

MODULE 1. GET TO KNOW YOURSELF



1. MATERIAL FOR PARTICIPANTS: ROLE-PLAY



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Location: Office of the career advisor

- **Advisor:** Hello, today we are going to explore your strengths and have a look at your achievements. Could you share a moment when you felt particularly competent in your career?
- **Client:** Of course, I remember a project I coordinated last year. We managed to deliver ahead of schedule like never before. It was a great feeling.
- **Advisor:** That sounds fantastic! What do you think has contributed to this success?
- **Client:** I think my ability to organise and communicate effectively with the team played a big part. I selected proven experts for this project.
- **Advisor:** These are your strengths. How do you think these skills can help you in future roles or projects?
- **Client:** I think they can help me take on bigger leadership roles and manage bigger projects.

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- **Advisor:** This is a great perspective. Now let's look at some other skills and qualities that help you in your work. Could you give an example of a situation where you felt challenged and how you dealt with it.

- **Client:** Yes, I remember a situation when I had to manage a conflict in a team. Two members had different visions about the direction of the project. I had to mediate and find a solution that would satisfy both sides.

- **Advisor:** Sounds like a difficult task. What skills did you use to deal with the situation?

- **Client:** I had to use mediation and negotiation skills as well as empathy, I wanted to understand the perspectives of both sides. It was also important to remain calm and objective.

- **Advisor:** You seem to be not only a good organiser, but also an effective conflict resolver. What other qualities or skills would you like to develop further?

- **Client:** I would like to improve my time management and delegation skills. Sometimes I tend to take on too many responsibilities.

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- **Advisor:** This is a good direction. Effective time management and delegation can significantly improve your effectiveness as a leader. Do you have any ideas on how you could work on these skills?

- **Client:** I think I could benefit from time management courses and attend workshops on delegation. It might also be worth investing in mentoring or coaching in this area...

- **Advisor:** This is a good plan. It's also worth regularly reflecting on your progress and seeking feedback from your team and colleagues. Are there any other areas where you feel you could improve?

- **Client:** I would like to manage my stress better and work on my work-life balance. I feel that I sometimes get too involved in work, at the expense of time for myself and my family.

- **Advisor:** This is very important. Managing stress and ensuring work-life balance is key to long-term success and satisfaction. You may want to consider relaxation techniques such as meditation or yoga, and set clear boundaries between work and personal life.

- **Client:** Yes, this is a good idea. I have also thought about participating in the employee support programme that my company offers.

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- **Advisor:** This sounds like a great solution. Employee support programmes can provide tools and resources to help you manage stress and find a better balance. To conclude, how do you feel now with the knowledge you have gained about yourself during this conversation?

- **Client:** I feel more confident and motivated to take action. I now have a clearer picture of my strengths and areas to develop, which gives me a sense of control over my career.

- **Advisor:** Remember that professional development is a process and reflecting on your experiences and needs is key. If you need further support, you can always come back to me. Good luck in your career!

- **Client:** Thank you very much for your help and valuable tips. I will certainly work on these aspects.

- **Advisor:** I keep my fingers crossed for you and wish you the best of luck. Goodbye!

- **Client:** Goodbye!