



LEARNING
BY LEAVING
CONFERENCE
2018.GERMANY

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Guide my way – a European guidance concept for international mobility of the youth



eurodesk

Content

1. The Project: Guide my W@y
2. Phases and Methodology of the Counselling Concept
3. Structure and Contents of the Counselling Concept

Erasmus plus Project: Strategic Partnerships

Project Partners:

University of Applied Labour Studies (HdBA)

International Placement Services – Zentrale
Auslands- und Fachvermittlung (ZAV)

Guidance and Employment Office of the Vigo
University, Spain

Masaryk University Brno, Czech Republic

University of Santiago de Compostela, Spain

Úřad práce, EURES counsellors, Czech Republic

Voivodeship (Regional) Labour Office in Katowice,
Poland

CLC – Corporate Learning & Change GmbH

Kaunas University of Technology, Lithuania

Project Outcomes:

- Print:
Florian Kreutzer and Elena Luga: A
European Career Guidance Concept For
International Youth Mobility. Bielefeld 2016:
Bertelsmann.
- Website:
www.guidemyway.eu

Two Target Groups

1) European Career Counsellors

EURES, Euroguidance and
other national, regional, local
career counsellors

2) Young people and young professionals

between 18-35 intending an
international mobility for
vocational
education/study/job

Objectives

This concept will enable counsellors to:

- Establish a practical and tailored guidance technique
- Use counselling skills and strategies in approaching and engaging young people
- Enable young people to make their proper career choice and support them on their way abroad
- Help young vocation, study and job seekers to find a vocational training, a place of study or a job abroad

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Phases of the Guidance Concept

Five Phases:

- Opening (framing phase)
- Situation Analysis (core phase)
- Target Definition (core phase)
- Implementation (core phase)
- Conclusion (framing phase)



5 Phases of a Counselling Dialogue



1. Phase: **Opening**

Central Function:

The Opening is important to build up confidence to know what your client wants to talk about and establish his/her expectations.

Key Questions:

1. How did my client get to the meeting and how does he/she feel?
2. What does my client want to talk about?
3. What are his/her expectations of the dialogue?

2. Phase: **Situation Analysis**

Central Function:

The situation analysis revises the personal situation, especially the educational, vocational and professional situation of your client as well as his/her personal motivation for international mobility.

Key Questions:

1. What is the personal situation of my client?
2. What does he/she want to do abroad?
3. Where does he/she want to go?
4. What does he/she have to do to be successful?

3. Phase: **Target Definition**

Central Function:

The target definition depends on the summary of the situation analysis and is the first step of implementation by setting up content specific targets and prioritising them.

Key Questions:

1. What is the summary and outcome of the situation analysis?
2. Can he/she establish a priority order of targets?
3. What are the SMART Targets of my client?

4. Phase: **Implementation**

Central Function:

The implementation helps to realise the targets of your client and what information and contacts he/she can rely on.

Key Questions:

1. How can my client successfully implement the prioritised targets?
2. What information does he/she need to proceed?
3. Who can help him/her to be successful?

5. Phase: **Conclusion**

Central Function:

The conclusion sums up everything discussed and elaborates the next step of your client.

Key Questions:

1. What are the summary and outcome of the dialogue?
2. What are the next steps of my client?
3. When/where should be the next meeting and how could one remain in contact?

Methodology: Counselling Techniques

- Asking open questions
- Summarizing the dialogue
- Setting up specific (SMART) targets
- Research activities and networking
- To-do-list
- Setting up a counselling process

Opening and Situation Analysis: Asking Open Questions

Key Question: Opening Profiling

Does my client have a clear idea regarding his/her career choice and orientation to be able to move on with profiling?

Example Questions: Opening Profiling

Getting a clear idea of what the aims of your client are as well as his/her motivation for going abroad:	<i>Why do you want to go abroad for vocational training/studies/a job?</i>
A focus question regarding what type of life aspect your client is focusing on abroad:	<i>What kind of vocational training/studies/job would you like to do?</i>
The final aim is to enable your client to specify what he/she would like to do or at least to narrow down the options he/she would like to talk about:	<i>Where would you like to go for this kind of vocational training/studies/job? (Which country, institution, enterprise, etc.)</i>

SMART Targets

S M A R T

Specific

Target specific
area for
improvement

Measurable

Suggest
indicator
of progress

Attainable

Achieve realistic
results

Relevant

Client's "own"
target
= attractive

Time Based

When can
they be
achieved by
him/her?

Target Definition: Transforming Summary into SMART Targets

- Summary of situation analysis
- Setting-up the specific targets together with your client
- Prioritising them until the end of this phase
- Formulating SMART Targets

1. What are summary and outcome of the situation analysis?
2. Can he/she establish a priority order of targets?
3. What are the SMART Targets of my client?



