Last Chance to Explore the World Before Settling Down^[1]_[SEP]	<ul style="list-style-type: none">✓ To Change the World✓ To Gain Relevant Professional Work Experience✓ Everyone Else is Doing it✓ To Challenge Myself✓ To Respond to a Religious Motivation✓ To Broaden my Mind✓ To Pass on my Skills✓ To Try Something Different and to Experience Different Cultures
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2. Be Familiar with Your Role Description and on the Projects You will be Working on before Departure

Have You Read the Job Description provided by the Organisation?

Familiarising yourself with the job description will help to give you a better idea about the exact aims of the work and the amount of time each week you will be expected to commit to the project.

Have You Asked the Organisation Any Questions that You May Have about the Role?

Do not hesitate to ask the Organisation about your role and what is expected from you before the start of the work placement. Be certain about your duties and be prepared for all aspects of the work.

3. Respect Local Customs and Adopt the Role of Learner and Guest of the Host Organisation

Have You Considered How to be Sensitive to the Local Culture?

Familiarising yourself with the culture in which you will be working, you can begin to prepare yourself for some of the cultural differences you may encounter in your placement. This may include being prepared for the communal living with shared facilities, changes in diet, and different ways of socialising.

Remember to spend quality time with your team members, and to build relationships based on understanding, not assumptions.

Have You Agreed to Try to Learn Some of the Local Language?

The importance of trying to learn at least some of the local language will enable you to communicate with the locals. It will help you to learn a new culture and make your experience richer.

Have You Agreed to Respect and Work to Uphold the Mission of Humanitarian Affairs?

As an intern, you will be very involved in the day-to-day life of your host organisation, and you need to be willing from the outset to assist with achieving the project's aims. You may be seen as a representative of your sending organisation, and as such, will need to be familiar and in agreement with its aims and values. How you are perceived in Humanitarian Affairs will impact on the experience of future volunteers.

Have You Agreed to Respect Staffs and other Volunteers Who Work with You?

Some may not realise that differences exist between the way things are done in the host organisation and what they are accustomed to at home. Respecting the expertise and experience of professional staff members and accepting that things may be done in different ways, are a very important part of the work experience.

Organisational structures and management systems may be different in other cultures, and interns may need to bear this in mind throughout the placement. It is vital to work according to the leadership style of the host organisation and most importantly to work as a team.

Interns should not demand more than what is provided, interfere with the style of leadership, and refuse to adhere to the rules and regulations of the organisation.

4. Act always in a Professional Manner and be Flexible and Adaptable while in the placement

Will You Always Approach Your Work Placement in a Professional Manner?

Interns should not take a less than professional attitude and conduct to their placement. They must not turn up late, leave early, showing disrespect to others, not respecting the office dress codes, being argumentative or critical and behaving in a manner that is more destructive than helpful to the Organisation.

By agreeing to have a professional attitude towards your placement from the beginning, these issues can be avoided. It is also advisable to be aware of your host organisation's procedures for raising issues of concern, should anything arise during your placement.

Show Respect to Your Colleagues and Host Organisation by being Committed and Fulfilling the Weekly Work Assignment.

Interns must complete all weekly work assignment by the end of each working week before involving in any other personal activities that is not part of the placement program. Remember to submit your Weekly Return to your immediate Supervisor before the start of a new working week.

Remember why you are here in the first place. Do set your priority right and do not lead others astray and lowering the morale amongst others due to your behaviour.

Will You Be Aware of what is Requested of Your Placement, and Consider whether You are Willing to Undertake it before Making a Final Commitment?

Within Reason, be Flexible in Response to Needs as they Arise throughout your Placement. While it is very important to adhere to your role description, one essential characteristic is the need to be flexible when undertaking an internship placement. There can be a number of reasons why you may need to be flexible: it could be to fill in if there is nobody else available for the job; to adapt to changes caused by a lack of resources; or simply to respond to the changes in a project's objectives that take place over time.

Reasons Why Interns have Made an Impact are:

- Long-term commitment that they are willing to give to the organisation
- Patience to understand and assimilate the development context and responses
- Openness & initiative in identifying areas of work in making positive contributions
- Cultural adaptability

5. Take due Care of Your Personal Safety and Physical and Mental Health

Have You Arranged Relevant Health and Travel Insurance for Your Overseas Internship Placement?

Ensure that you have proper medical coverage before going abroad for the work placement. Be aware of what your insurance covers, and how to access assistance, if necessary.

