ACUMEN O2 In-Service Training

AGENDA

- MODULE 4 includes:

- A brief introduction to CMS Framework

- NETWORKS: tools and competences for the trainers

Partners involved: LUMSA, ELN, BEST, INNOV, MeathPartnership, SYNTHESIS, TTG and REINTEGRA

NETWORKS

Introduction

NETWORKS

refers to competencies that enable individuals to develop relationships and networks of support to enhance career development.

LEARNING OUTCOMES TO LEARNERS
1. Interacting confidently with others to build relationships.
2. Using information and relationships to secure, create and maintain work.
3. Developing and maintaining a range of relationships that are important for career journey.

LEARNING OUTCOMES FOR THE TRAINERS

At the end of the training you will be able to:

1. Understand the framework for networks in The Career Management Skills Framework for Scotland.
2. Know how to foster the learners' competencies in establishing and maintaining social relationships supporting the career development.
3. Know how to support the learners in using information and relationships to secure, create and maintain work.
4. Know how to support the learners in developing and maintaining a range of relationships that are important for career journey.

The achievement of these objectives will be assessed at the end of the training.

LEARNING OUTCOMES: REFLECT AND DISCUSS

1. What do these objects mean to me?
2. Who do I consider as important people on my career path? Why?
3. Career wise, how have I benefited from my networks?

TOOLS

Learning outcomes for the client: 1/3	Tools
I interact confidently and effectively with others to build relationships. ➢ Understanding and demonstrating interpersonal and group communication skills that enable me to help / work with others. ➢ Knowing how to deal with peer pressure, and understand how my behaviours and those of others are related. ➢ Understanding the importance of positive relationships in my personal and professional life. ➢ Respecting diversity. ➢ Being able to express personal feelings, reactions and ideas in an appropriate manner. ➢ Knowing how to solve interpersonal problems.	➢ Exercise: Social networks on my career path ➢ Effective feedback skill exercise

SOCIAL NETWORKS IN CAREER DEVELOPMENT: EXERCISE

SOCIAL NETWORKS ON MY CAREER PATH

THE VALUE OF RELATIONSHIPS TO YOUR CAREER

- Learn about new opportunities (jobs, volunteer)
- Gain insight about other career paths
- Knowledge/Skills
- Ideas and Inspiration
- Mentorship

6   LinkedIn @donnaplaton

United Way

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COMMUNICATION SKILLS: THEORY & EXERCISE

EFFECTIVE FEEDBACK

7 criteria for effective feedback:

1. The feedback provider is credible in the eyes of the feedback recipient
2. The feedback provider is trusted by the feedback recipient
3. The feedback is conveyed with good intentions
4. The timing and circumstances of giving the feedback are appropriate
5. The feedback is given in an interactive manner
6. The feedback message is clear
7. The feedback is helpful to recipient

TOOLS

Learning outcomes for the client: 2/3

Tools

I use information and relationships to secure, create and maintain work

➢ Communicating my skills to others.
➢ Understanding the importance of personal qualities in securing, creating and remaining in work.
➢ Understanding that skills and experiences are transferable to various work settings.
➢ Knowing how to locate, interpret and use labour market information.
➢ Developing work-search skills.
➢ Understanding the value of volunteer work in building networks for work, learning and life.
➢ Developing relationships and networks to support secure work and develop my career.

➢ [Transferable skills - Theory and exercise](#)

➢ [Networking brief](#)

Transferable skills - Theory

Transferrable Skills

Transferable skills are skills that you can take with you from one situation to another, from one job to another. It is important that you can identify and give examples of the transferable skills that you have developed.

Transferable Skills	Examples
Communication	Writing, speaking, listening, using communication tools like email appropriately.
Critical thinking	Analysis, problem-solving, strategic planning, decision-making
Self-management	Good time manager, organized, motivated, responsible, reliable
Interpersonal	Understand and work within the group culture, Teach, supervise, and train others using easy-to-understand concepts and hands on experience

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https://oucareers.wordpress.com/tag/transferable-skills/

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A NETWORKING BRIEF

1. WHO AM I?

What do I have to offer?

2. WHERE HAVE I BEEN?

What kinds of skills, experiences, abilities, and knowledge do I possess?

3. WHERE AM I GOING?

What are my scenarios, companies and industries of interest, desired contacts and targeted positions?

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TOOLS

Learning outcomes for the client: 3/3

I develop and maintain a range of relationships that are important for my career journey.

➢ Knowing how and when to contact people who can provide information about work and learning opportunities.
➢ Having the ability to work with others in a range of roles.
➢ Building and using supportive peer networks.
➢ Knowing how to use technology to support the development and maintenance of social networks.
➢ Recognising when and how to look beyond my immediate social networks and use this to support career building.
➢ Being able to build relationships with potential employers and learning providers.

Tools

➢ Video: [Social media revolution](#)

➢ [Handout: Useful social media](#) platforms

SOCIAL MEDIA REVOLUTION

https://youtu.be/RJJMa46Q574

SOCIAL MEDIA REVOLUTION

◇ Why is the social media important in career management?
◇ Do you use social media in career management?
  ○ If you do, which platforms do you use? How do you use them?
◇ Have you benefited from using the social media in career management? How?
◇ If you don't use the social media in career management, which channels do you use in career management?
◇ How could you enhance the use of the social media in career management? What would you benefit from it?

USEFUL SOCIAL MEDIA PLATFORMS IN CAREER MANAGEMENT

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SOCIAL JOB HUNTING BY NETWORK

18,400,000
AMERICANS SAY FACEBOOK GOT THEM THEIR CURRENT JOB

8,000,000
AMERICANS SAY TWITTER GOT THEM THEIR CURRENT JOB

10,200,000
AMERICANS SAY LINKEDIN GOT THEM THEIR CURRENT JOB

SKILLS

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SKILLS

Learning outcomes for the client	Skills of trainers
I interact confidently and effectively with others to build relationships.	Active listening Designing actions Assessing skills Creating awareness
I use information and relationships to secure, create and maintain work	
I develop and maintain a range of relationships that are important for my career journey.	

DEFINITION OF THE SKILL

◇ **Active Listening**
- ■the ability to focus completely on what the client is saying and is not saying; and
- ■to understand the meaning of what is said in the context of the client's desires; and
- ■to support client self-expression.

◇**Creating awareness**
- ■the ability to motivate the client to get engaged in reflecting his/her experiences and thoughts; and
- ■to ask further, open-ended questions about the client's idea of him/herself and his/her skills; and

◇**Designing actions**
- ■ the ability to foster the clients solution-focused thinking; and
- ■ to encourage the client to research possible opportunities; and
- ■ to encourage the client to make decisions and to take action

◇**Assessing skills**
- ■ the ability to enhance the client's knowledge of his/her current skills; and
- ■ to motivate him/her to develop the current skills further; and
- ■ to encourage the client to learn new skills

LEARNING OUTCOMES

How did we achieve these?

Fill in the [self-assessment on achieving the learning outcomes](#) of all four thematic areas of the ACUMEN training.

Thank you for participating!

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TOOLS FOR THE LEARNERS

The material for independent study and all tools for the learners can be found on www.acumen.website.

◇ Sign up or log in with your Facebook account.
◇ Get familiar with the material.
◇ Any questions on the tools? Ask the trainer and take advantage of the peer group.

THANKS

ANY QUESTIONS?

More information at
www.acumen.website