Target Definition: Exemplary Questions

To summarize the dialogue:	<i>I would like you to summarize what we have discussed so far.</i>
To quantify and indicate which option is the best from your client's point of view:	<i>If you are to summarize the most important reasons for (against) the possibility A – what would they be? And what about possibility B?</i>
Inquiring about the importance and relevance of the target(s):	<i>So one of your targets is that you would like to work in the automobile industry in Germany. How would you rate the importance of working for a global player on a scale of 1 to 10 (1 being not important and 10 being very important)?</i>
Clarifying the time based targets:	<i>We have talked about improving your language abilities as a sub goal. How long do you think will it take you to do that?</i>
Prioritising the SMART Targets:	<i>We just have defined the following objective(s): ... Now let us develop a priority list. This way you will have an efficient guide through the following steps...</i>

Implementation: Developing Successful Strategies for Action

- Research strategies and networking
- Information management
- Realisation and implementation of SMART Targets

1. How can my client successfully implement the prioritized targets?
2. What information does he/she need to proceed?
3. Who can help him/her to be successful?



Implementation: Exemplary Questions

Helping your client to structure the implementation of the prioritised targets:	<i>Let us develop a strategy plan in which we will summarize the different activities you have to operate to achieve your targets. This way you will have an efficient guide through the following steps ...</i>
Inquiring how your client would implement his/her targets:	<i>What would be your first step(s) to do now?</i>
Getting to know how your client gets his/her information and which research strategies he/she follows:	<i>Do you know where to obtain information on ...?</i>
Asking if your client knows the right institution/contact(s) to support him/her in his/her decision:	<i>From whom can you get some help and why?</i> <i>Do you know who can support you in which way?</i>

Conclusion: To-do-List and Follow Up

- Summary of the dialogue
- Feedback and outlook
- To-do-list
- Further need/help and next appointment

1. What is the summary and outcome of the dialogue?
2. What are the next steps of my client?
3. When/where should be the next meeting and how could one remain in contact?



Conclusion: Exemplary Questions

Summarizing the outcome of the dialogue together with your client and establishing the steps that have been elaborated:	<i>Let us summarize what we have talked about today.</i> <i>How far did we get until now?</i>
Ensuring if there are no more questions left for this session and if yes, what can be discussed now or in a later guidance dialogue:	<i>What has turned out to be clearer?</i> <i>Is there anything missing or still open to be discussed later?</i>
Providing further assistance to your client:	<i>Is there anything else I can help you with?</i>
Encouragement to attend a second or further guidance sessions, provided that your client wants to participate:	<i>I would be very happy if you would like to talk again in case there is any demand for communication.</i> <i>Then we will see each other in a couple of days/weeks/months ... It will be of great interest to see how far you have got until then.</i>

