

INSTRUCTION FOR MENTOR**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.**Aim of the exercise**

- To accomplish the SWOT –Analysis (where are my **S**trengths, **W**eaknesses, **O**pportunities and **T**hreats?) for the purpose of evaluating the internal potential and limitations and the probable/likely opportunities and threats from the external environment.

Description

If you are at a point where you have to think through the things that are important for you, your own life and your job/career, one important step is to set the compelling personal goals that motivate you towards success. But before setting the goals you have to self-reflect your competencies, resources and preferences.

A SWOT- Analysis is a good technique for analysing your strengths and weaknesses as well as the opportunities and threats that you face. This helps you focus on your strengths, minimize your weaknesses, and take the greatest possible advantage of opportunities available to you. And by understanding your weaknesses, you can manage and eliminate threats that might otherwise hurt your ability to move forward.

Nothing is more motivating to people than when they can use their competencies. This is why you should find out what competencies and resources you have – in this case we will focus on employability related skills - and how to utilise them in the best way for self- evaluation and career planning, also getting more motivated to work. If you are motivated you are more creative in identifying opportunities and you will be able to turn alleged negative things for a better.

Expected duration: 45 min.**Steps for performing the exercise:**

1. Mentor introduces the exercise to the mentees and explains the importance of self-reflecting ones competencies, resources and actual situation as a base for career planning and mentee’s motivation to work.
2. Mentor introduces the SWOT- Analysis to the mentees.
3. Mentor explains the aim of the exercise to the mentees and explains how to perform it. There are 5 steps in this exercise consisting of questions to 5 different key words. In the first step mentees answer questions referring to their professional development. In the second/third/fourth and fifth step they reflect on questions concerning their strengths, weaknesses, opportunities and threats.
4. Mentor handles the handouts to mentees pointing out that they should take their time while thinking about and answering honestly the questions. Mentor has to make sure that he/she will treat the given information as strictly confidential.
5. Then mentees should fill in the questionnaire.

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6. When mentees have finished SWOT analysis the mentor should ask every mentee separately if he/she would like to have a common discussion in the group on the questions listed below or if they would prefer to discuss it only with the mentor. It is important to respect the mentee’s decision as by answering the questions he/she will reveal important personal facts of his/her life.

HANDOUT FOR MENTEE**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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HANDOUT FOR MENTEE**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?**

❖ **Which strengths result from my education?**

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❖ 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?

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?

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

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

❖ What kind of feedbacks did I get until now?

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 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?

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- ❖ Is there perhaps 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?

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 do I currently faced 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?

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

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