Career guidance at a distance

Duration	Topic	Activity	Social Setting	Used media
10 min	Introduction	Introduce yourself and the session. Give all participants a chance to introduce themselves and say what they hope to get out of the session. You might want to note key aims that the participants suggest on a flip chart and highlight them as you address them during the workshop.	Plenary activity	Flipchart PPT "PPT_Distance"
5 min	Overview	Set out the structure of the workshop. Explain how long it is going to take and whether you intend to provide a break. Highlight the fact that this is an interactive workshop and encourage participants to ask questions as you go along.	Plenary activity	PPT "PPT_Distance"
10 min	Why do career guidance at a distance?	Explain that this section of the workshop will look at why we do career guidance at a distance. Slide 4 – allows you to discuss the fact that many people think of career guidance as primarily a face to face interaction. Slide 5 – makes the point that we have always been able to communicate at a distance. Make the point here that it is useful to think about how career guidance can make the most of these opportunities. Slide 6 – Allows you to introduce the idea that communications are improving and	Plenary activity	PPT "PPT_Distance"

		opening up new opportunities for new and different kinds of communication.		
10 min	Usefulness of career guidance at a distance	Slide 7 provides you with an activity to get participants thinking. Start by dividing them into groups of four. Each group has the task of thinking up as many reasons why it is useful to offer career guidance at a distance. After four minutes take it in turns to go round each of the groups and get them to feedback one reason at a time. Clicking on the circles on the slide will give you a timer that will run for four minutes. It can be good to encourage some healthy competition between groups, perhaps offering a small prize for the group that gets the most reasons. Write up the key reasons that the participants give you on a flip chart and return to them then they come up later in the workshop.	Small groups	Flipchart PPT "PPT_Distance"
5 min	Key points summary	Slide 8 allows you to summarise and consolidate the key points that were made by the groups in response to the exercise on slide 7.	Plenary activity	PPT "PPT_Distance"
30 min	Role play on stakeholder interaction	This section of the workshop is based around a game. Slide 10 gets you to divide the group into three sub-groups. ● The first group will be *clients*. Their job is to think up careers questions that they want answered and write them on pieces of paper. If they get an answer to their question they may want to ask follow up questions.	Group activity	Paper, pens PPT "PPT_Distance"

		● The second group are *guidance counsellors.* They have to respond to the questions that they are asked and send advice and guidance to the clients. ● The third group are *managers*. It is their job to make sure that the messages are passed between the clients and the guidance counsellors. They can't answer the questions themselves but can help to organise the process so that it works better. The clients and the guidance counsellors can't come together. They can only interact through the passing of paper notes. The managers can move between the two groups. The game should run for 10 minutes. You might want to prompt them to plan, start, review what they are doing, keep on and stop. Once the game is over you should use slide 12 to lead a discussion and group reflection on how it went. The actual game only lasts for 10 minutes but setting it up and debriefing it will take you about 30 minutes. Ideally the clients and the guidance counsellors will be in different rooms while the game is running. But, if this is not possible arrange them at either end of the room. The bar on slide 10 can be clicked to give you a timer.		
15 min	Delivering career guidance at a distance	Make the point that there are many ways to deliver career guidance at a distance. This section of the workshop will look at this and highlight some key things to think about.	Plenary activity	PPT "PPT_Distance" Documents "Worksheet_ Distance_Career

		Slide 14 allows you to make the point that new technologies facilitate different kinds of interaction and this facilitates different kinds of distance guidance. Introduction into Hooley, Hutchinson & Watts' typology of online careers provision. This model is useful as it highlights both the different roles that careers professionals can play and also how this role intersects with the technologies that are used.		Counselling and the Internet 1-4"
5 min	Decisions of careers professionals	Slide 16 introduces some of the key decisions that careers professionals need to make when they are delivering career guidance at a distance. ● Synchronous or asynchronous? – Does the discussion happen at the same time or over time? ● Text-based or multi-media? – What can be done through text alone. What opportunities and pitfalls does multi-media introduce ● Video or audio? – Should you always go for video or is audio sometimes better? ● One-to-one or one-to-many? – Is it better to work with one client at a time or many. ● Open or closed online spaces? – Who can see what you write? Just the client or are you creating resources that can be used by others. ● How long? – Should distance guidance go on for How often? – Should distance guidance take place	Plenary activity	PPT "PPT_Distance" Documents "Worksheet_ Distance_Career Counselling and the Internet 1-4"
10 min	Guidance skills	Divide the group into three groups looking at the following issues.	Plenary activity	Flip chart

		1. What guidance skills that they use face-to-face remain important in the distance environment. 2. What guidance skills need to be reworked and rethought for distance guidance. 3. What new skills are needed. Get each group to present back to the whole group.		
10 min	Wrap up	Wrap up the session by summarising the resources that have been used, inviting reflection and action planning and summarising key messages. You may want to get people to write a note to themselves in response to the reflection questions on slide 20.	Plenary activity	Paper, pens PPT "PPT_Distance"