



Project **SALE**
2014-1-AT-01-KA202-000953
Information Collection for trainer's guide

Module: *To Know and Present Oneself*

1) LEARNING OBJECTIVES

After completing this module you should be able to do the following skills to:

- Recognize own skills and competences
- Increase self-awareness and motivation to work
- Create personal brand offline
- Learn how to present and structure your CV and profile

2) MODULE OUTLINE + CONTENTS

Module outline is the following:

A. Recognize your own skills (self-awareness)

- Introduction about the subject
- Matrix of job/skills – Using practical examples suggested by students define what is behind some job tasks related to: to know (Competences, knowledge), to do (ability, skills) and to be (qualities). See explanation of **Group exercise 1-2-3**
- **Individual Exercise 4** - To help the development of the individual exercise, give, together with the class, some examples using slides 14 and 15 and distribute Annex 2_Skills and refer to previous module 2 “Understanding what companies look for in candidate” – section – Essential skills and Competences.
Students could also complete the final personal Annex 2 as homework, and ask in case confirmation by the next section to the teacher or they can also upload results in Moodle and get feedback from the teacher.
- Depending on the time used for the previous exercise you can ask students to do a common **Self-Assessment Exercise/Test 1** (that you can choose among the list provided in slide 16) and compare results with them, and/or ask students to develop some or all of them at home, if they are interested to.

B. Increase self-awareness

- It could be useful to show the short presentation on Prezi about theories related to motivation slide 17. For the time given to the module, there are no possibilities to explain in detail all theories but the link provided could be useful for students to better analyze the subject.
- Next step is to reflect on students' personal values for work and other issues, use Annex 3_Reflecting on your personal values exercise to develop **Group Exercise 5**
- Distribute then Annex 4_ What are Your Motivators sheet and ask individually to each participant to find out their personal motivators. Share with all the class one motivation of from each person

- Following results of step 5 of G. exercise 5, if needed, provide the list of career motivation and aptitude test to do at home **Self-Assessment Exercise/Test 2** listed in slide 21.

C. Create your personal brand offline

- Learn how to present the CV – distribute to students copies of Annexes 5 and 6 and define the main 5 principles in use for the writing of a CV
- Remember them some important information about Visual appearance slides 25-26
- Using Annex 5 and examples included in Annex 7.1 and 7.2 start to develop and explain them how to manage the contents related to: Personal information, Work experience, Education and training, Personal skills, Additional information, Annexes
- To better explain, define and describe personal skills it is useful to open links in slide 31 and use that definitions
- Share with the class the CV tips included in slide 36 and give added links (e.g. in slide 37) in use for students at home
- Last exercise if you have other time available, is a role play to simulate a work interview See **Group Exercise 6**

3) CHAPTER ASSIGNMENTS – ASSESSMENTS – ACTIVITIES - QUIZES

Self-Assessment Exercise/Test 1

This exercise will help students to determine which skills they have and be aware of their competences to gain more self-awareness and self-esteem.

(Please refer to slide 16 for the list of links you can use to do it)

Self-Assessment Exercise/Test 2

This exercise will help students to find out their career motivators and personal aptitudes

(Please refer to slide 21 for the list of links they can use to do it)

Group Exercise 1-2-3:

Tools: Big white sheets, 3 color markers or 3 color Post-it – Use Annex 1_Personal Resources

Process: Form 3 groups per Class, give one big white sheet and a specific color to each group

Debriefing:

- 1) use the links provided in slide 11 and Annex 1_Personal Resources
- 2) assign to group 1 the listing of „What skills I have acquired?“ Ex1
- 3) assign to group 2 the listing of “What competences I have developed?“ Ex2
- 4) assign to group 3 the listing of “Which are my Personal Resources/qualities?“ Ex3
- 5) hang sheets on class walls

Individual Exercise 4:

Tools: Annex 2_Skills

Process: Distribute Annex 2 to each student

Debriefing:

- 1) individually, using the results of group exercise 1-2-3, ask to students to bring these knowledges and capacity to the 9/10 main areas of expertise that we have chosen as reference categories (see slide 13).
- 2) the exercise could be developed also as homework

Group Exercise 5:

Tools: Annex 3 Reflecting on Your Personal and Career Values

Process: Form 3/4 groups per Class, you will work partly individually and partly on groups.

Debriefing:

- 1) distribute to each participant annex3 and ask each student to complete step 1
- 2) then in groups ask them to discuss about Step 2.
- 3) individually finalize Step 3
- 4) in group, if you have time, open the discussion of Step 4
- 5) individually finalize Step 5
- 6) at the end, following the answer of Step 5, if generally there were problems to define values, provide the list of career motivation and aptitude test to do at home listed in slide 21

Group Exercise 6:

Process: Form a couples that will be the performer of the role play. You can also form more couples but like that the entire class will just focus on their examples.

Debriefing:

- 7) for the couple of performers there will be 2 different roles: 1- person seeking for a job 2 – human resources manager
- 8) give instructions to the students interpreting the person seeking for a job see slide 38
- 9) give instructions to the students interpreting the human resources manager see slide 39
- 10) at the end of the performance ask students comments about it and added value.

4. Other material

Web Sites

Reference of all web sites used are available directly on the power point presentation because there are in use also for student to develop individual tests or have available material at home

5. 15 Multiple choice questions

List the questions

See Multiple choice