Have You Checked that You have all the Relevant Vaccinations for the Area in which you will be Staying?

You are required to make your own arrangements. Be sure that you receive all the relevant vaccinations you require before travelling to Thailand.

Health and Safety

While Host Organisations can provide you with guidance and advice, it is also your responsibility as an intern to abide by that advice and to use your common sense.

Additionally, your general research into your placement should include finding out about the local health and security situation. When you are interning with other people, you also need to consider the impact of your actions. Your action may result in an unwanted incident, which may cause a loss of a precious life.

Ask yourself the following questions to help you decide whether you are thinking about the relevant issues.

Your Checklist

- Take Advice Seriously from Your Host Organisation in any Health and Safety Issues
- Familiarised Yourself with the Organisation's Health and Safety Guidelines
- Agreed to take Due Care while Overseas to Ensure that Your Actions will not affect the Safety and Health of Others

Personal health can't be stressed enough. You are no good to anyone when you are sick for days when a good rest could have cured you initially. Do have sufficient sleep and to rest well during the weekend. It is good to know what to do and who to call in the event of an accident.

The only person responsible for your health is yourself and if you get sick it will have a negative impact on you and others involved in the project.

6. Be Willing to Learn and to Accept Changes

Do You Agree to Participate in the Monthly Evaluation with an Open Mind?

Debriefing can offer you the opportunity to reflect on your experiences and to improve the ways you are doing things. Always take criticism in a positive mindset as your Supervisor is concerned for your well-being and are willing to help you improve on your personal development.

Agree to examine and consider the many traits of your personality and to constantly work to improve it.

Code of Conduct

The Code is driven by a strong commitment to the following values:

- Every Morning make a Conscious Commitment to eliminate Blame, Criticism, and Invalidation from Your Side of the Relationship With Others
- Pay Attention to and Express Appreciation for Positive Things Other Says or Does - No Matter How Small
- Honestly Look at the Things YOU do that you Know are Not Helpful to the Relationship with Others
- Develop Compassion for Others. Reactive, Defensive Thoughts, Words and Behaviour are Ways we Protect Ourselves from "Danger". Watch Yourself Reacting and Ask Yourself, "What does this Remind Me of from My Own Past?" and, "What Can I Do Differently at this point to Better Control of Myself".
- Ask very Specifically for What You Need and Say 'Why' it is Important to You. No One can Read your Mind and Everyone experiences Life differently from You
- Learn new Skills that Make Communication Safe and Effective
- Have a Deep Understanding with Others and Do Not Allow Underlying Issues to Cause Destruction to Your Relationship with Others. Always think of Ways to Create a Better Relationship
- You can Create the Relationship You Want by Treating Others the Way You Will Treat Yourself

7. Have an Open-Mind to Do Things Differently

We can create a society where more young people can play a meaningful part in their communities, increasing shared concern and unleashing citizen action to transform lives, communities and the country.

It's not about doing things differently it's about HOW we do things differently – Together.

Rewind your life to childhood days and you would realize how your experiences, beliefs, and events have left a permanent mark on your thinking pattern. As you grow older, little do you realize that these experiences and beliefs become part of your inner personality and decide your future course of life?

In order to have successful moves in life, you need to look at the positive aspects of your experiences. Yes difficult but not impossible. At the end of the tunnel, most of the old experiences gradually give way to new and positive ones.

Attitudes are basically habitual response or reaction to others based on your thinking patterns and beliefs. These are based on the signals received from your senses and get manifested in to thought process which change in to beliefs and feelings and get stored in your subconscious mind.

These are essentially responsible for structuring attitudes and habits. Attitudes are also an outcome of past memories, genes, home environment, parenting and contents of social interactions.

You of course have no control on your genes, culture, and society but you do have control on your thinking, beliefs and feelings. You can mold these they way you want.

It is said that 'winners do things differently'. We feel 'winners see opportunities in good times... sad times and changing times'. They keep their back erect and directed to their positive attitudes in spite of facing provocations and criticism. They meet challenges by sheer positive approach, flexibility and an urge to learn and change.

Observe your thoughts and you will realize that there is always push and pull going on in your mind.

Little do people realize the importance of attitude in developing their inner personality and the role it plays in their success or failures.

Most do not appreciate that attitude is basically their adaptability to situations in life. Heaven may fall, but some would continue with their own stubbornness and rigidity resulting in unhappiness and at times failures.



INSPIRING INDIVIDUALS, TRANSFORMING COMMUNITIES