

Career Management Skills - A New 'Literacy'
for Sustainable Employment
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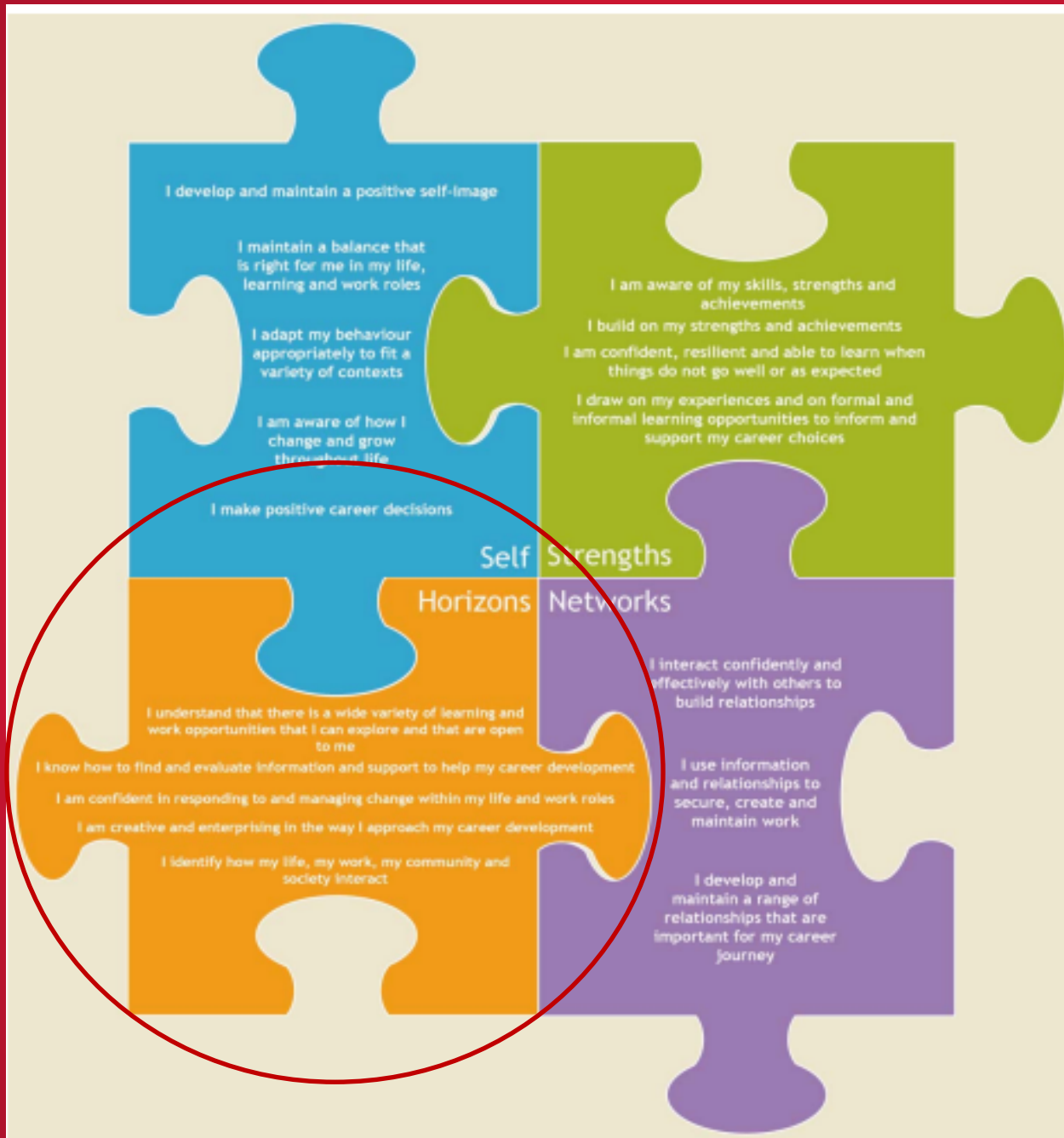
ACUMEN 02

