

HANDOUT FOR MENTEE**EMPLOYABILITY**

1. Theme “Self-evaluation for my willingness/ motivation to work”

Exercise “My personal skills and competencies related to employability”

Adapted by: Volkshochschule Göttingen, Germany.

Based on: Zentrum Frau in Beruf und Technik.

Step 1**Reflection on my professional development****Task for Mentee:**

There are 5 steps in this exercise. In the first step you will work on the **reflection of your professional development**.

There are some questions about your **professional development** below. Please, read the questions below and answer them. Write your answers on the list.

❖ What are my main achievements?

❖ What are the dimensions of my scope of responsibility (do I have e.g. useful business relations, special skills (e.g. organising ability, IT competencies, foreign language competencies?) Am I participating in particular projects? (e.g. at work, at the children’s kindergarten/school, in my leisure time such as organising events etc.?)

❖ Which of your achievements are you most proud of?

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Step 2**SWOT-Analysis****Reflection on my strengths****Task for Mentee:**

In the second step you will *work* on your **strengths**. There are some questions below, to point out your **strengths**. Please, read the questions below and answer them. Write your answers on the list.

❖ What are my professional skills?

❖ What am I good at? What kind of tasks I particularly like to do? And why these tasks?

❖ In which kind of situation I proved these strengths or where did I achieve them?

❖ What about required key competencies? How intense are my professional, methodical and social competencies?

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❖ Which strengths result from my education?

❖ Which strengths emerge from my personality and my character?

❖ What can I do to develop my strengths?

❖ My family, friends and colleagues esteem me for:

❖ What kind of feedbacks did I get until now?

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Step 3**Reflection on my weaknesses****Task for Mentee:**

There are some questions to describe your possible **weaknesses**.

Please, read the questions below and answer them. Write your answers on the list.

❖ **I am not very good at:**

❖ **What kind of tasks I don't like to do or I am reluctant to do? Why I am not willing to do them?**

❖ **My family, friends and colleagues don't like me for:**

❖ **Do I lack of professional, methodical and social competencies? If yes, then what could I do with that?**

❖ **What kind of feedbacks did I get until now?**

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Step 4**Reflection on my opportunities****Task for Mentee**

There are some questions to point out possible **opportunities**.

Please, read the questions below and answer them. Write your answers on the list.

- ❖ **What kind of new technology can help me? Or could I get help from others or from people via the Internet?**

- ❖ **Do I have a network of strategic contacts to help me, or offer good advice?**

- ❖ **Is there a new role or project that forces me to learn new skills, like public speaking or international relations?**

- ❖ **Which of my strengths could open up new opportunities?**

- ❖ **What I would like to do with my opportunities?**

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Step 5**Reflection on eventual threats****Task for Mentee**

Now please continue with the last step. There are some questions about eventual **threats**. Please, read the questions below and answer them. Write your answers on the list.

❖ **What obstacles am I currently facing at work/studies?**

❖ **Is my job (or the demand for the things I do/I would like to do) changing?**

❖ **Does changing technology threaten my possibility to get a job?**

❖ **Could any of my weaknesses lead to threats?**

❖ **How can I overcome the threats?**
