

مؤسسة مخزومي  
Makhzoumi Foundation



THE STEPFORWARD  
INITIATIVE PROGRAM  
Over the years



# The Stepforward Initiative Program

THE STEPFORWARD INITIATIVE PROGRAM IS AN INTERNSHIP PROGRAM OR A SKILLS-BASED VOLUNTEERING (SBV) PROGRAM THAT EMPOWERS YOUNG PEOPLE TO GAIN THE SKILLS NEEDED FOR EMPLOYMENT.

## OUR VISION

Our vision is to bridge the gap between youth and employment.

## OUR MISSION STATEMENT

Our program's mission is to offer responsibilities, experiences and challenges of launching a career through personal contribution in advancing the community.

## OUR OBJECTIVES

- Encourage the youth to seek knowledge
- Promote self-reliance through volunteerism
- Develop pre-acquired technical skills
- Empower the youth with employment skills
- Provide the youth with opportunities to take out several professional career paths

## OUR GOALS

- Offer the youth the necessary development skills
- Boost the technical abilities of the youth
- Minimize the gap between fresh graduates and community needs
- Provide the youth with a variety of career opportunities

# STEPFORWARD INITIATIVE PROGRAM

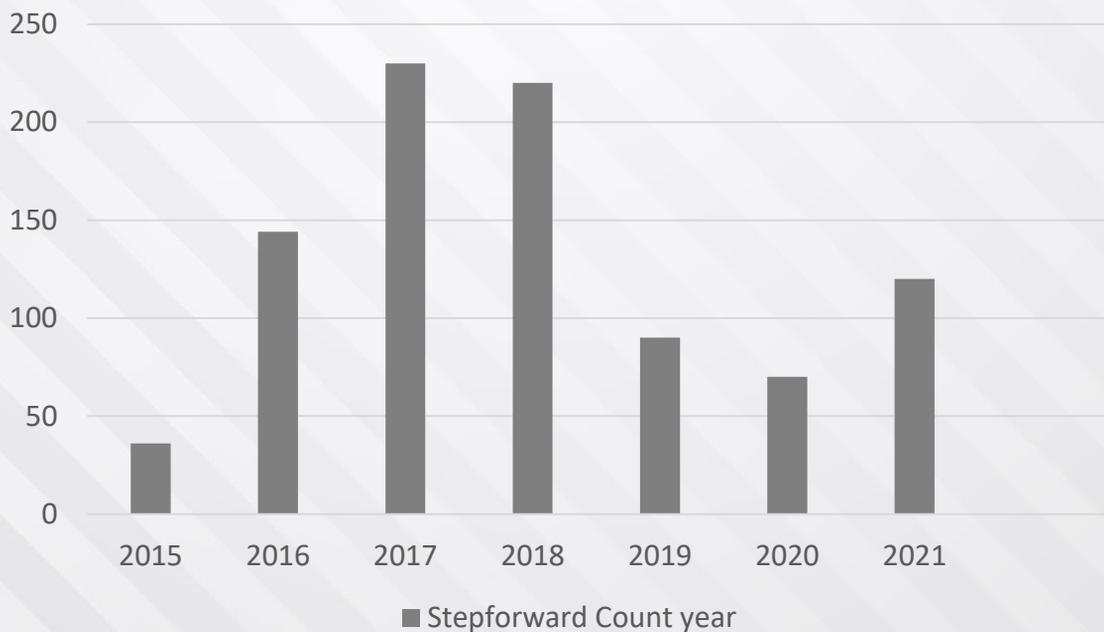
## More than 300 participants since 2015

**This noteworthy program was launched in 2015 to:**

- Improve the youth's ability to be innovative and self-created
- Connect interns worldwide and give them an opportunity to share their culture
- Allow students to develop a growth mindset

**The Remote Internship Program started in 2020 to:**

- Help students create their novel and social projects
- Build an effective form of online learning
- Keep outcomes and results up to the standards
- Provide youth with access to professional development services



# Cooperation & Partnership

## **University of Oxford**

Since 2017, the Stepforward Initiative program has been hosting elite students from University of Oxford in different backgrounds to work on innovative practices and projects.

