



# MODULE # HOW TO GET STARTED



**Co-funded by  
the European Union**

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PROJECT NUMBER: 2022-1-SE01-KA220-VET-000089994

# INTRODUCTION

In order to offer online guidance successfully you need to prepare yourself beforehand so that the guidance sessions with your client can start smoothly. Online and face-to-face guidance sessions differ greatly which is why it is important to prepare yourself carefully on this differing communication situation. We give the advice to prepare a checklist you can follow before and during the guidance session. Below we give you some suggestions that can be used in your checklist!



## OBJECTIVES

- Prepare before offering online guidance and introduce guidance sessions with clients

## TYPE



**GROUP DISCUSSION**

## DURATION

120 minutes

# MATERIALS NEEDED FOR THE IMPLEMENTATION

- Handout



# METHODOLOGY

## STEP 1

Before getting started with actual online guidance we recommend to reflect necessary aspects before your first online guidance session. Moreover experiences online practitioners can give some helpful hints that might be useful for you to reflect upon and consider before, at the beginning and during your guidance session with your client.

The trainer gives copies of the handouts to the group and goes through the different aspects listed. The participants go together in small groups and discuss the different aspects and also add own thoughts to the handouts. Afterwards the results are discussed in the group of all.



# METHODOLOGY

## STEP 1

Afterwards the trainer asks the participants to go together in pairs and to plan a first guidance session with a client looking for a new job.

- ✓ What kind of media / video are used?
- ✓ What kind of input do you plan for the client?
- ✓ What kind of tools (whiteboard, other collaborative tool) will you use?
- ✓ What kind of e-mail will you send out to the client before the online guidance session?

The results shall be presented and discussed afterwards in the group.



# REFERENCES

- Max Nemeth (ABIF)

