

O2: Mentoring programme for career guidance practitioners

Project QUAL – IM - G

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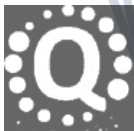


What is O2 about?

The mentoring programme contains

- recommendations
- training modules
- other activities

that allow **experienced counsellors** to develop skills and competences in areas required in most of the quality assessment practices focused on individual counsellors.



Why a new mentoring programme?

Innovation: (1) transferability potential:

- focus on one's capacity to comply with **transversal elements** of existing quality standards,
- **compatible** with existing transnational and national quality standards to different contexts.

(2) It also contains **mentoring methodology** that will allow the counsellor to monitor and document his progress in terms of professionalism and compliance with quality requirements.



What's done?

Draft version

- key issues identified in analytical paper
- templates and draft training programme
- 25 draft modules by all partners

Key issues indentified in O1

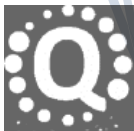
- **only** 14% of audited quality standards (3/21) has a mentoring programme (MP)
- **common** elements when developing MP:
 - context – location of meetings
 - structure – nature (1 to 1, group)
 - goals – goal-related (instrumental) & developmental
 - infrastucture – recruitment, requirements, support for the mentors
 - dosage – total hours and length, intensity (rel. only to developmental mentoring)



What's done?

Piloting

- blended mobility mentoring programme in Slovakia and Czech Republic finalized
- in Austria and Germany soon to be finalized



Structure of the mentoring programme

5 days

14 modules

2 hours inc. discussion, reflection / module

goal-related (instrumental)

24 participants



Elements and modules

Structure of the mentoring programme

Context (face-to-face mentoring)

Structure (group mentoring)

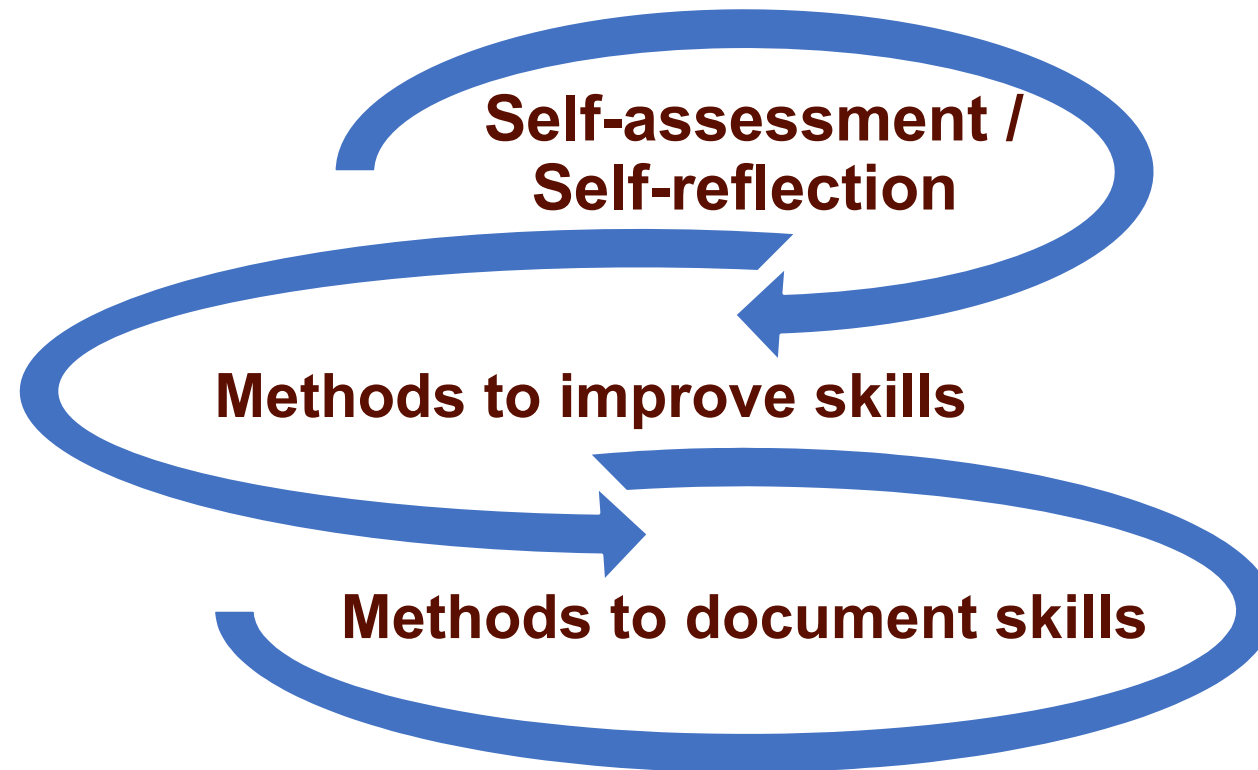
Goal-related (preparation for the certification)

