



MODULE 3 DIGITAL TOOLS AND RESOURCES

USING COLLABORATIVE TOOLS



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INTRODUCTION

In order to work in online guidance the usage of collaborative tools is recommendable in order to visualise the guidance process. Both, the career practitioner and the advice seeker can work on the content when using a collaborative tool. The internet offers a variety of different tools, more of which require special registration and have a limit in their free plans.

However, we mention some that the partnership has used with their basic plan (Padlet; Miro; Mentimeter etc.).



OBJECTIVES

- This exercise relates to the learning objective of selecting and applying different digital methods and tools appropriate to different situations and clients.

TYPE



RESEARCH



GROUP
DISCUSSION



DURATION

75-90 minutes
depends of the
group size

MATERIALS NEEDED FOR THE IMPLEMENTATION

Regardless of the format chosen by the trainer, digital devices such as laptops, tablets, and phones will be required for all participants. Additionally, an internet connection and a screen for presenting the results of individual activities are necessary.

The trainer can decide whether to provide an electronic version of the handout or print it in advance.



METHODOLOGY

STEP 1

The trainer introduces the topic of the competency portfolio and explains its importance. The introduction should be brief, aimed at focusing participants on the exercise.

Next, the trainer divides the participants into pairs. Depending on the format, this can be done in breakout rooms or in different areas of the room.

The trainer provides instructions to the group: Each pair has 10 minutes to discuss digital portfolio creation tools they are familiar with or to conduct a brief online search to choose the one they will use for this activity.

Tip: If participants are struggling, the trainer can suggest some tools to help them get started.



METHODOLOGY

STEP 2

In addition, the following questions (***you can find them in the handout***) can be used, which of course can also be adapted or changed!

When all participants are familiar with the rules and questions, the trainer assigns them 40 minutes to prepare their digital competency portfolio.

The advice seeker / client may fill out the collaborative board as homework and can also be supported by the career practitioner in an online session.



METHODOLOGY

STEP 3

Conclusion:

As a conclusion, let the couples discuss which tools they used and why?

What are their advantages and disadvantages?

Advice to the trainer: it is good to mention as a conclusion after the general discussion the process of obsolescence and the rapid development of technology. The purpose of this conclusion is to stimulate proactive behavior on the part of guidance practitioners and adaptation to the rapidly changing technological world.



FURTHER RESOURCES

Examples of collaborative tools that can be used within this exercise and later on also in guidance sessions:

Concept board –
<https://conceptboard.com> – can be used collaboratively



HANDOUT

On one of these whiteboards you may prepare the following questions:

COMPETENCE PORTFOLIO:

1. What personal qualities characterize you? For example, are you tidy, reliable or humorous? Make a spontaneous note of what comes to mind!

The following questions can help you:

- How am I when I am rested?
- How am I when I am stressed?
- How am I at work? How am I on vacation?

Now decide on three characteristics that you feel most

comfortable with and enter them here:

- a).....
- b).....
- c).....



HANDOUT

2. What are the main activities I like to do?
 What do I do when dealing with people?
 What do I do when dealing with information?
 What do I do when dealing with plants,
 animals and objects?
 Select three activities that you prefer to do
 and enter them here:

a).....
 b).....
 c).....



HANDOUT

3. Write down knowledge that occurs in your professional or private life. Make a spontaneous note of what comes to mind. Make sure you use nouns in your description.

- Which topics have I dealt with intensively?
- What courses have I taken, e.g. at the adult education center?
- What problems do I like to be asked about?

Decide on three topics that you prefer to deal with, and enter them here:

- a).....
- b).....
- c).....

