

# ▶ Let's engage!

unicom

Building community around extracurricular activities  
Tips from and for the university staff

JOIN US!



## STAGE 0

### Things to remember

- Take small steps
- Allow mistakes
- Stay curious and open-minded
- Give students a voice
- Ask questions and listen
- Book time for student engagement activities in your schedule (just like you do with other job tasks)

\* **Hint:** Cookies/snacks/coffee get people to come!

## STAGE 1

### Getting started

What do students need? How can we help them?  
What can we provide/offer?

- Provide your support
- Organise an integration meeting and get-togethers
- Try to create a safe space for students
- Propose various opportunities to choose from to suit different needs
- Check the resources your institution has (e.g. networks, rooms, equipment, trainers who could run workshops, etc.) and don't forget about your own field of expertise

\* **Hint:** When planning a project, you can use SWOT analysis

## STAGE 2

### Stepping back

How can students take the lead?  
How do we encourage them to do so?

- Express your appreciation and showcase student progress
- Celebrate achievements
- Step by step, give more responsibility to students

\* **Hint:** Still, if necessary, be there for students

## STAGE 3

### Keeping the community going

How do we maintain the community around extracurricular activities? How to maintain the community when active students graduate and new come?

- Meet together to evaluate the event/initiative/project
- Learn from students' feedback
- Give students the agency to run their own projects
- Recognise students' engagement e.g. by certificates or additional benefits
- Celebrate achievements together
- Invite diverse students to join projects

\* **Hint:** Invite students to be ambassadors or experts in your projects