# Initial Invitation to Buddies and BGLs

## Subject: FMHS PGSA Buddy Programme Invitation

Kia ora koutou,

The FMHS-PGSA is launching our Buddy Programme for Semester 2, 2021. This buddy programme groups 3-4 “buddies” with one “buddy group leader” (BGL, affectionately termed *biggle*) into one “buddy group”. Buddy groups catch-up for coffee (paid for by us) each fortnight; for a total of five times during Semester 2, 2021. Buddies are typically pre-doctoral, e.g. Honours, PGDip, Masters, students and BGLs are typically post-PYR PhD students.

**Aims of Buddy Programme**

- Improve vertical and horizontal support

- Increase retention to further postgraduate study

**Buddy Application**

Eligibility: Enrolled in Sem 2, 2021 in an Honours, PGDip, or Masters degree at [Department/School/Faculty]

Apply here:[Google Form Link Removed]

Applications Close: 29/06/2021, 5pm

Expectations:

- Attend our orientation event: Thursday 15 July 2021, 12pm-1pm

- Attend the five fortnightly buddy group catch-ups (see the application form for dates) over a free beverage

- Provide feedback on the programme via short (<5 minute) questionnaires throughout the semester

- (Optional) Attend the seminars (TBC, see application form)

**BGL (Buddy Group Leader) Application**

Eligibility: Enrolled as post-PYR PhD student from 1st August, 2021 in [Department/Faculty].

Apply here: [Google Form Link Removed]

Applications Close: 29/06/2021, 5pm

Expectations:

- Attend the St Johns Mental Health First Aid Course on Monday 12 July, 8.30am – 4.30pm \*At no cost to yourself\*

- Attend the training on Wednesday 14 July, 1pm-3pm

- Attend our orientation event: Thursday 15 July, 12pm-1pm

- Attend the five fortnightly buddy group catch-ups (see the application form for dates) over a free beverage

- Stay in touch with both the Buddy Group Facilitators and other BGLs to ensure you are supported throughout this programme

- Provide feedback on the programme via short (<5 minute) questionnaires throughout the semester

- (Optional) Attend the seminars (TBC, see application form)

Any questions, please contact us at [Email removed]

Warmest regards,

Joseph and Julia

Buddy Programme Co-Facilitators

# Buddy Tentative Email

## Subject: Buddy Programme Enrolment Outcome - Semester 2, 2021

Hi

Thank you for your application to the Buddy Programme as a Buddy. Unfortunately, your selected time of Tuesdays 1pm-2pm (27/07, 10/08, 24/08, 21/09, 05/10) is not available. Would you be able to switch to one of:

* Mon 1pm-2pm (26/07, 09/08, 23/08, 20/09, 04/10)
* Wed 11am-12pm (28/07, 11/08, 25/08, 22/09, 06/10)
* Thu 1pm-2pm (29/07, 12/08, 26/08, 23/09, 07/10)

We may be able to accommodate you into a buddy group at these times.

Warmest regards,

Joseph & Julia

Buddy Programme Coordinators

# Buddy Acceptance Email

## Subject: Buddy Programme Enrolment Confirmation – Sem 2, 2021

Hi

Thank you for your application to the Buddy Programme as a Buddy. This email is to confirm your successful enrolment in the Buddy Programme.

Please review the following dates:

* Thursday 15 July, 12pm-1pm – Buddy Programme Orientation
* Furthermore, we have allocated you to the following fortnightly Buddy Group Meeting:
* (Please note these down in your diary).

**Action Point:** Could you please email us back to re-confirm your attendance at these sessions? If you no longer can make any of these dates, please let us know ASAP.

Warmest regards,

Joseph & Julia

Buddy Programme Coordinators

# BGL Acceptance Email

## Subject: BGL Enrolment Confirmation - Sem 2, 2021

Hi

Thank you for your application to the Buddy Programme as a Buddy Group Leader (BGL, pronounced *biggle*). This email is to confirm your successful enrolment in the Buddy Programme as a BGL.

