

**INSTRUCTION FOR MENTOR****EMPLOYABILITY**

6. Theme Career and professional development  
Exercise: "What are my skills?"

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

**Aim:** To get an overview of your skills/competencies in different domains

**Expected duration:** 60 min

**Description**

Very often people are doing good jobs in domains which they wouldn't declare as a real job. But with everything a person is doing well he/she is in fact proving that he/she has special competencies which also could be suitable for a new job. A house wife, having 3 children, said e.g. that she did not have great work experience and no special skills. But later on she realized that with her work in the booster club of her children's school and the organisation of school parties, library work etc. she brought in many skills that are not self-evident.

In this exercise mentees will work on the documentation of their work and learning experiences they (informally) gained during the years. It could be rather helpful, especially for career planning and professional development, to list even the small and seemingly unimportant things as e.g. organisation, networking and communication skills. For oneself maybe unimportant and not worth to mention because it is belonging to one's daily life, but being aware of a range of competencies this could open up new surprising perspectives on new jobs you had never thought of before.

**Steps for performing the exercise:**

1. Mentor introduces mentees to the exercise and explains the aim of the exercise.
2. Mentor gives some theoretical overview of competencies and explains why it is important to document work and learning experiences.
3. Mentor gives examples of skills that could be gained in different domains.
4. Mentor handles the handouts to mentees.
5. Mentees should choose all domains on which they would like to work on. Each mentee gets as much handouts as he/she needs, depending on the number of domains he/she chooses to work on.
6. Then mentees are working on their skills and competences, trying to identify and document them.
7. Discussion:
  - a. For individual mentoring: Mentor and Mentee discuss the results of the exercise.
  - b. For group mentoring: Mentor encourages mentees to share their results with the other group members.

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**HANDOUT FOR MENTEE****My skills and competencies gathered in different areas****Task for mentee**

There is a list of domains below. You can choose as many domains as you want of which you would like to precise your skills/competencies. To get a better overview please fill in separately the questionnaire and table below for each chosen domain.

**Choose a domain**

**Household chore and family (e.g. organisation of child care, finances, family events...)**

**Hobbies and Interests (e.g. sports, music, member in a club...)**

**Honorary office (e.g. working for neighbourhood organisation, voluntary work in a hospital, elderly home...)**

**Internships**

**Other domains**



**Your chosen domain:** \_\_\_\_\_

1. Write something about an interesting task that you had to do or for which you had been responsible.

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2. Give reasons for your interest. Why have you been particularly interested in this task/topic/domain?

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**HANDOUT FOR MENTEE**

**Task for mentee**

Please describe your tasks in detail (column 1) and the respective learning outcomes (column 2).  
And then think about in which other working context these abilities could be useful?

<p><b>1</b> What did I do in detail?</p>	<p><b>2</b> My skills? What did I learn?</p>	<p><b>3</b> In which other context I could use these abilities?</p>