Infrastructure (mentors = experienced practitioners)

Dosage (5 days, 14 modules, 2 hours inc. discussion, reflection / module)



Each module should be focused on





Mission and Vision; Marketing

- | Mission statement and vision. How to communicate it to clients and partners.
- | Outreach, communication, marketing strategies; basic principles.



Ethics in Career Guidance

- Ethical aspects of counselling (for example social justice and inclusion)



Networking and Partnership

- | Networking strategies, partnerships, referral of the client to other services.
- | Involving external partners in service provision.



Labour Market Information and Distance Counselling

- | Trends (e.g., globalization, growing complexity, precarisation, demographic change, lifelong learning, and diversity; LMI's use in CG)
- | ICT: Distance/online counselling, blended counselling, flipped classroom pedagogy





Guidance approaches & counselling techniques

- | Theoretical basis on development processes
- | Discrimination
- | Counselling / coaching techniques



Career, social and pedagogical outcomes/outputs & Measuring feedback and impact

- | Outcomes of career guidance (personal, social, economic, ...)
- | Pedagogical and learning outcomes (for example didactical skills)
- | Social outcomes and job seeking techniques



Personalization of the service and Gender and equality

- | Guidance in specific life situations
- | Gender issues and equality
- | Distance counselling (online counselling, flipped classroom pedagogy, ...)



Intake and needs analysis

- | Assuring full information of the client
- | Clarification and identification of needs/objectives, identifying expectations, making doubts and fears explicit, contracting common goals of the guidance process



Tools - Personality, Portfolio, Assessment

- | Tools and techniques for analysing factors of career decision making
- | Career portfolios: steps in building career portfolios
- | Assessments; ethics of assessments and testing



Decision-making techniques and Action Planning

- Supporting decision-making and widening opportunities
- Tools and techniques for analysing personality traits and guiding decision-making



Reflection of own practise and Quality assurance/development

- | Self-reflective and self-analysis techniques: personal development and training plan
- Quality assurance and development, quality cycle
- | Measuring feedback and impact





Research and Development (evidence based practice)

- | Research and development: monitoring existing professional and scientific resources, current research topics in CG, basics of scientific method



Methodological/Operational procedures

- | Internal methodological guide/procedure
- | Budgeting, acquisition and sustainability of necessary organisational procedures, financial planning, controlling, working-time management



Feedback from the participants

Module	Score (higher is better)
Mission and vision	4.56
Outputs and outcomes	4.44
CMS	4.35
Reflection of own practice and quality development	4.33
Intake and contracting	4.31
Networking and partnerships	4.19
Ethics	4.17
Decision making and action planning	4.17
Theoretical basis	4.06
Tools	3.93
Basis in counselling	3.87
Marketing	3.78
Labour market	3.56
Personnalization and equality	3.47
Distance counselling	3.18



Feedback from the participants

„More discussion. More time for self-reflection. I am an experienced counsellor, I can find information myself. I want to discuss with others about what I do, for whom and how. Some exercises or theoretical inputs could have been done at home before the meeting.“



Recommendations

- Combination of self-study and group meetings facilitated by the mentors
- Modules (themes, topics) adapted for self-study including also examples of good practise
- Group mentoring using the advantages of the dynamics of the group work
- One-to-one mentoring may be added
- Cafeteria (flexible structure in modules according to the needs of candidates, to attend the complex programme is not a must)




The next step ...

Optimization

- action plan towards optimization based on expert and client feedback on structure, content, usability ...
- the final version will be presented at the IAEEVG conference in Bratislava / Brno in September 2019





Thanks for your support and
cooperation.

Looking forward to seeing you
at the annual IAEEVG conference 2019!

Andrea & Lukáš