Please review the following dates:

* Monday 12 July, 8.30am – 4.30pm – Mental Health First Aid Course
* Wednesday 14 July, 1pm-3pm – Buddy Group Leader (BGL) Training
* Thursday 15 July, 12pm-1pm – Buddy Programme Orientation

Furthermore, we have allocated you to the following fortnightly Buddy Group Meeting:

* (INDIVIDUALLY DIFFERENT)

**Action Point:** Could you please email us back before **Friday 9 July** to re-confirm your attendance at these sessions? If you no longer can make any of these dates, please let us know ASAP.

Warmest regards,

Joseph Chen & Julia Plank

Buddy Programme Coordinators

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# BGL Rejection Email

## Subject: BGL Application Outcome - Sem 2, 2021

Hi

Thank you for your application to the Buddy Programme as a Buddy Group Leader (BGL, pronounced *biggle*). We regret to inform you that your application was unsuccessful.

This was due to various reasons, such as: not enough buddies applying, an excess of BGL applications, inability to match interests between BGLs and buddies, and scheduling issues.

As such, we were unable to source a buddy group to best suit you. Please note that this is a rapidly expanding pilot programme; and we will be opening to more pre-doctoral students in Semester 1, 2022 - where we hope you will consider applying again.

As a result, we are unable to provide a funded place on the St John’s Mental Health First Aid Course. However, you are most welcome to attend the three seminars as those are generally open to all FMHS postgraduate students.

Warmest regards,

Joseph & Julia

Buddy Programme Co-Facilitators

# Send to All: Orientation

CC: BGLs

BCC: Buddies

## Email Subject: Buddy Programme Starts! Orientation this week!

Hi everyone!

Welcome to the Buddy Programme! After a few hiccups, we’re good to go! I’ve got a few points and reminders for you:

**1. Buddy Programme Orientation**

**Date/Time**: Thursday 15 July 2021, 12pm-1pm

**Location:** [Room Number Removed]

**Zoom Link**: [Link removed]

**Meeting ID**: ##### | **Passcode**: ######

**About**: A welcome session to discuss what the buddy programme is about, the expectations, and also a chance to meet with your buddy group: 3-4 buddies + 1 buddy group leader (BGL)

**2. Buddy Programme - In-Person / Over Zoom**

We do not have a strong preference over whether you do in-person catch-ups (where your buddy group can order a free beverage at Superfino funded by the FMHS PGSA) or Zoom catch-ups. We are mindful of the current COVID-19 situation and do not wish to uncomfortably cause any anxiety about it. You can discuss during orientation with your buddy group. We would prefer if it were a unanimous decision whether to hold it in-person or on Zoom.

**3. Buddy Groups!**

Our pre-determined buddy groups are as follows:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Mon 1pm-2pm (26/07, 09/08, 23/08, 20/09, 04/10) | Tue 11am-12pm (27/07, 10/08, 24/08, 21/09, 05/10) | Tue 1pm-2pm (27/07, 10/08, 24/08, 21/09, 05/10) | Wed 11am-12pm (28/07, 11/08, 25/08, 22/09, 06/10) | Thu 1pm-2pm (29/07, 12/08, 26/08, 23/09, 07/10) | Fri 11am-12pm (30/07, 13/08, 27/08, 24/09, 08/10) |
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| Buddy |  |  |  |  |  |  |

**4. Future Communications**

We will email on the weeks which have buddy group catch-ups (i.e. fortnightly). So as the first buddy group catch-ups begin next week, you’ll receive another email next Monday! :)

Warmest regards,

Joseph and Julia

Buddy Programme Coordinators

# BGL: Training Session, Orientation, MHFA Reminders

## Email Subject: Buddy Programme Reminder: Training Session, Orientation, MHFA

Hi BGLs!

