

INSTRUCTION FOR MENTOR

6. Theme “Career and professional development”

Exercise no. 12. “Career development plan: what are you going to do”

Aim of the exercise

- To help the mentee to learn to plan his/her career.

Description

We all strive to be successful in career. This exercise will help mentees to test their attitudes towards career planning and decision making by analysing and planning their next steps in particular situations.

Expected duration: 30 min.

Steps for performing the exercise:

1. Mentor introduces the theme and the exercise to the mentees.
2. Mentor explains the aim of the exercise and how to perform an exercise.
3. Mentor handles the handouts to the mentees.
4. Mentees perform an exercise individually.
5. Results are calculated.
6. Mentor interprets the results of the exercise to the mentees.
7. The given choices of the questions are discussed on these questions:
 - What is important in career planning?
 - What attitudes lead to the success?
 - Have you had similar situations? How have you handled them?
 - Where you can get an advice? Do you know where to search for the information you need?

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HANDOUTS FOR MENTEES

Task for mentee:

There are some questions and possible answers below. Please answer the following questions by choosing one of the answers. Choose the answer (A, B or C,) that is right for you and mark your selection.

What are you going to do in these situations?	Choose the answer (A, B or C) that is right for you.
1. You are about to graduate. Everyone is asking you what are you going to do after graduation and you do not know. What are you going to do?	A. You are going to wait till you will know the results of your exams. B. You are going to meet a career consultant in order to plan your career. C. You will do the same as your friends will because you think that they know better.
2. During the consultation with career consultant, he/she suggests you to find out more about the employment possibilities that you are interested in. What are you going to do?	A. You will ask your friends what they know about these employment possibilities. B. You would like to find out more about that, but you will not do anything for this purpose. C. You will go to the library or will search for the information in the internet as soon as possible.
3. You have heard that you can practice your profession via work related practise programmes.	A. You will not try to find out anything about these programs, because you think that these programs are not useful. B. You think that it is a good idea, but you would rather find a paid job. C. You will analyse the booklet that you have got from your career consultant and you will write an e-mail asking for more information.
4. You entered the studies/ courses but the speciality appeared to be not what you had expected.	A. You will give up your studies because you think that it is not worth studying. B. You will discuss that with your friends. C. You will talk with your career consultant and discuss the other possibilities.
5. You think that you will not pass the exams because you are not a successful learner. What are you going to do?	A. You stop attending the courses that you are not successful at. B. You will talk with the lecturer and ask for advice. C. You will work hard on the courses that

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	you are not successful at in order to succeed.
6. You find a suitable job offer at the local career centre. It asks for CV. But your CV is poor and you don't know how to improve it. What are you going to do?	A. You are going to visit employer, suggesting him/her to talk with you, as your CV is poor and you don't know how to improve it. B. You will ask the career consultant to help you re/write the CV and send it. C. You are not going to sent your CV and participate in the recruitment.
7. Good news! You are invited to the job interview. How are you going to prepare for it?	A. You will go out with friends and try to relax and have a rest because you think that you have enough experience in the interviews. B. You will prepare for the job interview: you will think through the possible interview questions and you will make sure that you know where and when you should be. C. You will do nothing because you think that it doesn't depend on you – if it is your fate to get a job, you will get it.
8. You decided that you want to gain new speciality. How are you going to find out about studying possibilities?	A. You will contact universities or other education institutions which you are interested in and try to find more information. B. You will discuss it with your friends who study and you will find out the information you need from them. C. You will do nothing as you are not sure which education institution you would like to choose.

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Results

The results are calculated according the table below:

Total score is summed up.

Answers:

Results				
	A	B	C	
1.	5	10	0	
2.	5	0	10	
3.	0	5	10	
4.	0	5	10	
5.	0	5	10	
6.	5	10	0	
7.	5	10	0	
8.	10	5	0	
Total:				

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Explanations of the results:

Task for mentor:

Below you will find explanation of the results. Please explain the results to the mentees.

“If your score is “0 – 35” points, that means:

Your attitude towards career planning is very free-flowing. You know what you want, but you are against help from others very often. However remember that nothing happens itself. As everyone else you also have to work in order to achieve what you want. Start acting now and ask for help if you need.

“If your score is “35 – 50” points, that means:

You trust other people decisions more than yours. Your friends are very important. You can value their opinion, but please remember that they are not you. You have to make decisions yourself. Plan and try to find out, what’s best for you.

“If your score is “50 – 65” points, that means:

It’s great – you have started planning your future. You probably already know where to look for more information and consultations. Before asking for advice, please make sure that you will get qualified consultation. Remember that career consultants are trained to help you professionally.

“If your score is “65 – 80” points, that means:

It’s perfect! You know how to plan your career and understand the importance of advices. You search for necessary information before making decisions that are related with the career that suits you.