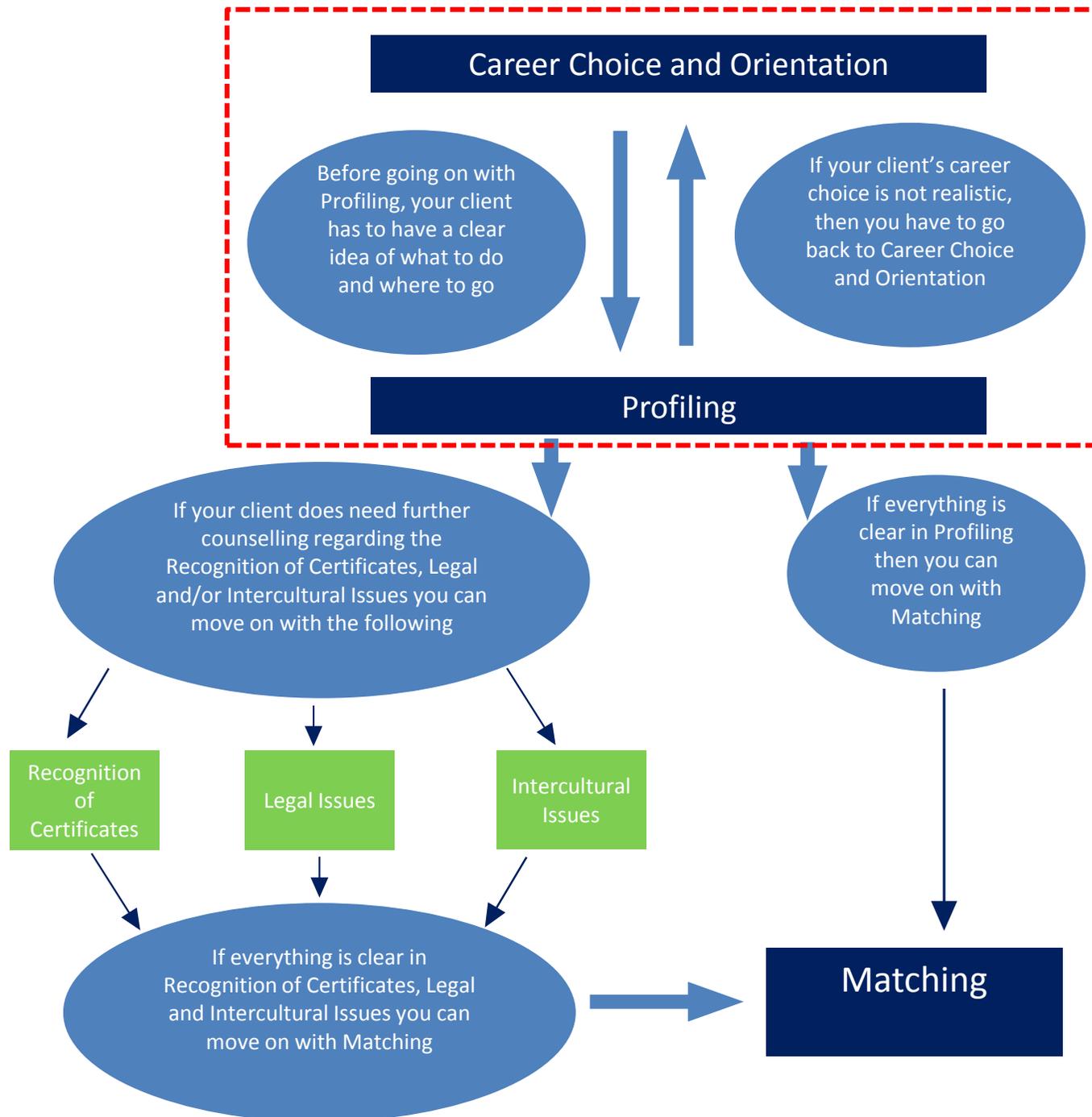
Content

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Contents of International Career Counselling

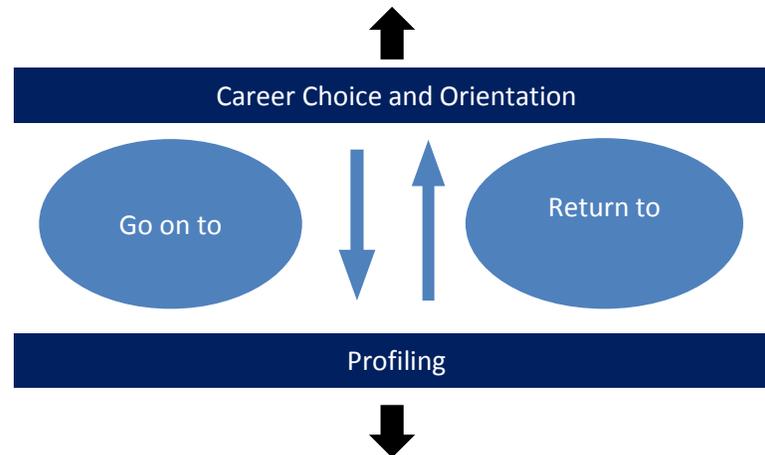
Six Contents:

1. Career Choice and Orientation
2. Profiling
3. Recognition of certificates
4. Legal issues
5. Intercultural issues
6. Educational/vocational/job placement



Career Choice to Profiling

- Clear idea of the client
- Finding out the preferences and wishes
- Establishing a career choice
- Orientation towards European countries



- General situation analysis
- Key to find out what questions have to be treated concerning the international mobility
- Focus on personal situation, qualifications, competencies and needs

Career Choice and Orientation

Before going on with Profiling, your client has to have a clear idea of what to do and where to go

If your client's career choice is not realistic, then you have to go back to Career Choice and Orientation



Profiling

If your client does need further counselling regarding the Recognition of Certificates, Legal and/or Intercultural Issues you can move on with the following