I trust you are all well. A few points and reminders:

**1. BGL Training**

**Date/Time**: Wednesday 14 July 2021, 1pm-3pm

**Location:** [On campus room number]

**Zoom Link**: [Link removed]

**Meeting ID**: ######## | **Passcode**: #####

**About**: A training session dedicated to all BGLs and to outline the expectations of the Buddy Programme. It is also an opportunity for all BGLs to meet and catch-up :)

**2. Buddy Programme Orientation**

**Date/Time**: Thursday 15 July 2021, 12pm-1pm

**Zoom Link**: [Link removed]

**Meeting ID**: ######## | **Passcode**: #####

**About**: A welcome session to discuss what the buddy programme is about, the expectations, and also a chance to meet with your buddy group: 3-4 buddies + 1 buddy group leader (BGL)

**3. St Johns Mental Health First Aid (MHFA) Course**

**Date/Time**: Monday 12 July 2021, 8.30am - 4.30pm

**Location**: [On Campus Location]

**About**: This is a chance for you to upskill and improve your knowledge surrounding mental health. You can find more info about the course here: <https://buy.stjohn.org.nz/first-aid-training/public-courses/specialist/mental-health-first-aid/#More%20Information>

**Requirements**: Sign-in, Produce your vaccination pass, and Wear a surgical (or N95) mask. Physical distancing will be adhered to.

**4. Buddy Programme - In-Person / Over Zoom**

We do not have a strong preference over whether you do in-person catch-ups (where your buddy group can order a free beverage at Superfino funded by the FMHS PGSA) or Zoom catch-ups. We are mindful of the current COVID-19 situation and do not wish to uncomfortably cause any anxiety about it. You can discuss during orientation with your buddy group. We would prefer if it were a unanimous decision whether to hold it in-person or on Zoom.

**5. Microsoft Teams**

I’ve now added you all to a collective “BGL chat” on Microsoft Teams. This is an opportunity for you to keep in touch with all BGLs and with us Buddy Programme Coordinators to ensure everything is going smoothly.

**6. Buddy Groups!**

Our pre-determined buddy groups are as follows; please note that only the BGLs have access to all emails as well.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Mon 1pm-2pm (26/07, 09/08, 23/08, 20/09, 04/10) | Tue 11am-12pm (27/07, 10/08, 24/08, 21/09, 05/10) | Tue 1pm-2pm (27/07, 10/08, 24/08, 21/09, 05/10) | Wed 11am-12pm (28/07, 11/08, 25/08, 22/09, 06/10) | Thu 1pm-2pm (29/07, 12/08, 26/08, 23/09, 07/10) | Fri 11am-12pm (30/07, 13/08, 27/08, 24/09, 08/10) |
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Any issues, please don’t hesitate to contact us!

My personal mobile is ########. You are welcome to text/call me.

Warmest regards,

Joseph and Julia

Buddy Programme Coordinators

# First Email

## Email Subject: Buddy Programme #1/5: Reading and Evaluating Journal Articles

Hi Buddy Programme peoples!

This is a friendly reminder that the fortnightly catch-ups begin either at Superfino or on Zoom this week!

**1. Orientation Details**

Some of you couldn’t make orientation, which is fine! :) We attach the handout that we handed out at Orientation :D Main thing we wanted to establish was the boundaries of this Buddy Programme - this Buddy Programme is meant to be an information sharing platform :) The reporting structure of this Programme is Buddies → BGLs → Buddy Programme Coordinators.

**2. Fortnightly Catch-Ups**

It’s important to us that you make it to your Buddy Group Fortnightly Catch-ups. If you’re sick, however, please stay home and email your BGL to let them know. There are no repercussions about this, apart from your BGL and BBGLs being sad and wishing you get better ASAP.

