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| Title of the activity: | The Professional path – from interests, attitudes, skills, competences, to the creation of a career plan |
| Organisation/facilitator: | Travelogue APS |
| Purpose: | To create a career plan, clarifying what are your concrete plans for your future creating and the steps to reach them. |
| Learning objectives: | <ul style="list-style-type: none"> • To reflect on one's own interests, attitudes and skills • To evaluate one's own current professional situation / objectives and discover what are their plans for the future in terms of learning, working and personal development • To set concrete goals in a short, medium and long term |
| Instructions for the development (methodology and content, methods, techniques and steps of the implementation): | <p>The trainer will use a PowerPoint presentation to present the career plan and the steps to formulate it. The facilitator gives a template to the learners to analyse their present situation and to set medium and long-term life goals, considering the steps s/he feels necessary to reach the objectives.</p> <p>The plan is divided in 5 steps:</p> <ol style="list-style-type: none"> 1. Assess your current situation 2. Define your professional goals 3. Formulate your strategies and identify your resources 4. Determine a timeline 5. Measure and keep track of your progress. <p>At the end the participants will discuss about their plans in pairs or in small groups and make a final reflection with the facilitator.</p> |
| Duration: | <p>Introduction - 15 min Assess your current situation - 15 min for writing, 15 min for sharing Define your professional goals - 15 min Formulate your strategies and identify your resources - 15 min Determine a timeline - 15 min Group discussion & final reflection - 20 min Total. 1hour 50 min</p> |
| Environment and context; tools and materials needed: | Laptop, video projector, PowerPoint presentation, poster post-its (possibly 4 colours) for the swot analysis, pens, coloured markers, templates for the career plan. |
| Supporting documentation: | PowerPoint presentation, poster with the SWOT table, career plan templates. |



RE-IN-JOB

NON-FORMAL EDUCATION FOR ADULT SOCIAL INCLUSION
AND RE-EMPLOYMENT
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| Tips for the facilitators: | In order to make the activity more dynamic, the SWOT analysis can be done in a group activity (if not done in a previous session), with a poster with the draw of the table; Each learner will have to write its strengths, weaknesses, opportunities and threats in different post-its to be placed on the poster. |
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