If everything is clear in Profiling then you can move on with Matching

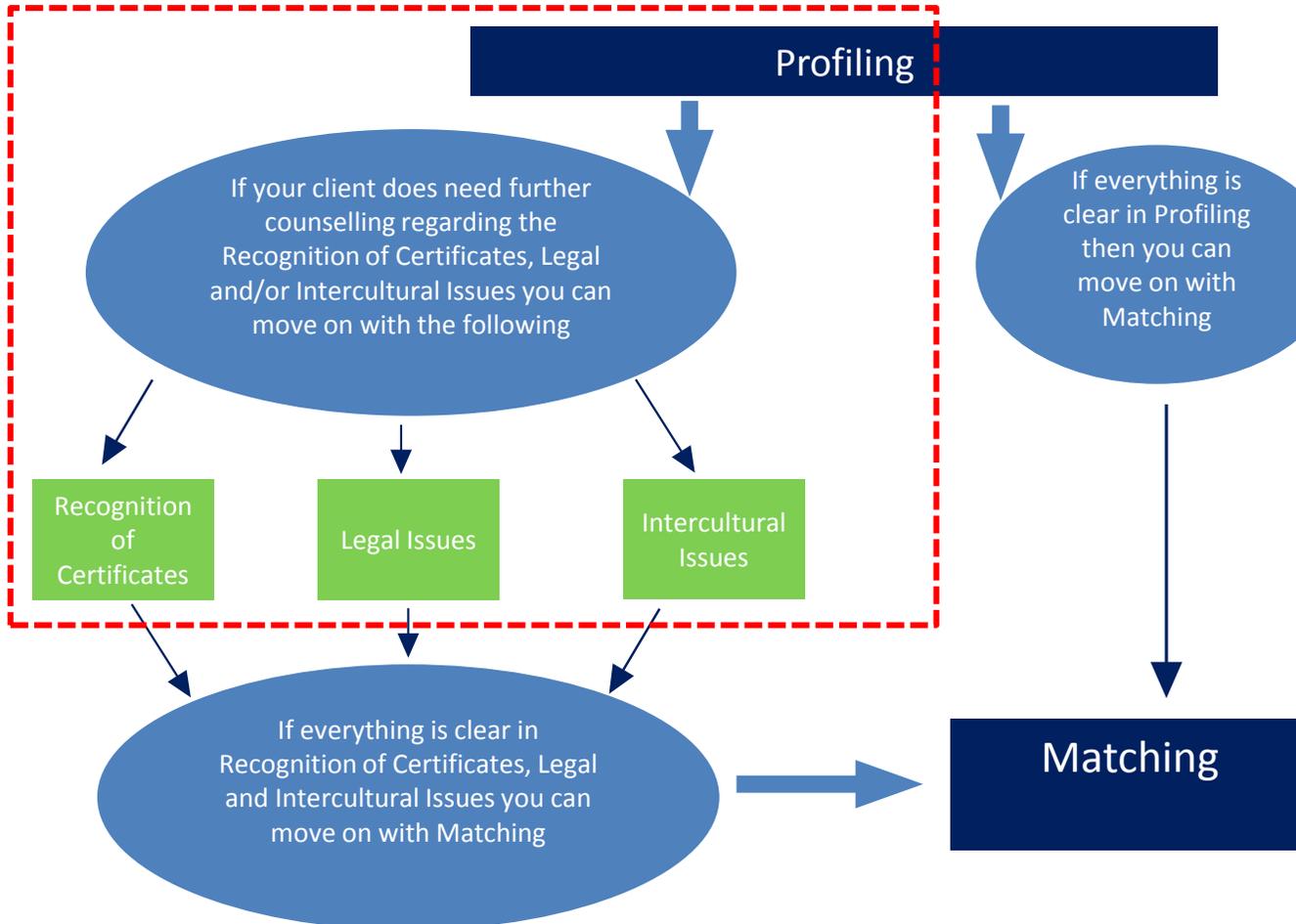
Recognition of Certificates

Legal Issues

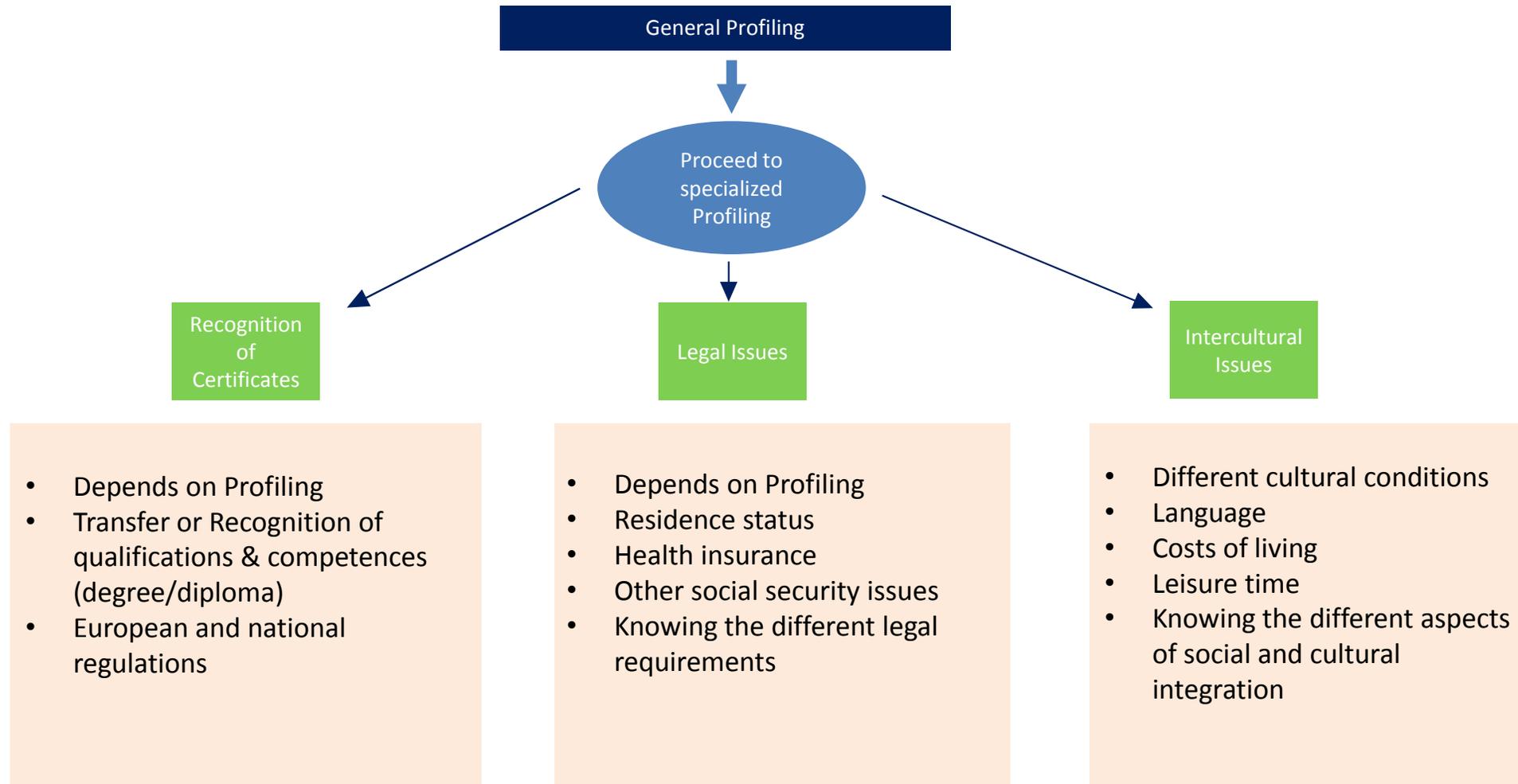
Intercultural Issues

If everything is clear in Recognition of Certificates, Legal and Intercultural Issues you can move on with Matching

Matching



General Profiling to Specialized Profiling



Career Choice and Orientation