**3. Signing Out of Fortnightly Catch-Up**

It’s really important to us that you sign-out of the fortnightly catch-up. At the end of each buddy programme catchup, please sign out via these Google Forms. (It’s ok if you don’t do it immediately, but please do it at some point!)

Buddy sign-out: [Google Form Link]

BGL sign-out: [Google Form Link]

**4. Free Coffee / Beverage of Choice**

Your choice of one beverage or coffee is on us. Your BGL will pay for it at the catch-up. They will be reimbursed by FMHS PGSA. This programme is funded by the FMHS PGSA.

**5. (Optional) Themes for Fortnightly Catch-Ups**

We have pre-set themes for each fortnightly catch-up. However, this is only a guide, and you are most welcome to chat about whatever you’d like to chat about!

Catch-Up 1: Reading and Evaluating Journal Articles

Catch-Up 2: Presentations and Interpersonal Skills

Catch-Up 3: Academia and Alternative Pathways, Networking

Catch-Up 4: Exam Preparation and Dissertation Writing

Catch-Up 5: No Theme!

**6. Reminder of the Buddy Groups**

These were the pre-agreed times that everyone signed up for. By default, the location is either Superfino Café on Grafton Campus or on Zoom. Your BGL may have organised an alternative time/location – which is fine – check with your BGL.

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| --- | --- | --- | --- | --- | --- | --- |
|  | Mon 1pm-2pm (26/07, 09/08, 23/08, 20/09, 04/10) | Tue 11am-12pm (27/07, 10/08, 24/08, 21/09, 05/10) | Tue 1pm-2pm (27/07, 10/08, 24/08, 21/09, 05/10) | Wed 11am-12pm (28/07, 11/08, 25/08, 22/09, 06/10) | Thu 1pm-2pm (29/07, 12/08, 26/08, 23/09, 07/10) | Fri 11am-12pm (30/07, 13/08, 27/08, 24/09, 08/10) |
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| Buddy |  |  |  |  |  |  |

Wishing you all a lovely week ahead!

Warmest regards,

Joseph & Julia

Buddy Programme Co-Facilitators

# Second Email

## Email Subject: Buddy Programme #2/5: Presentations and Interpersonal Skills

Hi Buddy Programme peoples!

This is a friendly reminder that the fortnightly catch-ups begin either at Superfino or on Zoom this week! The theme for this week is “Presentations and Interpersonal Skills”.

**1. Fortnightly Catch-Ups + Signing Out**

At the end of each buddy programme catchup, please remember to sign out via these Google Forms. (It’s ok if you don’t do it immediately, but please do it at some point!) Thanks to those who are already doing it amazingly :)

Buddy sign-out: [Google Form Link]

BGL sign-out: [Google Form Link]

**2. Free Coffee / Beverage of Choice**

Your choice of one beverage or coffee is on us. Your BGL will pay for it at the catch-up. They will be reimbursed by FMHS PGSA. This programme is funded by the FMHS PGSA.

**3. Reminder of the Buddy Groups**

These were the pre-agreed times that everyone signed up for. By default, the location is either Superfino Café on Grafton Campus or on Zoom. Your BGL may have organised an alternative time/location – which is fine – check with your BGL.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Mon 1pm-2pm (26/07, 09/08, 23/08, 20/09, 04/10) | Tue 11am-12pm (27/07, 10/08, 24/08, 21/09, 05/10) | Tue 1pm-2pm (27/07, 10/08, 24/08, 21/09, 05/10) | Wed 11am-12pm (28/07, 11/08, 25/08, 22/09, 06/10) | Thu 1pm-2pm (29/07, 12/08, 26/08, 23/09, 07/10) | Fri 11am-12pm (30/07, 13/08, 27/08, 24/09, 08/10) |
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Wishing you all a lovely week ahead!

Warmest regards,

Joseph & Julia

Buddy Programme Co-Facilitators

# Third Email

## Email Subject: Buddy Programme #3/5: Academia and Alternative Pathways, Networking

Hi Buddy Programme peoples!

