



## Social Outcomes

Duration	Topic	Activity	Social Setting	Used media
15 min	Stairs	<p>Task assignment – complete in the picture of stairs:</p> <ul style="list-style-type: none"><li>• naming the door to the future (objective)</li><li>• mark your position towards the future</li><li>• characteristics of the past</li><li>• naming the steps to the future</li><li>• characteristics of railing pillars (soft skills and professional knowledge)</li></ul> <p>Presentation of your stairs to the future by volunteers and discussions on the perception of the didactic picture.</p>	Plenary activity, individual work	<p>Document “Worksheet_Social Outcomes_Stairs”, pens</p> <p>See Appendix 1</p>
15 min	Action plan	<p>Task assignment - naming of individual parts of the action plan = formation of the content based on the previous visualization.</p> <p>Joint presentation of proposals, their arrangement and writing on flip-chart.</p> <p>Task assignment - proposal of questions on the individual content sections of the action plan, using which the client can be led to answers = completing the action plan.</p> <p>Joint presentation of proposals, their writing on the flip-chart.</p> <p>Presenting an example of the action plan from practice.</p>	Plenary activity, work in groups	<p>Paper, pen, flip-chart, data-projector, projecting screen</p> <p>Document “Worksheet_Social Outcomes_Action Plan”</p> <p>See Appendix 2</p>



10 min	Types of CV	Theoretical session  Discussion and study of examples CVs	Plenary session	PPT slides “PPT_Social Outcomes”  See Appendix 3 & 4
30 min	CV	To ask each group to work out two specific types of curriculum vitae.  Groups will present different types of CV.  Presentation of the use of specific types of CVs (advantages, disadvantages)	Groupwork   Discussion	Paper, pen, flipchart  See Appendix 3 & 4



## Appendix

### 1. Stairs

**SOURCES:** Internet

**AIMS:** Visualization of the action plan

**FORM:** Plenary activity and individual work

**DURATION:** 15 min

**MATERIALS:** Pens, document “Worksheet\_Social Outcomes\_Stairs”

**STAGES:** The lecturer will present the picture of the stairs to the participants, which represent everyone’s way of life, during which it improves in every step, receives experiences, learns, personally grows and is directing to somewhere. They have the auxiliary rails on their way, which they hold on. These are, on the one hand (e.g. on right side) their professional knowledge, i.e., hard indicators, facts which they have in their disposal - diploma of finishing the study, confirmation of practice at the employer, etc. On the other hand (e.g., on the left side) the handrail represents their received skills, abilities, i.e., soft indicators who are aware of themselves, but to know about it by others, they must manifest themselves, demonstrate them. Then the lecturer asks the participants to fill in the picture individually so that:

- named the place - the future where they are directed on their way, where they want to come in the short-term or medium-term horizon,
- to mark their position, to draw themselves there, in what distance they are currently situated on their way, and to determine the time in which they can come from their current position to the named future,
- characterize what is on the way behind them, what they have gone through, what they have been through and what they have learned from surviving and from experiences, taking advantage of the pillars of railing on one side and the other side,
- have written what steps they are in front of them, if they want to step on the next step, what they have to do to have supporting pillars of railing on both sides.

After individual work, volunteers will present their picture. It follows the discussion on the question of what is the picture that is so filled in for the individual and in what life situations it can be used.

**SUMMARY:** What is the action plan?

### 2. Action plan

**SOURCES:** National Project „Support of individualized counseling for long-term unemployed jobseekers“

**AIMS:** Creation of the action plan

**FORM:** Plenary activity and group work

**DURATION:** 15 min



**MATERIALS:** Flipchart, pens, document “Worksheet\_Social Outcomes\_Action Plan”

**STAGES:** The lecturer proceeds smoothly to the picture that is the basis for creating the action plan. The lecturer will divide the participants into groups and ask the groups to design, in terms of the previous visualization of the stairs to the future, named the individual parts of the structured written action plan. The speakers will gradually present the proposals of their action plan points, which the lecturer writes on the flip-chart. Following is the discussion to the individual parts order and the formation of the final draft of the action plan contents on the flip-chart.

The lecturer consequently divides the content of the action plan into the parts by number of groups, each group assigns some part of the action plan and asks groups to suggest questions that can stimulate the client to complete the selected part of the action plan. Within the task, it is necessary to stimulate groups to think about the type of questions (e.g., open-closed) and questioning errors in asking the questions (for example, multiple questions). The group's speakers will gradually introduce their question suggestions, the lecturer will write them down the individual parts of action plan on the flip-chart.

At the end of exercises, the lecturer will present an example of a completed action plan, whereby he is explaining what kind of action plan it is, for what purpose it was created and by whom.

**SUMMARY:** How to frame and complete the action plan?

### 3. Types of CV

**SOURCES:** <http://ecs.ihu.edu.gr/co/employment-cvcletter/types-cv>

**AIMS:** Theoretical session, discussion and study of examples CVs

**FORM:** Plenary session

**DURATION:** 10 min

**MATERIALS:** examples of CVs

**STAGES:**

- Chronological CV
- Functional or Skills-Based CV
- Combination CV
- Academic CV

**SUMMARY:** What types of CVs we have at our disposal?

### 4. CV

**SOURCES:** <http://ecs.ihu.edu.gr/co/employment-cvcletter/types-cv>

**AIMS:** Comparison and use of specific types of CV in different life situations



**FORM:** groupwork and plenary activity

**DURATION:** 30 min

**MATERIALS:** Flipcharts, paper, pens, examples of CVs

**STAGES:** The lecturer will divide the participants into two groups and ask each group to design two types of curriculum vitae. The speakers will present the proposals of their types of CV. Following is the discussion to the use of specific types of CVs (advantages, disadvantages).

**SUMMARY:** How to use the different types of CV?