Before going on with Profiling, your client has to have a clear idea of what to do and where to go

If your client's career choice is not realistic, then you have to go back to Career Choice and Orientation



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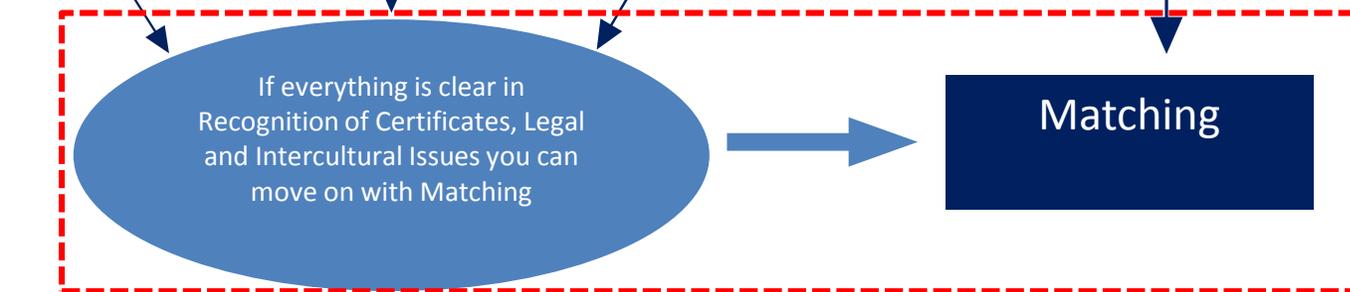
Recognition of Certificates

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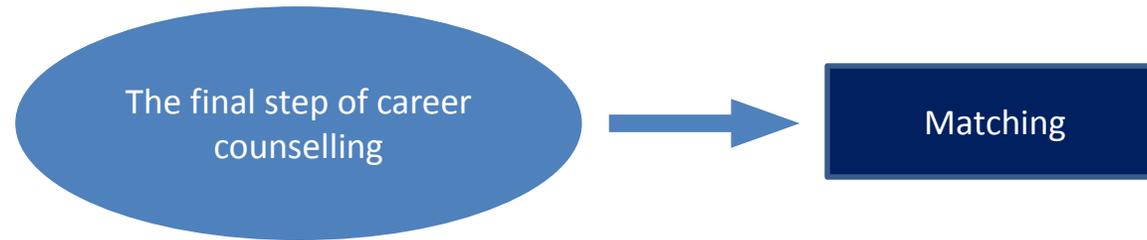
Intercultural Issues

