**Format Practical Assignment for participants of the Training of Trainers ‘Career Development: how to guide youth to vocational training and (self-) employment?’**

**The practical assignment is the following:**

*Develop a tailor-made programme ‘Career Development’ for the youth you are working with.*

**Format for your tailor-made programme ‘Career Development’**

1. **Description of the context in which you are going to deliver this tailor-made Career Development programme**

Questions to answer: in a project? in vocational training? (in which stage of the training), in the programme of secondary education? in activities in a community? in which services of the Incubation Centre and the Ministry of Labour, Employment, Elderly, Youth, Women and Children (MLEEYWC)?

What kind of competences do youth learn in that context (just in general)?

1. **Description of the group of youth you want to guide in their career**

* How many youngsters in a group?
* Division into male, female and disabled + motivation why.
* To how many groups do you want to deliver your programme?
* What kind of level of education do your youth have?
* Which field of practice are they in? What kind of experience do they have?
* What will be the needs of the youth with respect to career development? What kind of career questions do they have?

1. **General information about the training you want to deliver**

* Next to which project/course?
* In which period will you deliver?
* How many sessions? How many hours per session?
* General content of your training?

1. **The content of your tailor-made programme**

Start with an introduction to the content. After that you can fill in the schedule and add more lines if you want to choose more exercises. Fill in the schedule and keep it short. Use the same numbers as in the toolkit. In paragraph 5 you will elaborate more about some exercises.

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| **Programme Career Development for….**  *Indicate your group of youth.* Determine time for each exercise | Exercises and description of the goal/objective in your own words (of at least 20 exercises) | Motivation why you have chosen this exercise for your group | The way to conduct |
| 1. Starting the new group |  |  |  |
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| 1. Discover your Talent |  |  |  |
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| 1. Discover your Passion |  |  |  |
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| 1. Discover your World of Work |  |  |  |
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| 1. Discover your Network |  |  |  |
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| 1. Discover your Business |  |  |  |
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| 1. Action planning and Applying for a job |  |  |  |
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| 1. Closure of the group |  |  |  |
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| 1. Follow-up activities |  |  |  |
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1. **Some exercises in detail**

Choose from your list three exercises you want to describe in more detail and in your own words. Of course, you can use the toolkit for that, but show us that you understand the exercise well by telling how you will conduct it. Use the experiences and the feedback we have given each other when practicing in the group.

1. **Your own learning process as a teacher, trainer or counselor in career development**

How went your personal development during this training? What did you achieve? What are you doing well when you are preparing your exercises? What are you doing well in delivering the exercises? What do you want to learn more about guiding students, jobseekers and job creators in their career?

Give here your reflections and be concrete!

Name(s), who designed this programme:

Institute:

Contact details: