

HANDOUT FOR MENTEE**EMPLOYABILITY**

5. Theme "Successful adaption in a new workplace"
Exercise "Collecting feedback from the real life"

Adapted by: *Volkshochschule Göttingen e.V., Germany*

Based on: *www.managementpraxis.ch and www.zukunftschancen.ch*

1 step**Task for mentee**

Please ask people in your surroundings (family, friends, colleagues, etc.) to take some time and be so kind to answer honestly some questions about your personality.

For a moment you will have a passive role, i.e. you are exposed to the other's opinions. For this reason it is important to know how to cope with the situation itself. First of all, let finish speaking the other person, because you could only suppose what he/she wants to say. Another very important point is not to justify yourself. Keep in mind that the other person can only describe how you affect your surroundings and, be prepared, that this could also be a negative perception. Try to understand what is meant and do not hesitate to ask questions of understanding.

Be grateful for each feedback, even if you discovered something about yourself that you didn't expect. In the end it will help you to know more about your effect on others and, thus, to get a more self-confident attitude.

Possible questions:

What, in your opinion, are my strengths and abilities?

Is there a character trait you appreciate most?

In which areas I could do better, in your opinion?

In terms of working places, where do you see me?

HANDOUT FOR MENTEE**EMPLOYABILITY**

5. Theme "Successful adaption in a new workplace"
Exercise "Collecting feedback from the real life"

2 step**Task for mentee**

Please, read the questions below and answer the questions.

Questions to ask yourself after having got the feedback:

1. Is it comprehensible to me how the other person came to his/her evaluation?

2. Did I get a similar feedback from another person?

3. Do I need another feedback from a further person?

4. What do I want to change in my behaviour?

5. How can I make sure that I am on the right way if I adapted changes in my behaviour or my planning?

6. Who is the right person to ask for another feedback?