This is a friendly reminder that the fortnightly catch-ups begin either at Superfino or on Zoom this week! The theme for this week is “Academia and Alternative Pathways, Networking”.

**1. Fortnightly Catch-Ups + Signing Out**

At the end of each buddy programme catchup, please remember to sign out via these Google Forms. (It’s ok if you don’t do it immediately, but please do it at some point!) Thanks to those who are already doing it amazingly :)

Buddy sign-out: [Google Form Link]

BGL sign-out: [Google Form Link]

**2. Reminder of the Buddy Groups**

These were the pre-agreed times that everyone signed up for. By default, the location is either Superfino Café on Grafton Campus or on Zoom. Your BGL may have organised an alternative time/location – which is fine – check with your BGL.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Mon 1pm-2pm (26/07, 09/08, 23/08, 20/09, 04/10) | Tue 11am-12pm (27/07, 10/08, 24/08, 21/09, 05/10) | Tue 1pm-2pm (27/07, 10/08, 24/08, 21/09, 05/10) | Wed 11am-12pm (28/07, 11/08, 25/08, 22/09, 06/10) | Thu 1pm-2pm (29/07, 12/08, 26/08, 23/09, 07/10) | Fri 11am-12pm (30/07, 13/08, 27/08, 24/09, 08/10) |
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Wishing you all a lovely week ahead!

Warmest regards,

Joseph & Julia

Buddy Programme Co-Facilitators

# Fourth Email

## Email Subject: Buddy Programme #4/5: Exam Preparation and Dissertation Writing

Hi Buddy Programme peoples!

This is a friendly reminder that our last fortnightly catch-ups at Superfino or on Zoom is happening this week! The theme for this week is “Exam Preparation and Dissertation Writing”.

**1. Fortnightly Catch-Ups + Signing Out**

Reminder to sign-out at the end of each catch-up!

Buddy sign-out: [Google Form Link]

BGL sign-out: [Google Form Link]

**2. Reminder of the Buddy Groups**

These were the pre-agreed times that everyone signed up for. By default, the location is either Superfino Café on Grafton Campus or on Zoom. Your BGL may have organised an alternative time/location – which is fine – check with your BGL.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Mon 1pm-2pm (26/07, 09/08, 23/08, 20/09, 04/10) | Tue 11am-12pm (27/07, 10/08, 24/08, 21/09, 05/10) | Tue 1pm-2pm (27/07, 10/08, 24/08, 21/09, 05/10) | Wed 11am-12pm (28/07, 11/08, 25/08, 22/09, 06/10) | Thu 1pm-2pm (29/07, 12/08, 26/08, 23/09, 07/10) | Fri 11am-12pm (30/07, 13/08, 27/08, 24/09, 08/10) |
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Wishing you all a lovely week ahead!

Warmest regards,

Joseph & Julia

Buddy Programme Co-Facilitators

# Fifth / Last Email

## Email Subject: Buddy Programme #4/5 Last Session – No Theme

Hi Buddy Programme peoples!

This is a friendly reminder that our last fortnightly catch-ups at Superfino or on Zoom is happening this week! There is no theme for this final session and is meant to be more casual by nature.

**Fortnightly Catch-Ups + Signing Out**

Reminder to sign-out at the end of each catch-up!

Buddy sign-out: [Google Form Link]

BGL sign-out: [Google Form Link]

**A Closing Message**

We hope this has been an enjoyable experience for you throughout these five catch-ups. Whilst we come to the end of the formal Buddy Programme, please do remember that here at the FMHS-PGSA, we welcome you to join us at our events with open arms. We intentionally do not have a catch-up in Week 12 of Semester as that is quite possibly crunch time with assignment deadlines and exams coming up.

Wishing you all a great rest of semester :) Looking forward to seeing you around!

Warmest regards,

Joseph & Julia

Buddy Programme Co-Facilitators