



Reflection of own practice

Duration	Topic	Activity	Social Setting	Used media
20 min	Competences	Obtaining a comprehensive picture of professional competencies. Mapping personality, methodical, and social competencies in the form of a test. The participant's presentation in which competencies are his/her strengths and where he/she sees the reserves, where he/she could be improved and what he/she can do for it.	Individual work, group session	Document "Worksheet_Reflection_Competences", pens PPT slides "PPT_Reflection" See Appendix 1
20 min	Educational needs, education plan, creating the plan of personal education	Based on determining the training needs elaborating the plan of personal education	Individual work, group session	Document "Worksheet_Reflection_Educational Plan", pens PPT slides "PPT_Reflection" See Appendix 2



Appendix

1. Competences

SOURCE: KABA Slovak Republic 2015

AIMS: Obtaining a first picture of professional competencies. Identification of own personality, methodical and social competences and space for development.

FORM: Individual work, group session

DURATION: 20 minutes

MATERIALS: Pens, document “Worksheet_Reflection_Competences”

STAGES: Obtaining a comprehensive picture of professional competencies.

Mapping of personality, methodical and social competencies in the form of a test.

The participant's presentation in which competencies are his/her strengths and where he/she sees the reserves, where he/she could be improved further and what he/she can do for it.

SUMMARY: Identification of strengths and competencies that need to be developed.

2. Education needs, education plan, creating of personal education plan

SOURCE

1. MPC 2009. *Návrh plánu kontinuálneho vzdelávania*. Bratislava: MPC, 2009. 14s. [cit. 2014.01.10]. Dostupné na internete: <www.zsss.stranka.info/plan_kontinualneho_vzdelavania>

2. ŠOS Drevárska Zvolen 2013. *Tvorba plánu osobného odborného rastu*. Zvolen: ŠOS, 2013. [cit. 2014.01.10]. Dostupné na internete: <http://www.skolskyinternat.sk/?page_id=143>

AIMS: Elaboration of education plan, motivation of career advisor

FORM: Individual work, group session

DURATION: 20 minutes

MATERIALS: Pens, document “Worksheet_Reflection_Educational Plan”

STAGES:

Education plan

5 questions are needed to be asked before setting up the plan of personal education:

1) What is my educational background and what are my experiences? (what I have been till now)



- 2) What abilities and advantages do I have now?
 - a) These two questions make it easier to determine the need to extend or increase the qualifications.
 - b) People should think WHAT THEY WANT TO LEARN (set objectives) and WHY THEY WANT TO LEARN IT (formulations of values that I recognize).
- 3) Where do I get? What abilities and features do I have to gain? (Definition of objectives - term, methods such as e.g., self-study, course, etc.).
- 4) How to achieve own objectives? (What process of learning will help me to get what I want to learn? – assumptions for the plan of progress). What is the most effective way for me, when I learn the best?
- 5) How do I know if I was successful? (What measures do I need for self-assessment? It is the basis for evaluation).

SUMMARY: Elaboration of a personal education plan, motivation of career counsellors