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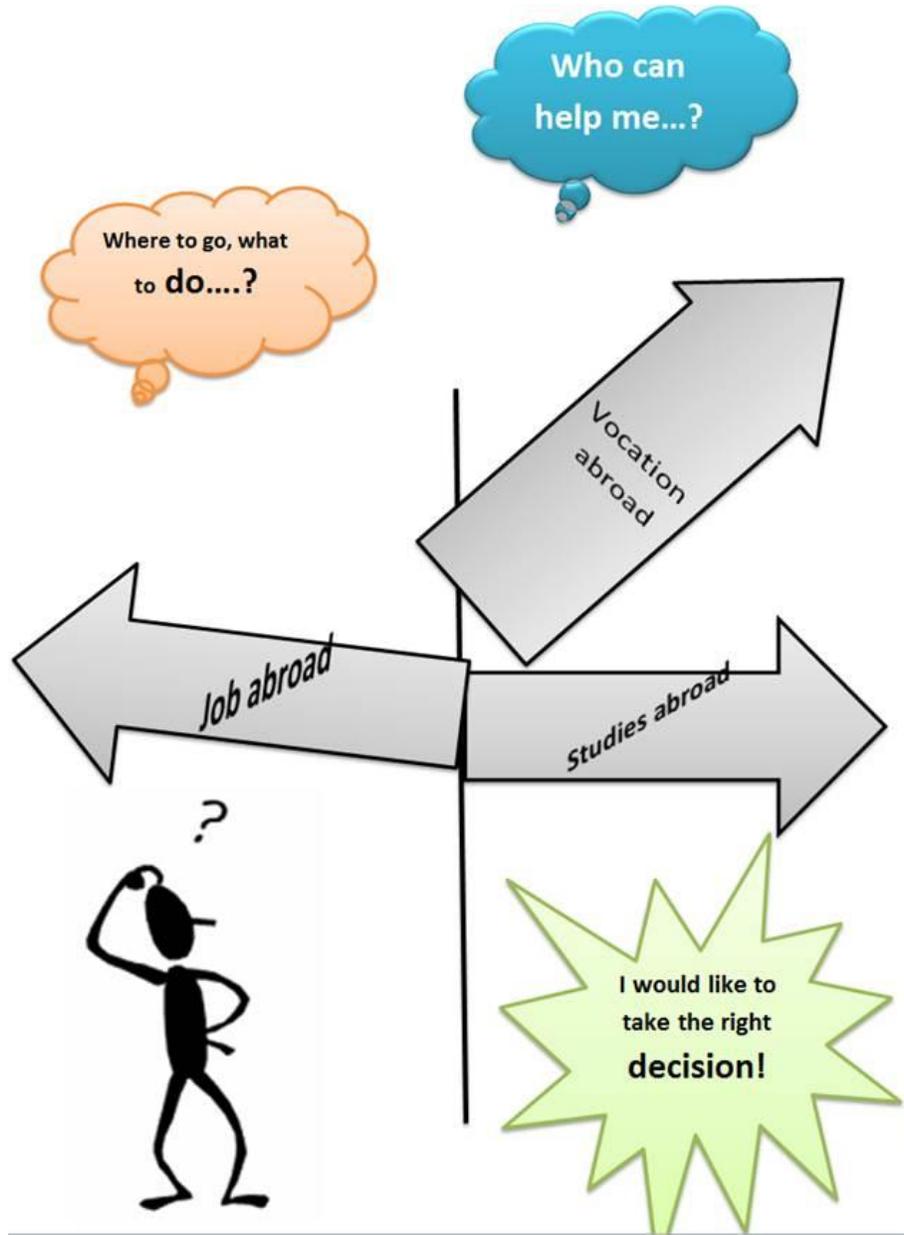
Matching



Matching: Final Step of Career Counselling



- Vocational, academic or occupational placement
- Application procedures for a vocational education/study/job abroad
- Circular mobility: Going abroad and return option



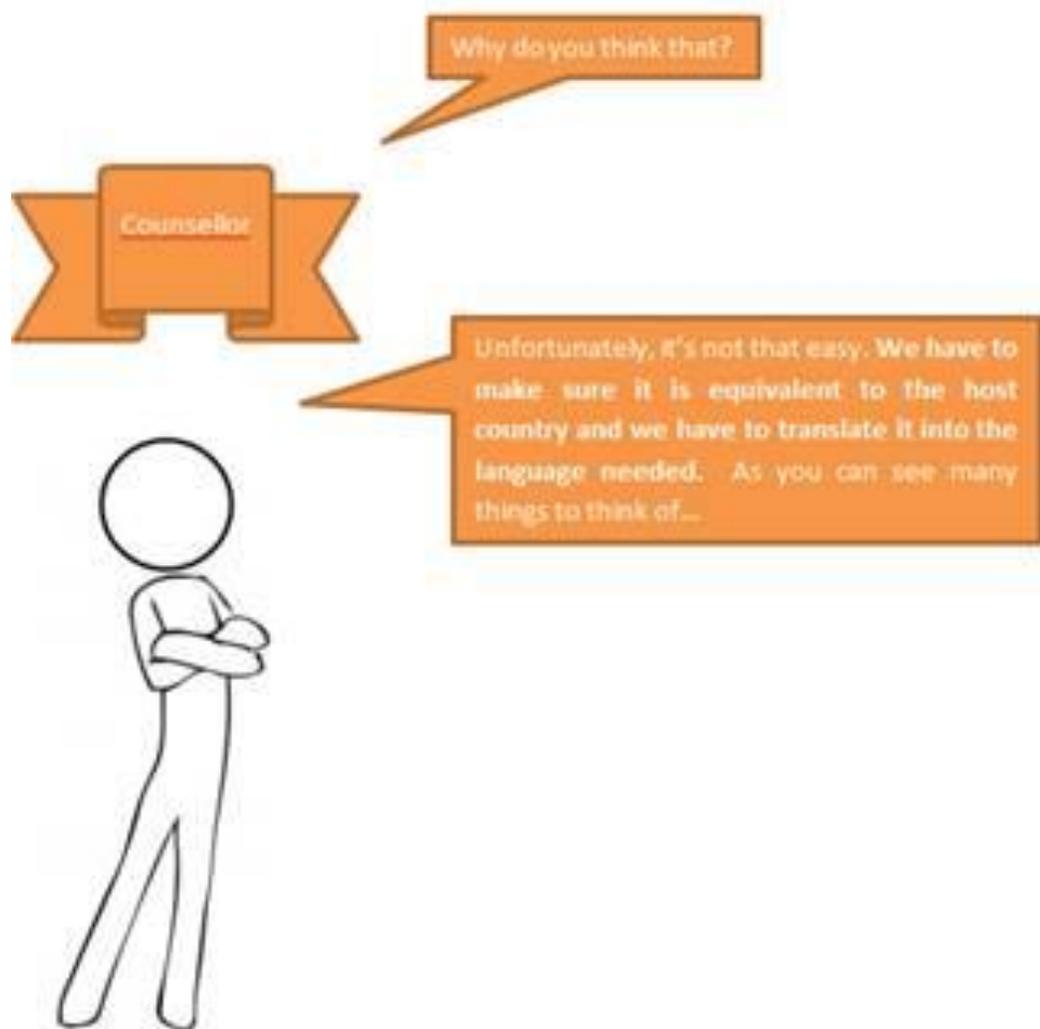
Career Choice and Orientation: Structure of the five phases