## **LAU Partnership**

Volunteers and interns from diverse background coming from the Lebanese American University have been taking part in Stepforward Initiative Program for 4 years now. Through the outreach and community engagement program, business courses, and LAU's honor students program, we have hosted 38 LAU students.

## **AUB - Special Package for OSB Students**

The Stepforward Initiative program cooperated with the American University of Beirut to develop a distinctive package for their business students, in which they apply their core courses in our program to gain the necessary skills and experience.

## **International College**

School students also take part of giving back and forward to the community through their community service program.

## **Makassed Association**

Coordination with local associations is one of our goals in providing opportunities for youth of different nationalities and educational backgrounds.

## **AEISIC Partnership**

Our continuous partnership with AEISIC Lebanon has been growing with the number of volunteers the Stepforward Initiative has been hosting from across the world.

## **Phoenicia University**

Phoenicia University has been granting on a yearly basis pre-designated positions for their interns for their continuous overachievement in their internship journey.

## **Volunteers**

The Stepforward Initiative program had the opportunity of working with six volunteers from the Lebanese American University on health-related themes in June, which they were able to present to their university.

# MILESTONES

## Leadership Academy

We believe youth are capable of more than what is asked of them and so we challenge them to rise above, inspire them to pursue, and coach them on becoming a leader capable of creating their own success. The Youth Program is a multifaceted and progressive training program. It is made up of 3 levels: Bronze, Silver and Gold. The progression gives opportunities to the participants to explore a multitude of topics and ideas so that they can develop their own vision, cultivate the passion and confidence to pursue their dreams and be successful.

## Local Activities

The Stepforward Initiative program had the pleasure to welcome seven new interns from Business Administration and Public Health backgrounds in June to start a new authentic journey for the summer of 2021. The program is always excited to host such diverse talents to impact the community in different areas.

## Partnership Prospects

Several meetings with the Harvard Graduate School of Education occurred during June to discuss prospects of creating professional events for educators and experts in the education field across Lebanon. The exchange was positive, and progress was esteemed.

## Volunteers

The Step Forward Initiative program had the opportunity of working with six volunteers from the Lebanese American University on health-related themes in June, which they were able to present to their university.

The program also worked with volunteers from the Haigazian University in spring of 2021. Our program is always delighted to have new members as they contribute innovative ideas and enthusiasm to our program.

## Intern Friendly Hub

The Stepforward Initiative program redesigned a friendly place in which interns could have meetings, give presentations, and brainstorm ideas. The team assembled all of the essential equipment for a welcoming hub, including office supplies, books, desks, bulletin boards, and a variety of other stuff.

Interns will share this area, which will be a comfortable environment for them to be themselves and express their ideas.

## Health and Wellness Assessment

Our intern from the University of Balamand who started her internship in early May decided to work on a health and wellness assessment. Since part of the Stepforward Initiative program is to ensure that its interns have good health and well-being, a health and wellness assessment was conducted to determine the degree of wellness among the interns enrolled in the program. The interns filled a survey to identify their health and wellness status and receive advice accordingly.

## MENTEE

The Stepforward Initiative program collaborated with the MENTEE International program. MENTEE offered a great opportunity for our program to 25 underprivileged individuals in Lebanon. Its goal is to improve various skills for mentees like interview skills, technical skills, and communication skills. The Stepforward Initiative is looking into possibilities, for this reason, the team was invited to an event hosted by MENTEE & CHILL Mind & Body Healing. This event was an amazing Mind & Body Healing Session in which participants take the time to take care of their mental and physical health to realize their full potential.

## Continuous Recruitment

The Stepforward Initiative program team is posting job posts via LinkedIn for the monthly recruitment of interns. The team processed applications conducted interviews and recruited administrative and social media interns. Our program is always delighted to have new members as they contribute new ideas and enthusiasm to our program.



# International EXPOSURE

## **Educational Opportunities in India/ Embassy of India continuous cooperation and future events**

Embassy of India - Beirut in association with Elite Center of Culture and Education and with the support of Educational Consultant of India (EdCIL).

Ms. Noura Shaheen represented the Makhzoumi Foundation at the Indian Embassy Webinar, in which she expressed a strong desire to assist our students in learning more about the opportunities to study in India that is rated as one of the world's best educational systems.

Self-administered Preliminary Vocational Test by Yongpeng Cui

## **International Students**

The Stepforward Initiative program was thrilled at hosting three international students (French and Chinese) from England and France. This added value of cultural and professional exchange to the program.

The students had community work that aims to enhance the level of education and its youth access.

Our Chinese student Yongpeng Cui coming from the University of Oxford initiated a project called Self-Administered Preliminary Vocational Test.

## **Self-administered Preliminary Vocational Test**

This self-assessment seeks to measure the participants' level of transferrable employability skills at the time of taking the assessment. Questions are formatted so that there is no right or wrong answer, but guide the participant in evaluating themselves concerning the targets described. This assessment does not test participants on their knowledge of employability skills but instead seeks to provide a framework in which the participant can elucidate their levels of competence. We hope that after taking the test, participants will have a better understanding of their strengths and weaknesses concerning employability skills, and so have the option to target those weaknesses specifically in the future. The assessment should be self-administered by the participant. A reference sheet is provided at the end, indicating Makhzoumi vocational courses which are constructive to improving certain employability skills. This does not constitute a recommendation: the participant should decide whether or not to take those courses at their discretion.

# THE PROJECTS

## Menstruation Awareness Project

This session covers when menstruation begins, in addition to what happens and changes in a girl's body, and how menstruation affects a girl's emotional and physical health, as well as how to prepare young girls for it. Furthermore, both young girls and boys will benefit from this training in which they will gain awareness about this topic.

## Coding Boot camp

The coding boot camp is a basic introduction to the principles of programming, including algorithms and logic. Students will engage in hands-on programming tasks in the Python programming language as they write and test their code using the approaches real programmers use in the field.

## Art Relief Session

The program prepared an art relief session, led by Sarah Khoudeir, which will teach kids aged 10 to 12 the fundamental structures and components of art. Drawing and painting will teach students how to use their imagination and creativity. They will have the chance to develop their skills and uncover new abilities. The main goal of this session is to relieve stress and have fun.



# LAUNCHING SOCIAL MEDIA PLATFORMS

The Stepforward Initiative program is creating a community on multiple social media channels such as Instagram, LinkedIn, and TikTok. This is helping the program reach out to a younger audience and share with them new opportunities. Our program worked with the communication department to create various recordings of the crew sharing their experiences at the program, both volunteering and interning.

## **LinkedIn**

Interns are being recruited using our LinkedIn platform. The number of candidates applying for each job posting is expanding, and more people are interacting with our page. As a result, our following is growing, and engagement is boosting.

## **Instagram**

The Stepforward Initiative program also has an Instagram feed, where the team publishes journeys of interns, educational postings, recruiting calls, and other content. This is assisting the program in building a community and reaching out to a younger audience.

