

MODULAR TRAINING FOR CAREER GUIDANCE PRACTITIONERS

Jasna Kovač

EMPLOYMENT SERVICE OF SLOVENIA

Service development of Lifelong career guidance and further strengthening of National coordination point for Lifelong career guidance



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Zavod Republike Slovenije
za zaposlovanje

CONTENT

- ABOUT THE TRAINING
- MODULES
- EXPERIENCES OF PARTICIPANTS
- OTHER SHORT TRAININGS
- RECOMMENDATIONS FOR ORGANISATION OF TRAININGS

WHY and HOW DID IT START?

- In Slovenia there is no formal education program for career guidance practitioners.
- The need for professionalization and specialized competencies for work in the field of career guidance.
- Pilot implementation of the training in 2014/2015.
- The purpose of the training is:
 - to raise the awareness of career counselors about the importance of a career for the quality of life of an individual, for social progress and for ensuring social justice.
 - to acquaint counselors with useful methods and their theoretical background.
 - connecting counselors from different areas of career guidance.

MODULAR TRAINING FOR CAREER GUIDANCE PRACTITIONERS

Organised by ESS project Service development of Lifelong career guidance and further strengthening of National coordination point for Lifelong career guidance.

A multidisciplinary non-formal education program for counselors in the field of life-long career orientation.

- 160 teaching hours
- 140 hours for 4 general modules
- 20 hours for 4 elective modules for different fields of practice

PARTICIPANTS

- For all counselors who work in the field of education, employment, human resources, non-governmental organizations, etc. and are providing career guidance.

- 3 generations of participants, more than 150 participants in total.

2014/2015, 2017/2018, 2019/2020

- 2 groups per training (one group during the week, other group during the weekend)
- More than 30 lecturers - experts from the field of CG, including foreign lecturers
- possibility of coaching for each participant

GENERAL MODULES

- 1: Career guidance as a profession (aprox. 20 hours)
- 2: Counseling process (aprox. 80 hours)
- 3: CG tools and accessories (aprox. 20 hours)
- 4: Society, social groups and group work in CG (aprox. 20 hours)

GENERAL MODULES

1: Career guidance as a profession (aprox. 20 hours)

Career guidance as a profession, history, terminology

CG theories

Social points of view of CG

Competences and role of performers of CG

Hiring (a labor market, employment samples and professions of future)

Education (educational system, adult education)

Classifications (Slovenian and European)

GENERAL MODULES

2: Counseling process (aprox. 80 hours)

Informing

Communication and communication skills

Counselling process

Counselling – counselling interview, motivational interview, competency interview, implementation of elements of coaching in interview

The activation of counselling process

Alternative methods of counselling

Motivation, emotions, values, beliefs, opinions, interests, abilities, competences, personality characteristics in career counselling

Career decision making process

GENERAL MODULES

3: CG tools and accessories (aprox. 20 hours)

Assessment

Tools and accessories for youth and adults

Use of information and communications technology in career counselling

GENERAL MODULES

4: Society, social groups and group work in CG (aprox. 20 hours)

Influence of CG on society, guidelines of quality

Different target groups and their features

Procedures and skills for group work

Self-reflection and evaluation of counselling process

Supervision and intervision

Promotion of services of CG

ELECTIVE MODULES

- 1: for school advisory workers
- 2: for counseling unemployed
- 3: for non-governmental organizations
- 4: for counseling in human resources

ELECTIVE MODULES

1: for school advisory workers

- Network plan for CG in school: a model of systemically set and introduced CG in secondary school, the importance of active participation of teachers and parents, career map or career portfolio
- My career map: tools for working with students of different ages (from first triad to high school)
- Approaches to working with undecided young people

ELECTIVE MODULES

2: for counseling unemployed

- Career change and CG for people in career change
- Employment abroad
- Methods, techniques and skills of integrative transaction analysis for counselling
- Older people in the labor market, selection and introduction of older people to work
- Development and dealing with older employees in companies, intergenerational cooperation and preparation for retirement

ELECTIVE MODULES

3: for non-governmental organizations

- Getting acquainted with the background of NGO activities, support environment and specifics
- Learning about approaches, methods and techniques for implementing CG for vulnerable groups
- Practical skills for establishing a relationship with target groups
- Professionalism / professionalisation of NGOs in connection with volunteering
- Defining the mission and vision of the NGO
- Support for young people in making life decisions

ELECTIVE MODULES

4: for counseling in human resources

- Effective work of a career counselor
- Leadership of different generations: intergenerational differences, identity development, way of motivation, psychological contracts
- Business environments, organizational culture, business model

EXPERIENCES

The training offered various and very interesting topics in the field of career development, from theoretical foundations, various counseling approaches in counseling and in-depth knowledge of the characteristics of employees and organizations in modern society. I use the acquired knowledge to my advantage in my professional work, both in the development and preparation of various professional materials as well as by including content in the professional development of consultants. I recommend MUKS to all counselors and experts from various fields of education.

Andreja, Andragogical centre of Slovenia

I was attracted to the MUKS training by the content, which covers a wide range of knowledge and skills in the areas of career guidance, counseling, the use of various tools for counseling, personnel counseling and various social groups in career guidance. Excellent lecturers have enabled me to understand the theory in practice and apply it appropriately in my daily work with clients. The participants of MUKS, with whom I shared different knowledge and experience through many debates and gatherings, gave me the breadth and wisdom that allows you to be a better consultant, regardless of the field of work you come from.

Uroš, Employment service of Slovenia

FEW OTHER SHORT TRAININGS

- Training on CG with different groups:

CG of people with special needs, Mental health problems and alcohol, Personnel consulting training...

- Training in the use of different tools and accessories:

Online program Adult directions, Holland code career test, Personality assessment Inventory, Multifactor Aptitude Test, Career Decision-Making Difficulties Questionnaire, Adolescent Decision Making Questionnaire, Adaptive Behavior Assessment System, WISC III...

- Training on using different approaches in CG:

Using the gestalt approach in CG, Four strategies of CG, Acceptance and commitment therapy: added value to the modern career interview...

OUR EXPERIENCES AND RECOMMENDATIONS

- Not a part of study programme
- Participants who already have working experiences
- Participants from different organisations
- Enough time for presentation and workshop on specific themes
- Live training

Thank you!

jasna.kovac@ess.gov.si

<https://www.vkotocka.si/>

