

Digital tools & Self-reflection

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Digital tools

Tips for online career guidance

- Keep in mind that content is always above the form.
- Even through the online environment, emotions can be transmitted and contacts can be established.
- Try things in advance, but also improvise, use what you or the client has at disposal.
- If you normally use physical gadgets/aids, think how to replace them.
- Ensure safety and calm for both yourself and the client.
- Various applications and online tools serve as a great helper for playful tasks (before, during and after), but do not combine too much.
- Check continuously whether clients are keeping up with your pace in the context of technology. Ask more.
- Prepare for technical problems, outages and learn to work with alternative solutions. (Always have a backup).



Digital tools

Individual guidance

Before

- give the client the option of choosing the form of the meeting online
- send the client clear organizational/technical information in advance

During

- reflect on your and the client's emotions, feelings or tiredness
- try working with a shared screen
- reflect whether you are where the client needs to be

After

- give space to the client's questions even after the meeting
- provide a summary of the meeting or let the client summarize what s/he is taking away
- provide following steps in written form



Digital tools

Group guidance

Before

- invest time in quality training: share roles, agree on rules and methods of communication
- define the goals of the meeting
- send the group information about the meeting structure and technical solution in advance
- do not be afraid to include activities where clients disconnect and work on their topic off-line



Digital tools

Group guidance

During

- keep time and verbalize where you are in the structure
- activate clients also during meetings (through chats, voting,...)
- breaks after 1-1.5 hours
- divide the groups into pairs or smaller groups

After

- share the outputs in a group and work with the feedback
- follow-up meetings: send not only feedback but also a follow-up program
- try to return to the goals of the meeting



Digital tools/services

Facebook groups focused on career guidance/professional or occupational groups

- Job search
- Education
- Support and communication

<https://www.facebook.com/groups/2039936702896811/>

<https://www.facebook.com/groups/269280007124056/>



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Digital tools/services

National centre EUROPASS ČR

Europass is a set of online tools to help with creating CVs, cover letters and also help users to find jobs and courses in the EU.

<https://europass.cz/>

<https://europa.eu/europass/en>

EURES - The European Job Mobility Portal

European cooperation network of employment services, designed to facilitate the free movement of workers.

<https://ec.europa.eu/eures/public/en/homepage>



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Digital tools/services

Centrum Euroguidance

Career Guidance/Education Online Conference
Prague - November 30

https://www.euroguidance.eu/news/career-guidance-education-online-conference-prague?fbclid=IwAR18mTKhvFxqraZ5Hjvx4Hq2SmEtnBZz_8DyRq9MwPQZtCypLAJSJ9ZGqbw



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Digital tools/services

TASK

Analyse digital tools available in your country and present to others
SWOT of digital tools available in your country

Share your presentation to gabriela.vlckova@glafka.cz



Digital tools/services CZ

List of additional tools/services/platforms (examples)

- <https://www.uradprace.cz/informacni-a-poradenska-strediska-uradu-prace-cr>
- <https://www.jobs.cz/>
- <https://www.grafton.cz/en>
- <https://profesiadays.cz/>
- <https://www.cocuma.cz/>
- <https://www.atmoskop.cz/>

- Many others (private or public career consulting centres, private recruitment platform/firms, EU projects)



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Self-reflection

Self-reflection

What do you wanted to be at age of 5? 10? 15? After graduation?

What is your dream job and why?

What is your current occupation? How does it match to your dream job/what you wanted to be when being child.



Self-reflection

Job x Career



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Self-reflection

Self-reflection helps observe the thoughts, creating an inner dialogue that influences how individual views and interacts with the world. It may take time and effort, but reflection plays significant role of personal growth and development (as both an individual and an employee).

The benefits

- Reducing negative thoughts
- Increasing understanding of oneself and your coworkers
- Emphasizing strengths and improving weaknesses
- Clarifying intentions for time and talents
- Defining professional goals and being strategic with opportunities for growth
- Developing creative thinking skills
- Encouraging engagement in work processes
- Building confidence

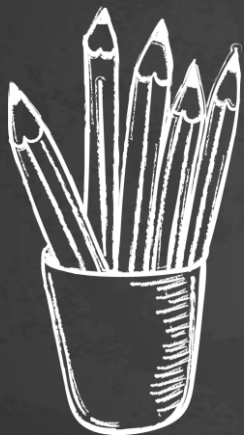


Self-reflection

TASK

In groups develop the self-reflection tool/questionnaire





Discussion Questions

Thank you for attention!

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