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COMPETENCES



# TRAINING upon return

*A guide for the training proposed to participants once they are back from international mobility projects.*

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## WHAT DID I REALLY LEARN DURING MY INTERNATIONAL MOBILITY EXPERIENCE?

The training module is part of Competences+, an Erasmus+ project lead by ADICE and implemented by ASPEm, EPN Great Britain, Blinc Germany.

The objective of the training is to help those returning from a mobility experience to understand, define and present the skills acquired abroad for their future projects (job search, return to school or training, business creation...).

The activities are carried out in groups and include an analysis of past and present professional experiences in order to recognize the actual acquisition of skills. Their main purpose is to deepen knowledge of professional skills in an international context.

The dynamic and group activities include an analysis of one's past and present professional experiences to recognize the actual acquisition of skills by sharing with others.

It also proposes an analysis of the current labor market and some practical exercises to identify in the job advertisements the requirements that belong to one's own CV.

Every organization could organize and choose the different modules according their preferences and the time available for the training session. Nethertheless, the following ideas should be taken into account when developing your own training.

## GENERAL OBJECTIVE

The training aims at allowing each participant to present their professional and personal project, to prepare for job interviews, to analyse and share the competences acquired and to be trained to present their experiences.

## TO PREPARE BEFORE THE TRAINING

- To identify the target group with maximum 12 participants
- To write a convocation with a clear purpose
- To ask them to bring the tools used during their mobility experiences
- To prepare logistic aspects and ensure a comfortable setting
- To lead the training by a professional trainer

## MODULES

- 1) Who am I?
  - 2) What am I really able to do?
  - 3) What can I do now with this experience?
  - 4) Presentation of local job opportunities
- Items in each module

## OBJECTIVES AND EXPECTED RESULTS

- Description of activities and methods/tools
- Output of each session
- Tips and links to the other
- Output of the Competences+ Project

# 1) Who am I: presentation of present, past and future – 4 hours

## • OBJECTIVES AND EXPECTED RESULTS

Presentation of the individual path intended as monitoring of the mobility period through the work done on the phone app and the elements emerging from the online training:

- To get feedback about the action
- To help verbalize the experiences
- To help verbalize future scenarios

## *Description of activities*

Who I am? Presentation of past and present

- Icebreaker with a brief summary of the participants (name/where I went/time)
- About the past: Goose Game
- About the present: In the hold

## • ICEBREAKER

### Description

Who am I and which boat / bag shall I choose ?

### Method / Tools

Sheet with different kinds of boat/ bags to be chosen by the participants who give the motivation for their choice.

### Output

Whiteboard with a ship for each participant to show and fill in through the different steps of the training.



For example, if we choose the idea of bags, we can offer to participant to select between suitcases, briefcases or even backpacks. The idea is really for them to select the bag that corresponds to them, to their path the most.

- **About the past: goose game**

## Description

A card for some steps with questions about their mobility experiences :

- interesting meetings
- uncomfortable situations
- intercultural experiences
- something special about the country...

## Method / Tools

Everybody plays in pairs or small groups.

Participants can also show the pictures uploaded on the Phone app of Competences+ about the various experiences uploaded during their mobility project.

## Output

Experiences verbalized and shared.

## Link to other project output

This exercise can be linked with the phone app Competences+

- **About the present: in the hold**

## Description

Analysis of actions and tools already tested to reach their goals drawing what they have to put in their ship's (or bag's) hold.

## Method / Tools

Thinking and writing/drawing a list.  
For example :

- CV
- link to the web,
- mailing list of contacts
- orientation meeting
- tools in the online training

Drawing or writing what they put in the hold of their own ship / bag to reach their destination.

## Output

A representation of all the tools and actions they have developed or acquired up until now.

## Link to other project output

Phone App Competences+ and the Online Training available on the [competenceplus.eu](http://competenceplus.eu) website.



## 2) WHAT AM I REALLY ABLE TO DO? - 4 hours

### • OBJECTIVES AND EXPECTED RESULTS

The main aim is to recognize and valorise the competences and learned skills :

- How to use these competences?
- How to understand the real use of the key competences ?
- In which ways they help find to a job?

### *Description of activities*

What am I really able to do ?

- Presentation and simulation of Skill balance from Online Training
  - Elevator pitch
  - Future scenarios and Boat Game
  - Circle Time
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- **Presentation and simulation of skill balance from online training**

### Description

Simulation of real life situations actually experienced and during which participants have applied their competences. This exercise can also be a simulation of an episode where competences were missing.

### Method / Tools

Through practical examples using the skills ticked in the online training skill balance. Participants need to use the printed results from the online training. They can work in pairs or small groups.

## Output

Review the online key competences balance.

## Link to other project output

Online training on the competenceplus.eu webpage.