1. Opening	<p><u>Key question</u></p> <ol style="list-style-type: none">1. Does my client have a clear idea regarding his/her career choice and orientation?2. Does my client have a clear idea why he/she wants to go abroad and where?
2. Situation Analysis	<p><u>Key questions</u></p> <p>What are the preferences, interests and competencies of my client concerning his/her career choice?</p> <p>The following order helps structure the counselling dialogue and offers helping tools:</p> <ol style="list-style-type: none">1. Preferences of my client2. Interests of my client3. Competencies of my client4. Helping tools
3. Target Definition	<p><u>Key questions</u></p> <p>Does my client have a clear career option and does he/she have a clear idea where he/she wants to go abroad – as a result of the situation analysis?</p> <p>If „Yes“ then proceed with Profiling!</p> <p>If „No“ then proceed with the following questions:</p> <ol style="list-style-type: none">1. Is my client able to specify a set of career options?2. Is my client able to put them into priority order?3. Can my client define SMART Targets and agree upon implementing them?
4. Implementation	<p><u>Key question</u></p> <ol style="list-style-type: none">1. Does my client have sufficient knowledge how to proceed in his/her career choice and orientation regarding self-assessment, information, networking as well as decision-making?2. What can my client do by himself/herself, who can support him/her in what way, if necessary?
5. Conclusion	<p><u>Key question</u></p> <ol style="list-style-type: none">1. What have we achieved today?2. What are the next steps of my client?3. How can I still be help for my client?



Profiling: Structure of the five phases

1. Opening	<p><u>Key question</u> Does my client have a clear idea regarding his/her career choice and orientation to be able to move on with Profiling?</p>
2. Situation Analysis	<p><u>Key questions</u></p> <ol style="list-style-type: none">1. Professional profiling<ul style="list-style-type: none">• What vocational/study/professional qualifications and competencies does my client bring along?• What competencies should my client strengthen or obtain to be able to go abroad?• What further qualifications and skills does my client need or want to acquire for abroad?2. Social and legal situation<ul style="list-style-type: none">• What financial, family and other social (security) conditions influence the decision to live/study/work abroad?3. Personal and intercultural competencies<ul style="list-style-type: none">• What is the situation of my client regarding his/her personal and intercultural competencies on living abroad?4. Search activities<ul style="list-style-type: none">• What has my client done so far regarding the search activities for vocation/study/job abroad?
3. Target Definition	<p><u>Key questions</u></p> <ol style="list-style-type: none">1. What is the summary and evaluation of the situation analysis and what has been discussed so far?2. What has my client done so far and what has still to be done?3. Can my client define SMART Targets and put them into priority order?
4. Implementation	<p><u>Key question</u> Does my client need advice on how to implement the SMART Targets derives from the four topics of the situation analysis? Do we have to treat one or the other of the four topics of the situation analysis in greater depth?</p> <p>If “Yes”. Then proceed with the following modules:</p> <ol style="list-style-type: none">1. Recognition of Certificates (professional profiling)2. Legal Issues (social and legal situation)3. Intercultural Issues (personal and intercultural competencies)4. Matching (search activities)
5. Conclusion	<p><u>Key question</u> What has my client to do concerning the four topics of situation analysis?</p> <ul style="list-style-type: none">• Moving on to the modules and topics of Recognition of Certificates, Legal Issues, Intercultural Issues or Matching (in this or a follow-up dialogue)