In-Service Training

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AGENDA



- ◆ Introduction to HORIZONS
- ◆ Learning to learn and career planning
- ◆ CareerStorm Navigator™
- ◆ ADKAR model
- ◆ Mind Mapping
- ◆ Learning Biography

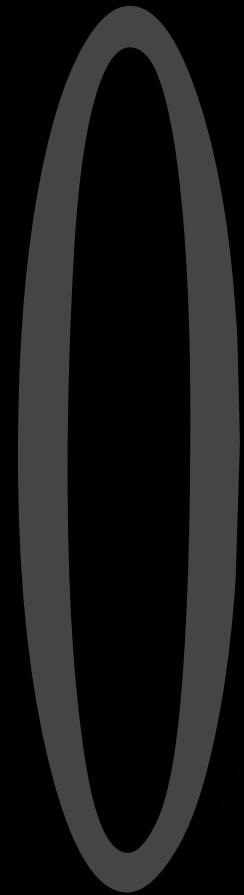


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HORIZONS

Introduction



HORIZONS: OVERVIEW



**WHAT IS “HORIZONS” ACCORDING
TO THE SCOTTISH MODEL?**

WHAT ARE ITS ASPECTS?

GROUP ACTIVITY



Please divide in small groups of 2-4 people and discuss the reflecting questions on the related worksheet.

Duration of activity:

15 minutes in small groups

10 minutes for presentation of results and feedback from the whole group

PLEASE REFLECT...



- ◇ What do these aims mean to you?
- ◇ How can they be further developed through education/training?
- ◇ What are the requirements for you as a professional to support the clients' skills development?



HORIZONS

To understand that there is a wide variety of learning and work opportunities open



LEARNING TO LEARN



- ◇ Learning to learn (L2L) is “the ability...
 - ... to pursue and persist in learning
 - ... to organise one’s own learning, including through effective management of time and information, both individually and in groups
 - ... to be aware of one’s learning process and needs, identifying available opportunities, and the ability to overcome obstacles in order to learn successfully.”

(Rožman & Koren, 2013)

L2L AND CAREER PLANNING

◇ L2L includes aspects of systematic approach, which can be useful to develop a career plan



TIPS FOR CAREER PLANNING



1. Find your preferences in life
2. Recognise your strengths
3. Up-date your knowledge and skills
4. Identify barriers and find solutions
5. Have a clear vision of your future
6. Define SMART goals

TIPS FOR CAREER PLANNING



7. Find personal resources
8. Reward yourself for successes
9. Learn from mistakes
10. Be flexible and review your progress



HORIZONS

To know how to find and evaluate information and support to help her/his career development



SOURCES OF CAREER INFORMATION

- ◇ Personal Contacts
- ◇ Career Centres
- ◇ Counsellors
- ◇ Organisations
- ◇ Internet



ONLINE: CareerStorm Navigator™



SOFTWARE for a better career & life:

CareerStorm Navigator™

Web-based solution:

To facilitate pro-active
career management

See how it is used by:

- Career/Leadership Consulting Companies
- Corporate HR Departments
- Professional Associations
- Universities
- Private Coaches

www.careerstorm.com



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Time for a short break...





HORIZONS

To be confident in responding to and managing change
within her/his life and work roles



ADKAR model



◇ ADKAR is a goal-oriented change management model, developed by the company Prosci®

◇ ADKAR: Awareness-Desire-Knowledge-Ability-Reinforcement

=5 steps for change management

ADKAR in practice



Duration of activity:

20 minutes in individual work

10 minutes for presentation of results, discussion and feedback



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HORIZONS

To be creative and enterprising in approaching career development



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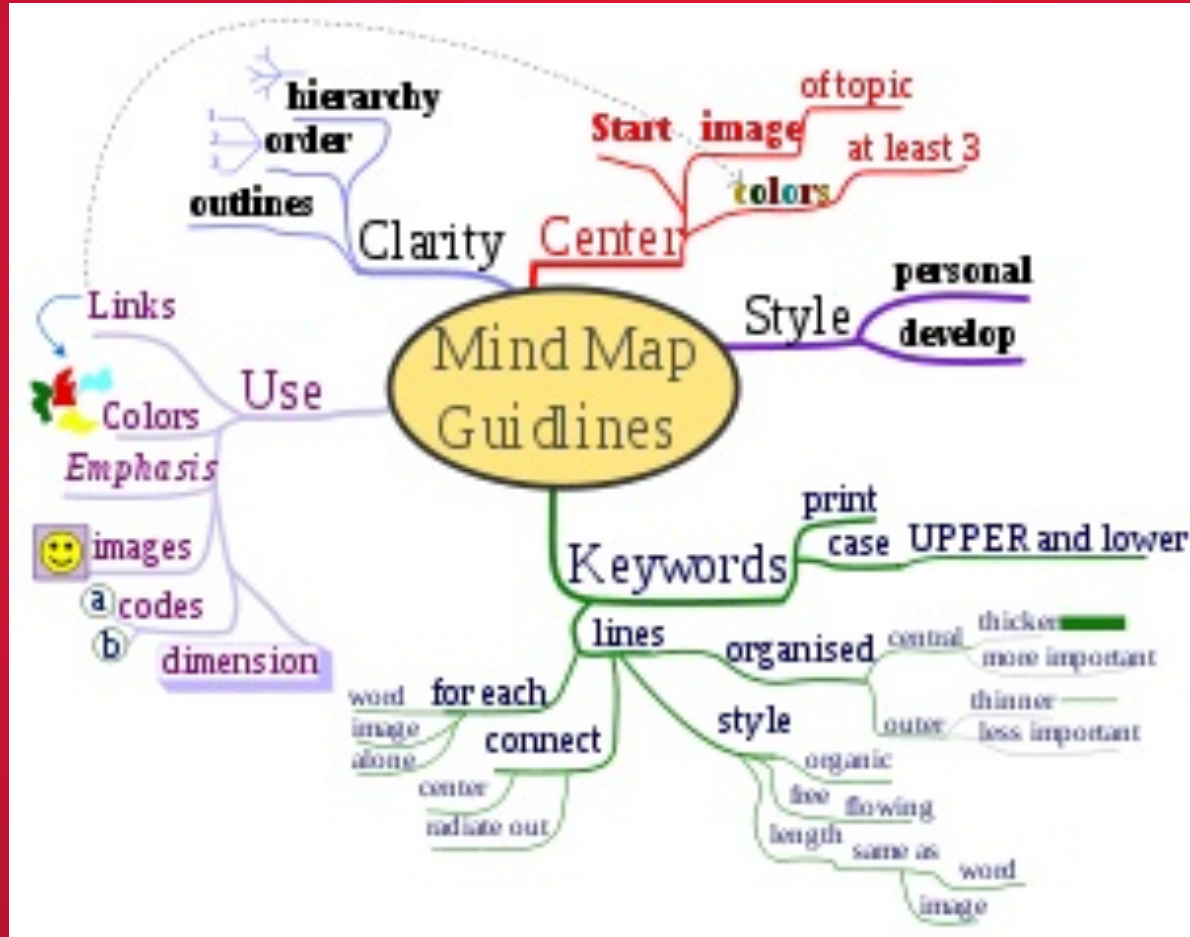
MIND MAPPING & CAREER PLANNING



Source: <http://www.conceptdraw.com/samples>



MIND MAPPING: Tips



Source: <http://mindmapmaker.org/mind-mapping-guidelines.html>





HORIZONS

Identification of life, work, community and society interactions



LEARNING BIOGRAPHY



- ◇ Learning biography is an useful tool to reflect the impact of learning and education as well as the personal attitude in order to be aware of own resources to be used in professional contexts

LEARNING BIOGRAPHY in practice



Please read the description of the method on the related worksheet and draft your own learning biography!

Duration of activity:

15 minutes.



CONCLUSION

Questions?

Thank you for your attention!