### • Elevator Pitch

#### Description

To present myself to the others through my competences.

#### Method / Tools

Speaking corner

## Output

I know how to present my acquired skills to the others in less than a minute. By using concrete examples to illustrate these competences, I have a convincing speech.

## Link to other project output

Phone App and Online Training.

### • Future scenarios and boat game

#### Description

Individual presentation of their expectations / future scenarios / future plans:

- *where do I want to go?* (Balance of my real competences with the boat / bag: selection of necessary competences to reach my individual goals)
- *what do I need on my boat to get to my destination?*
- *Do I have all I need?*
- *Do I need other or different competences?*

#### Method / Tools

4 destinations (see below). Placed in the 4 corners of the room, each participant joins a corner forming 4 interest groups.

Each group shares their opinion and lists the useful and necessary competences to achieve the common objective.

Creation of a map of competences.



## Output

Poster on the wall with a scenario for the participants.

For each destination, a map with the desired skills listed by the group.

## Link to other project output

Online training and phone app.



### • **Boat game and future scenarios: destinations**

- Employment as a salaried employee: accessing the job market
- Self employment: becoming an entrepreneur
- Return to school/follow a training course: accessing vocational/educational training programs (formal education)
- Accessing informal education measures (e.g. becoming a volunteer, intern, ...)

### • **Circle time**

What have you understood?

Watching the lists under the destinations and compare with their own list of competences.

Which new things have you discovered about yourself?

What do you hope for tomorrow and the future?

## 3) What I can do now with this experience ? – 2 hours

### • OBJECTIVES AND EXPECTED RESULTS

- To have a real feedback and advice from professionals and representatives of companies
- To test participants' capacity and adaptability to access the labour market
- To review/write effective CVs and cover letters (suitable for job applications)

### *Description of activities*

- Presentation of 8 key competences and employers' expectations (from the investigative report developed in the Competences+ project)
  - Workshop
- **Presentation of 8 key competences and employers' expectations**

### Description

The trainer presents the result of the investigative report linked to the main key competences that the participants have presented (not all the key competences but only 2 or 3 according to the needs of the group).

Ask the group if they understand the needs of companies and to identify their weakest competences on which they should work.

### Method / Tools

Interractions with the participants and use of the investigative report that is based on the information obtained from interviews of 100 employers in France, Italy, Germany and the United Kingdom.

## Output

Personal list of missing skills and skills to be improved.

- **Workshop**

## Description

Choice among different examples of vacancies, career paths, study courses dedicated to each participant.

Review of the CV with emphasis on specific skills in relation to the work done during the Boat/Bag Game.

Job interview simulation can also be added into the workshop.

## Output

Participant have the necessary information to adapt and better their CVs and Cover Letters.



## Link to other project output

Investigative Report : Study among employers on requested competences for participants in mobility projects.

## Method / Tools

How do I update my profile in different platforms?

How does my image appear on the internet?

Which CV template and what kind of cover letter can I prepare?

## Link to other project output

Online training available on the Competences+ website.



## 4) Presentation of local job opportunities – 2 hours

### • OBJECTIVES AND EXPECTED RESULTS

The main objective is to prepare the participants to present themselves during a job interview or to shoot a short video presentation, highlighting their skills and communicating correctly even non verbally.

#### *Description of activities*

- Practical exercise
  - o Non-verbal communication and behaviour tutorial
  - o Simulation of a job interview with observers and collective reflections
  - o Record a personal video CV
- Evaluation activities
  - o Trainer: feedback on video and interview
  - o Placement activities to evaluate the training

#### *Non-verbal communication and behaviour tutorial*

Give the participants ideas, tips on the importance of behaviours and non-verbal communication through a video tutorial.

Give a brief explanation with theoretical references to non-verbal communication and assertiveness, how to deal with an interview (preventive preparation, knowledge of employers).

### *Simulation of a job interview*

Test the participants' capacity (interview simulation) and adaptability to access the labour market through an interview simulation, giving real job offers for them to prepare the interview and make it as real as possible.

While some participants play, others observe carefully; after the simulation, make collective and critical observations and reflections. If it is possible, organize an intervention of a HR professional and external recruiter as observer.

### *Record a personal video cv*

- 1) The participants work in groups and write guidelines for a video CV (storyboard).
- 2) The groups compare their work and form common guidelines.
- 3) Following the common lines the participants make short videos as a final exercise.
- 4) All the participants watch and evaluate the final result.

## • **EVALUATION ACTIVITY**

- 1) Trainer: feedback on video and interview considering the non-verbal communication elements.
- 2) Placement activities to evaluate the training:
  - What was missing and what you would add?
  - Would you do it again?
  - What really helped me from what I have learned?
  - What I didn't like?

Round table to collect the feedback and their next steps.



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