**Training of Trainers ‘Career development: how to guide youth to vocational training and (self-) employment?’**

The programme ‘Career development: how to guide youth to vocational training and (self-) employment?’ contains more than 130 exercises. The programme is a toolkit and has been organised around six competences that are important to develop your career. When you have a question about your career, you can choose to work on one or more of those six competences:

1. ‘Discover your Talent’: reflection on capacities, reviewing your own competences with respect to your career;
2. ‘Discover your Passion’: reflection on motives, reviewing your own wishes and values with respect to your career;
3. ‘Discover your World of Work’: employment exploration, orientation on your personal values and competences compared to what is required in professional work situations;
4. ‘Discover your Business’: self-employment exploration, orientation on your aspirations and competences to start a business or to develop a career as an entrepreneur;
5. ‘Discover your Network’: networking, making and maintaining contacts that are relevant for your career;
6. ‘Your Action planning and Applying for a job’: career control, career-related planning and self-navigation of your learning and work processes;

To implement the programme, people who guide youth in their career are invited to apply to follow a training. This Training of Trainers will be facilitated from …. - ……..

**Goal of the training**

Objectives are: teachers, counsellors and trainers get familiar with the programme, they practice different exercises and they make a selection to draw up their own tailor-made training programme.

**Participants of the Training of Trainers**

Participants are all people who give career development support to youth: Teachers of Vocational Training institutes who give training in soft skills, communication, career development and CV training; Tutors from companies, who guide students during industrial training; HRM people; Officers from Ministry of Labour, Employment, Elderly, Youth, Women and Children (MLEEYWC), Staff from Youth Council and the Incubation Centre.

The ideal group has 16 – 20 participants.

Participants can apply for a place in the training by filling in **an application letter** (see page 3) in which they will give their motivation, why they want to attend the training and to which extent they meet the following intake criteria:

* Need to have a proper task in supporting youth in their career;
* To be able to attend all training days;
* To have a good level of English understanding, reading and speaking: you need to understand this document;
* To deliver in a pro-active way the practical assignment given during the training according to the criteria mentioned;
* To be motivated to reflect on your own personal and professional development as a designer and facilitator of tailor-made programmes;
* To be motivated to reflect on your personal and professional development with people in your own organisation. Willingness to share your plans with management and human resource manager of your institute and to share in the training the recommendations you received how to implement your tailor-made programme.

**Overview of the Training of Trainers ‘Career development’**

The training will take 8 days from 9.00 – 16.00 hour. There will be one or two training days in a week. The schedule below shows an example of a training, facilitated by VSO and a co-facilitator of Zanzibar:

|  |  |
| --- | --- |
| **Day 1**  **Intro:**  **Exploring your own career, needs assessment youth and planning your practical assignment** |  |
| **Day 2**  **‘Discover your Talent’** |  |
| **Day 3**  **‘Discover your Passion’** |  |
| **Day 4**  **‘Discover your World of Work’** |  |
| **Day 5**  **‘Discover your Network’** |  |
| **Day 6**  **‘Discover your Business’** |  |
| **Day 7**  **‘Your Action planning and Applying for a job’** |  |
| **Day 8**  **Presentation of all tailor-made programmes; preparation of debriefing session with your managers; evaluation** |  |

**APPPLICATION FORM TRAINING OF TRAINERS ‘CAREER DEVELOPMENT’**

**It is mandatory to fill in this form if you want to participate in the Training of Trainers ‘Career Development’.**

**Submit it *before….* to** …… email or office of the trainer

**Name:**

**Institution:**

**Function:**

**Email:**

**Tel. number:**

**My motivation to participate in the Training of Trainers ‘Career Development’……………………….**

**I have read all the information about the training yes/no**

**Give some evidence to which extent you meet the intake criteria:**

* I have a proper task in supporting youth in their career………………
* I am able to attend all training days………………………
* I have a good level of English understanding, reading and speaking……………
* I am motivated to deliver the practical assignment according the criteria mentioned in the document…………………
* I am motivated to reflect on my own personal and professional development as a designer and facilitator of tailor-made programmes…………………
* I am motivated to reflect on my personal and professional development with people in my own organisation. I am willing to share with management and human resource manager of the institute the recommendations given during the training how to implement my tailor-made programme ……. I will share their feedback and suggestions in the training as well.

**Date:**

**Name and Signature**