## **TikTok**

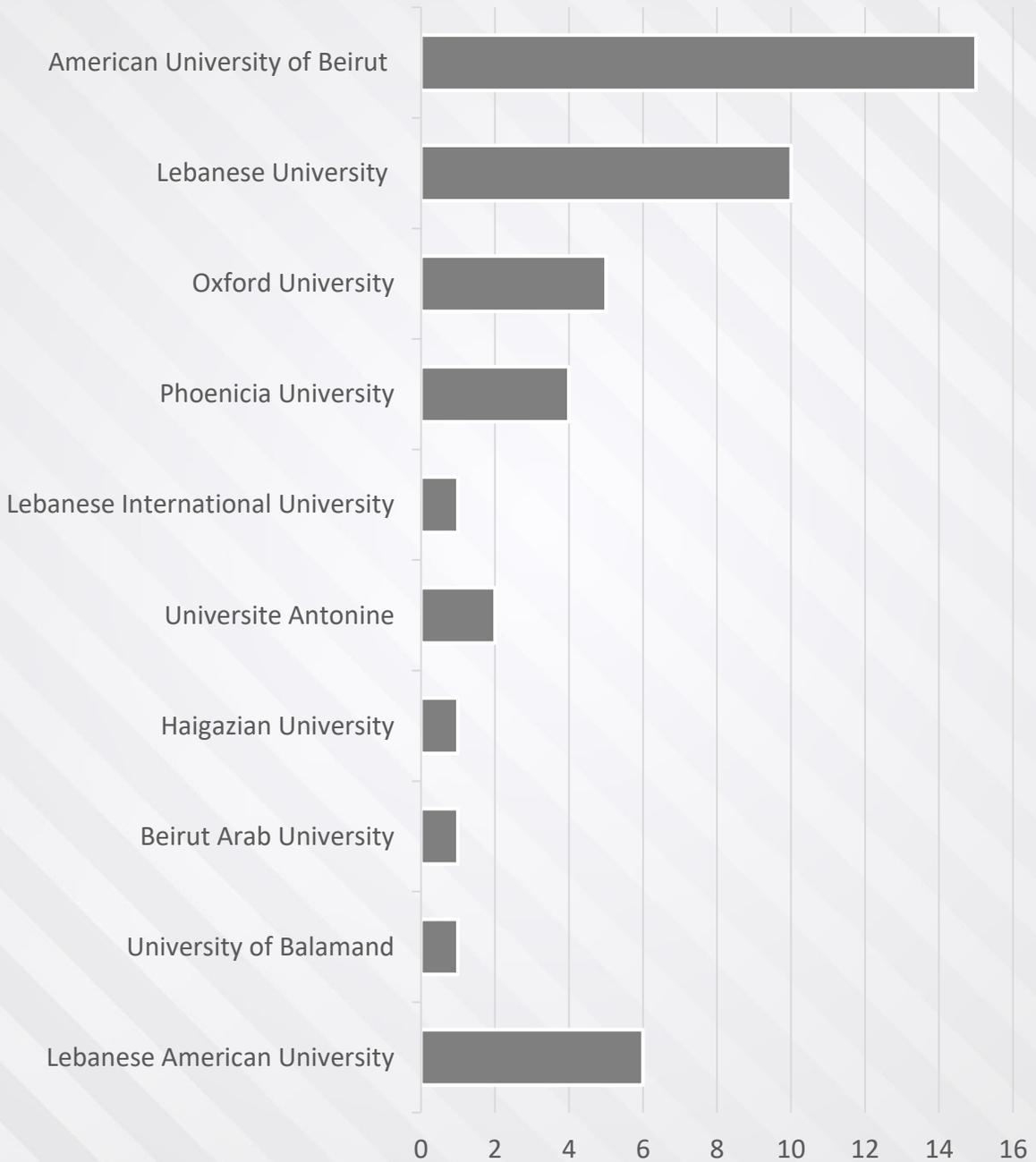
The Stepforward Initiative program created a TikTok page to post edutainment content that will help create a community and an audience for our program.

## **Newsletter/ New platforms**

The Stepforward Initiative program published a newsletter in which it detailed its services, successes, and intern diversity. Each international intern spoke about their experience in the program and how it helped them discover new skills and gain knowledge.

# THE UNIVERSITIES

Students from diverse universities in Lebanon participated in the Internship and Civic Engagement Program.



*“No One has ever become Poor by Giving”*

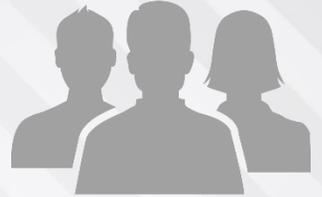
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