



MODULE 1 - NETIQUETTE



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INTRODUCTION

Navigating the virtual world requires a set of digital manners – netiquette. In this segment, participants will delve into the specific netiquette standards required by both career guidance practitioners and clients. Through case studies and practical examples practitioners will learn to apply proper online etiquette, fostering a respectful and professional online environment.

Thus, this role play aims to provide some insides regarding the do's and don'ts in regards to career counselling.



OBJECTIVES

- Adopt a specific netiquette required by both career counsellors and clients

TYPE



ROLE PLAY

DURATION

45-75 minutes
depending on the
size of the group

MATERIALS NEEDED FOR THE IMPLEMENTATION

If the activity takes place in a physical format:

- Chairs
- Table
- Handouts with do's and don'ts (optional)
- Board (optional)
- Markers (optional)

If the activity takes place in an online format:

- Laptop
- Wifi
- Platform meeting link
- Online tool i.e. Google Jamboard, Mentimeter.



METHODOLOGY

When conducting this activity, the trainer must follow the following guidelines:

- One participant should have the role of the client and the other of the trainer.
- The participant that has the role of the trainer should list or express some do's and don'ts when working with clients.
 - Examples:
 - Be biased towards your clients
 - Be professional towards your client
 - Create a pleasant atmosphere between you and your client
 - Go with the flow of the sessions
 - Create a road map with your client
 - Help your client along their strengths and weaknesses.
 - Argue with your client.



METHODOLOGY

- The participant that has the role of the client should list or express some do's and don'ts as a client
 - Examples:
 - False CV information
 - Waiting for the career counsellor to resolve everything for you
 - Be risky
 - Express your true self
 - Be late on your appointment
 - Set realistic goals
 - Prepare for an interview
- Further inputs can be included by the participants regarding the examples of do's and don'ts in both the cases of the client and guidance practitioner.
- After the role play a netiquette plan can be discussed where both the trainer and the client can set up their netiquette rules
- An optional step of this activity is for both participants to share positive and negative experiences in career counselling.



REFERENCES

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