



# MODULE 2 DESIGNING BLENDED GUIDANCE FORMATS



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# INTRODUCTION

Participants will design a blended guidance plan tailored to specific client scenarios. This activity focuses on applying theoretical knowledge to practical design.



## OBJECTIVES

- Develop a customized blended guidance plan.
- Understand the process of integrating various formats.
- Enhance problem-solving skills in designing guidance solutions.

## TYPE



GROUP  
DISCUSSION



CASE STUDY

## DURATION

60-90 minutes  
depending on the  
size of the group

# MATERIALS NEEDED FOR THE IMPLEMENTATION

- Templates for designing guidance plans.
- Case studies.
- Whiteboard or flipchart.
- Markers.



# METHODOLOGY

## STEP 1

The trainer provides a brief on designing blended guidance plans template.

### Blended Guidance Plan Template

#### 1. Client Information

- Name: [Client Name]
- Age: [Client Age]
- Current Employment Status:  
[Employed/Unemployed/Student]
- Educational Background: [Education Level]
- Career Interests: [Client's Career Interests]

#### 2. Needs Assessment

- Initial Assessment Method: [Describe the initial assessment method used (e.g., online survey, face-to-face interview)]
- Identified Needs: [List the client's identified needs]
  - [Need 1]
  - [Need 2]
  - [Need 3]



# METHODOLOGY

## 3. Guidance Objectives

- Short-term Goals: [Define short-term career goals for the client]
  - [Goal 1]
  - [Goal 2]
- Long-term Goals: [Define long-term career goals for the client]
  - [Goal 1]
  - [Goal 2]

## 4. Blended Guidance Approach

- Format 1: [Describe the first format (e.g., Individual Counseling with Online Assessments)]
  - Description: [Brief description of the format]
  - Tools/Resources: [List the tools and resources needed]
  - Frequency/Duration: [Specify how often and how long this format will be used]
- Format 2: [Describe the second format (e.g., Group Workshops with VR Simulations)]
  - Description: [Brief description of the format]
  - Tools/Resources: [List the tools and resources needed]
  - Frequency/Duration: [Specify how often and how long this format will be used]



# METHODOLOGY

## 5. Implementation Plan

- Timeline: [Provide a timeline for implementing the guidance plan]
  - Week 1: [Activities and sessions planned for Week 1]
  - Week 2: [Activities and sessions planned for Week 2]
  - Week 3: [Activities and sessions planned for Week 3]
  - Week 4: [Activities and sessions planned for Week 4]

## 6. Monitoring and Evaluation

- Feedback Mechanisms: [Describe how feedback will be collected (e.g., surveys, interviews)]
- Evaluation Criteria: [Define the criteria for evaluating the success of the guidance plan]
  - Criterion 1: [Description]
  - Criterion 2: [Description]
- Follow-up Plan: [Describe the plan for follow-up sessions and ongoing support]



# METHODOLOGY

## STEP 2

- Participants are divided into small groups.
- Each group is given a case study with specific client needs.
- Groups design a blended guidance plan based on the case study.
- Groups present their plans to the class.
- The trainer and participants provide feedback and discuss the designs.



# METHODOLOGY

## STEP 3

### Case study example:

#### 1. Client Information

- Name: Jane Doe
- Age: 28
- Current Employment Status: Employed
- Educational Background: Bachelor's Degree in Business Administration
- Career Interests: Project Management, Consulting

#### 2. Needs Assessment

- Initial Assessment Method: Online survey and face-to-face interview
- Identified Needs:
  - Transition to a project management role
  - Improve leadership skills
  - Network with industry professionals

#### 3. Guidance Objectives

- Short-term Goals:
  - Complete a project management certification
  - Attend a leadership workshop
- Long-term Goals:
  - Secure a project management position within the next 12 months
  - Develop a professional network in the consulting industry



# METHODOLOGY

## 4. Blended Guidance Approach

- Format 1: Individual Counseling with Online Assessments
  - Description: One-on-one counseling sessions to discuss career goals and online assessments to identify strengths and areas for improvement
  - Tools/Resources: Online assessment tools, counseling session guidelines
  - Frequency/Duration: Bi-weekly sessions for 1 hour each
- Format 2: Group Workshops with VR Simulations
  - Description: Interactive workshops focusing on leadership skills, using VR to simulate real-world project management scenarios
  - Tools/Resources: VR equipment, workshop materials
  - Frequency/Duration: Monthly workshops for 3 hours each

## 5. Implementation Plan

- Timeline:
  - Week 1: Initial assessment and goal setting
  - Week 2: First individual counseling session and online assessment
  - Week 3: Second counseling session and review of assessment results
  - Week 4: First group workshop on leadership skills

## 6. Monitoring and Evaluation

- Feedback Mechanisms: Post-session surveys and quarterly interviews
- Evaluation Forms:
- Follow-up Plan: Monthly check-ins and additional support as needed



## FURTHER RESOURCES

- Article: "Steps to Designing Effective Blended Guidance Plans."
  - <https://elearningindustry.com/6-tips-creating-effective-blended-learning-strategy>.
- Template: "Blended Guidance Plan Template."

## REFERENCES

- Johnson, K. (2019). Effective Career Guidance Strategies. Publisher Y.
- Career Development Institute. (n.d.)