Recognition of Certificates: Structure of the five phases

1. Opening	<p><u>Key question</u> Does my client know what to do regarding the recognition of his/her certificate(s)?</p>
2. Situation Analysis	<p><u>Key questions</u></p> <ol style="list-style-type: none">1. What certificate(s) does my client need for going abroad?2. What procedure(s) of recognition does my client need regarding<ul style="list-style-type: none">• Vocational education• Field of studies• Professional occupation
3. Target Definition	<p>→ Summarize together with your client what has been discussed so far with the aim to establish a list of to-dos regarding the recognition of certificates.</p> <p><u>Key questions</u></p> <ol style="list-style-type: none">1. What does my client have to do regarding the recognition of certificates?2. Is my client able to specify a structure of the targets and put them into a priority order?3. Can my client define a to-do list of SMART Targets?
4. Implementation	<p><u>Key question</u></p> <ol style="list-style-type: none">1. What has been done so far and which steps are still to be done?2. Who can help my client (contacts)?3. Where can my client find proper information?4. Which are the responsible institutions for the recognition of certificates both at home and abroad?
5. Conclusion	<p><u>Key question</u></p> <ol style="list-style-type: none">1. What has been discussed so far?2. What are the next steps to be done (to-do list)?3. Does my client need further counselling on the topic of: Recognition of Certificates, Legal Issues, Intercultural Issues and Matching? <p>If everything is clear regarding the Recognition of Certificates you can move on to one or to all three other modules: if necessary Legal and Intercultural Issues, and finally Matching!</p>



Legal Issues: Structure of the five phases

1. Opening	<p><u>Key question</u> Does my client know what to do regarding his/her legal situation in the host country?</p>
2. Situation Analysis	<p><u>Key questions</u></p> <ol style="list-style-type: none">1. What legal questions should my client solve before going abroad?2. What procedure of legal issues does my client need regarding<ol style="list-style-type: none">a. Legal status (residence status, citizenship, family situation)?b. Social security (especially unemployment benefits and retirement)?c. Health insurance (coordination of health insurance system, differences between both countries)?
3. Target Definition	<p>→ Summarize together with your client what has been discussed so far with the aim to establish a list of to-dos regarding the intercultural issues.</p> <p><u>Key questions</u></p> <ol style="list-style-type: none">1. What does my client have to do regarding the intercultural requirements?2. Is my client able to specify a structure of the targets and put them into a priority order?3. Can my client define a to-do list of SMART Targets?
4. Implementation	<p><u>Key question</u></p> <ol style="list-style-type: none">1. What has been done so far and which steps are still to be done?2. Who can help my client (contacts)?3. Where can my client find proper information?4. Which are the responsible institutions for intercultural issues both at home and abroad?
5. Conclusion	<p><u>Key question</u></p> <ol style="list-style-type: none">1. What has been discussed so far?2. What are the next steps to be done (to-do list)? <p>→ If everything is clear regarding the intercultural issues you can move on to the module of Matching!</p>



Intercultural Issues: Structure of the five phases

1. Opening	<u>Key question</u> Does my client know what to do regarding the intercultural issues?
2. Situation Analysis	<u>Key questions</u> 1. What intercultural competencies does my client need for going abroad? 2. What procedure of intercultural issues does my client need regarding a. Language competencies (Common European Framework of Reference for Languages, communication skills)? b. Costs of living (living and working conditions, economic aspects)? c. Social and cultural integration (leisure activities, etc.)?
3. Target Definition	→ Summarize together with your client what has been discussed so far with the aim to establish a list of to-dos regarding the legal issues. <u>Key questions</u> 1. What does my client have to do regarding the legal issues? 2. Is my client able to specify a structure of the targets and put them into a priority order? 3. Can my client define a to-do list of SMART Targets?
4. Implementation	<u>Key question</u> 1. What has been done so far and which steps are still to be done? 2. Who can help my client (contacts)? 3. Where can my client find proper information? 4. Which are the responsible institutions for the legal issues both at home and abroad?
5. Conclusion	<u>Key question</u> 1. What has been discussed so far? 2. What are the next steps to be done (to-do list)? If everything is clear regarding the legal issues you can move on to one or the other two modules: if necessary Intercultural Issues, and finally Matching!



Matching: Structure of the five phases

1. Opening	<u>Key question</u> Does my client know exactly what specific vocational education/study/job abroad he/she wants to look and apply for?
2. Situation Analysis	<u>Key questions</u> 1. Matching: Does my client know how to search for a vocational education/study/job abroad? 2. Application Process: Does my client know how to apply for a vocational education/study/job abroad? 3. Return Option: Does my client know what to do and what options he/she has in case of returning to his/her home country?
3. Target Definition	Summarize with your client what has been discussed so far and establish a list of to-dos and SMART Targets concerning: 1. Matching 2. Application Process 3. Return Option
4. Implementation	<u>Key question</u> 1. What information does my client need regarding the vocation/study/job search abroad? 2. Which institutions/contacts/websites are useful? Implementation strategies, information research and networking strategies concerning: 1. Matching 2. Application Process 3. Returning Option
5. Conclusion	<u>Key question</u> 1. What are net next steps of my client? 2. How can I be of further help for my client?

Thank you for your Attention

