

INSTRUCTION FOR MENTOR**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*

Aim: To show mentees why getting a feedback is useful and how to cope with it.

Description: Asking for a feedback means that a person will know how other people see her/him. This is an important step in personal advancement because person’s self-evaluation will be enriched by the perspective of another person.

The ability to adapt to people, situations and surroundings affords people a greater opportunity to get what they want and what they need. Without the ability to adapt, people may find themselves stuck in situations far longer than necessary and unable to reach their goals.

For this reason it will be a good idea to make the mentees collect feedbacks from their environment before starting a new job as it contributes to their efforts of improving their performance and thus increasing their chances of making a positive impression. A fact that is very important when starting a new job – because you never get a second chance to make a first impression.

For the mentees this exercise will be useful as well for adapting in a new workplace as for their daily life, but for the new job it will mean that they have the possibility to avoid mistakes right from the beginning.

Expected duration: 45 min

Steps for performing the exercise:

1. Mentor introduces the theme and the exercise to the mentees.
2. Mentor handles the handouts to mentees.
3. Mentor explains the aim of the exercise to the mentees and explains how to perform the exercise. There are several steps in this exercise:
4. In the first step Mentor encourages each mentee to ask e.g. friends, family and colleagues for a feedback especially concerning the mentee’s competencies and skills and what the others appreciate most. The mentees could also reflect on “older feedbacks”, i.e. keep them from memory. By doing this the mentee will have a passive role, i.e. he/she is exposed to the other’s opinions. For this reason it is important to know how to cope with the situation itself. The mentor provides useful advice as e.g.:
 - 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.

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- 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.
5. In another step mentees will work on this feedback and learn how to handle it. Mentees should answer the questions about the feedbacks they got.
6. Discussion with mentor or, if desired, within the group is organised. A common discussion in the group could be held according to the following questions:
- Why feedback is important?
 - What did I get from the exercise? What was important for me?

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HANDOUT FOR MENTEE**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?

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HANDOUT FOR MENTEE**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?
