

NARRATE Exercise

Units In-House	Units In-Company	Skill cards
OWNERSHIP KNOWLEDGE	OWNERSHIP KNOWLEDGE	Collaboration, Communication, Self awareness

The PoAS' skills profile

Minimum number of participants	Average time length	Individual setting	Group setting	Special Equipment	Online
1-10 persons	30-60 minutes	Yes	Yes	Paper, pencils, handout, notebook.	Yes



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1. Overview

The purpose of this exercise is to develop a profile describing PoAS' strengths and skills for the labour market out of a pre-given list (see Annex). The idea is that PoAS themselves decide which skills or differences are important to be reflected before entering the labour market.

2. Aim / Benefits

The aim of this exercise is for PoAS to reflect on work-related skills, strengths and challenges for everyday working life using an existing list. The role of the professional is to support PoAS in reflecting on such skills and taking a **reality check**. The list of skills includes several topics:

- Strengths
- Occupational key skills
- Differences
- Workplace context.

In most cases, PoAS are not aware of their strengths and also of key professional competencies, but we at NARRATE believe it is of great advantage to be aware of these strengths and thus support the **empowerment** of PoAS, especially in the application process. PoAS should confidently learn to communicate their job-relevant strengths and challenges in everyday life. It is also important for PoAS to be able to provide examples of necessary framework conditions in the workplace and to explain clearly and unambiguously why certain framework conditions are important for them in the workplace.

The skills profile can be used as a handout for PoAS to better communicate their job-relevant strengths and skills in the course of job interviews or during meetings with future colleagues and employers. Also, it could help PoAS present themselves even more confidently and reflectively in job interviews, as they have already developed an individual skills list for themselves.



3. Training tier and UNIT(s) related

This exercise can be carried out in the In-House Training:

- Unit OWNERSHIP, as it offers the possibility to a **self-assessment of the PoAS** in an individual or group exercise.
- Unit KNOWLEDGE, as the role of the professional is to support PoAS in reflecting on such skills and taking a **reality check**.

This exercise can also be used in the In-Company Training:

- Unit OWNERSHIP, as PoAS are encouraged, also because of discussing the profile with other PoAS, to get a realistic view of the employers openness to workplace adaptations in everyday working life.
- Unit KNOWLEDGE - It offers a good opportunity **to reflect together with future colleagues and employers** on the strengths and challenges in the course of an employment relationship for PoAS and **to jointly create suitable framework conditions in the workplace**.

The skills profile can be used repeatedly in the course of a training process, both for the In-House and the In-Company tiers, and can be adapted and discussed in new ways at any time.

The exercise serves PoAS to train the following skills, which are reflected in the Skills Cards:

- collaboration
- communication
- self-awareness.



GROUP SETTING

Step 1 / Preparation:

(MANDATORY to explain how to prepare and introduce the exercise to the participant)

Prepare a room so that each of the participating PoAS can comfortably engage in the exercise. Provide the PoAS the skills profile as a handout in printed or digital form. The skills profile can be done on a notebook or manually by the PoAS answering the given skills with “applies” and “does not apply”.

Step 2:

The next step is to discuss the profile with the professional and, depending on its relevance, to work on it together in order to carry out a reality check for PoAs.

This can take an individual process for each PoAS and may need to be repeated several times in individual cases. It very much depends on the awareness of the PoAS concerned of their work-related skills, strengths, and challenges.

Step 3:

The advantage of the group setting is that all PoAS can also discuss work-related skills and abilities with each other, as well as the necessary framework conditions in the workplace. In addition, PoAS with professional experience can already report on their experiences with employers regarding their openness to workplace adaptations from their everyday working life, and a reality check also takes place here for all PoAS in the group.

Final step / Conclusion:

The list is then reduced to the skills relevant to the PoAS and individually adapted. This can be done by the PoAS alone or together with the professional. The skills profile can then be used for job interviews or discussions with future colleagues or employers for a better understanding of the necessary framework conditions for PoAS.



5. Debrief

As already mentioned, the skills list definitely needs to be discussed and reflected on with a professional—together with PoAS in a face-to-face session—and a reality check should be made.

In a group setting, this can be done together with all PoAS in order to encourage discussion and an exchange of experiences.

6. Specific materials

Paper, pencil, handout, notebook.

7. Tips and Tricks for In-House training

Create a quiet working environment for step 1. As already mentioned, the exercise for PoAS can be done handwritten or on a notebook. Choose the variant that is most comfortable for the PoAS. If necessary, give PoAS the opportunity to use headphones while working on the skills list in order to keep them focused. In the case of a sizeable group (depending on the available space), you can also offer individuals the opportunity to work on the skills list in another room if this helps the PoAS to concentrate better.

Make sure that you plan or set clear breaks for PoAS when performing the exercise. When setting tasks, make sure that you give clear instructions. If necessary, ask a second time whether the PoAS has understood the task well. If not, explain the work instruction a second time.

As already mentioned, it is very important for PoAS if a group discussion is encouraged in the group setting, as the exchange of experiences about previous experiences of PoAS with employers can be very enriching. Above all, peer learning is encouraged here, which can be of great importance for PoAS in the context of an exchange of information with their peers.



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8. Tips and Tricks for In-Company training

To use the skills profile in in-company training, it is also advisable for PoAS to present the developed list together with the professional to potential future colleagues and employers and to reflect on individual points together.

9. On-line version

- The list can be filled in digitally or handwritten in printed form.
- The profile can be adapted both in an online session and in face-to-face meetings.
- The discussion with the professional or in a group setting can also be done in an online setting.



ANNEX

SKILLS PROFILE

first name, last name _____

highest level of education _____

**additional
qualifications** _____



Strenghts

	applicable	not applicable
precision		
used to routine/constant processes preferred		
sense of responsibility		
loyalty		
reliability		
special interests (which ones?)		
honesty/directness		
objectiveness		
carefulness		
tidiness		
distinctive concentrativeness		
affinity for numbers		
perfectionism		
talent for languages		
motivation		
to be able to take criticism		
affinity for the perception of details		

Occupational Key Skills

	applicable	not applicable
work scheduling		
perception		
interpersonal skills		
to be able to get constructive criticism		
teamwork		
endurance		
tolerance for failure		
punctuality		
good perception		



Differences

	applicable	not applicable
dealing with changes		
self organization		
eye for unspoken tasks/work		
continuing interrupted activities		
working speed		
time management and setting priorities		
changing activities or work assignments		
naming incomprehensible/unclear work orders/work instructions		
perspective taking		
room and location changes at the workplace		
response to praise, metaphors or idioms		
unspoken social rules		
communication with colleagues (e.g. small talk)		
eye contact		



Workplace Context

	applicable	not applicable
knowledge of the exact working hours (duty roster 1 week in advance)		
fixed contact person / mentor		
constant working hours		
clear/written working instructions		
directness and clarity in work assignments and work instructions		
clear area of responsibility		
constant activities		
extensive training period		
flexible work break arrangements		
regular and clear feedback		
low-stimulus workspace/own workspace		