

MODULE II: COACHING TOOLS FOR GETTING TO KNOW YOURSELF IN THE CONTEXT OF CAREER DEVELOPMENT

**READY
TO
START**

**CAREER SELF-
DISCOVERY METHOD**



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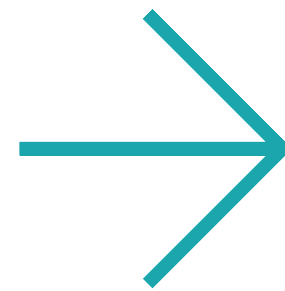


FERI



INTRODUCTION

Presentation on management tools and methods. Discussion of basic tools and methods used in management and planning, such as the SMART method, GROW model, Circle of Life, Circle of Work, Eisenhower matrix and SWOT analysis.



CONTRACT

What is a contract?

A contract is an agreement between two or more parties specifying mutual obligations and rights.

The importance of the contract

Contracts are crucial in business, law and many other areas, providing clearly defined terms of cooperation.



TYPES OF CONTRACTS



Fixed-term contracts

Agreements concluded for a specific period, after which they may be extended or terminated.



Contracts for an indefinite period

Contracts without a specified final date, which remain in force until terminated by one of the parties.



Conditional contracts

Agreements that come into force only under certain conditions that must be met by the parties.

THE SMART METHOD

What is the SMART method?

The SMART method is a goal setting technique which ensures that goals are clearly defined and achievable.

The importance of SMART

SMART is an acronym for Specific, Measurable, Attainable, Realistic, Timely.



SMART METHOD – THERE SHOULD BE GOALS



S

Specific

The goal must be clearly defined and unambiguous.



M

Measurable

Progress and success must be measurable.



A

Achievable

The goal should be realistic and achievable.



R

Realistic

The goal should be meaningful and relevant.



T

Timely

The goal must have a specific deadline for completion.

SMART METHOD – EXAMPLES



Example 1.

Increasing sales by 20% over the next 6 months by introducing new products and intensifying the marketing campaign.



Example 2.

Completion of the programming course within 3 months, studying at least 10 hours a week.



Example 3.

Improving the quality of customer service by implementing a new CRM system within 4 months.

MODEL GROW

What is the GROW model?

The GROW model is a framework used in coaching to define and achieve goals.

GROW elements:

- Goal
- Reality
- Options
- Will



SMART METHOD – THERE SHOULD BE GOALS



G

Goal

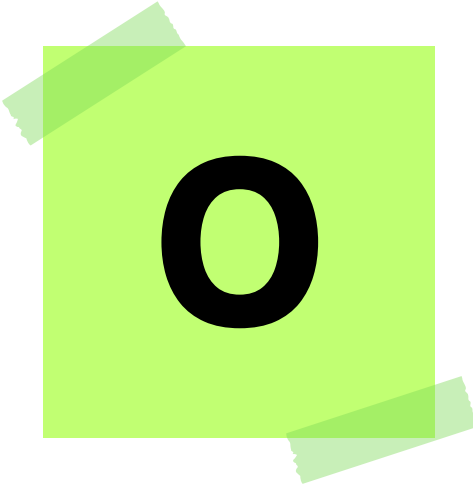
Defining what exactly you want to achieve.



R

Reality

Analysis of the current situation and available resources.



O

Options

Developing possible solutions and ways to achieve the goal



IN

Will

Determining the will and commitment in pursuing the goal.

GROW MODEL – EXAMPLES



Example 1.

Helping you achieve your career goals, such as a promotion or career change.



Example 2.

Support in achieving personal goals, such as improving health or relationships.



Example 3.

Help in developing skills, e.g. learning new competences or a language.

GROW MODEL – IN GRAPHIC FORM

GROW Model

THE
PATHFINDER
COACH

G	R	O	W
GOAL	REALITY	OPTIONS	WILL
<p>DEFINE WHERE YOU WANT TO GET TO</p> <p>What do you want to achieve?</p> <p>What does your goal look like, specifically?</p> <p>How would you define your goal?</p>	<p>AGREE PARAMETERS OF YOUR SITUATION</p> <p>What is happening right now?</p> <p>How will your situation impact your goal?</p> <p>What resources are available to you?</p>	<p>EXPLORE OPTIONS AVAILABLE TO YOU</p> <p>What options are available to you?</p> <p>How might these options play out?</p> <p>How would you rank your options?</p>	<p>COMMIT TO A PATH FORWARDS</p> <p>How committed are you to your goal?</p> <p>What are the first steps forwards?</p> <p>What might get in your way?</p>



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More tools, guides and coaching support at thepathfinder.coach.

Source: <https://thepathfinder.org/grow-model/>

THE WHEEL OF LIFE

What is the wheel of life?

The wheel of life is a tool used in coaching to analyse and balance different areas of life.

The meaning of the wheel of life

It allows you to visualize which aspects of your life require more attention and work.



THE WHEEL OF LIFE – ELEMENTS

Health



Physical and mental well-being.

Career



Job satisfaction and professional development.

Relations



Quality of relationships with family, friends and a partner.

Finances



Financial stability and money management.

Personal development



Education, skills and self-development.

Free time



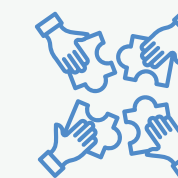
Recreational activities and hobbies.

Environment



Quality of life and environment.

Social contribution



Involvement in social and charitable activities.

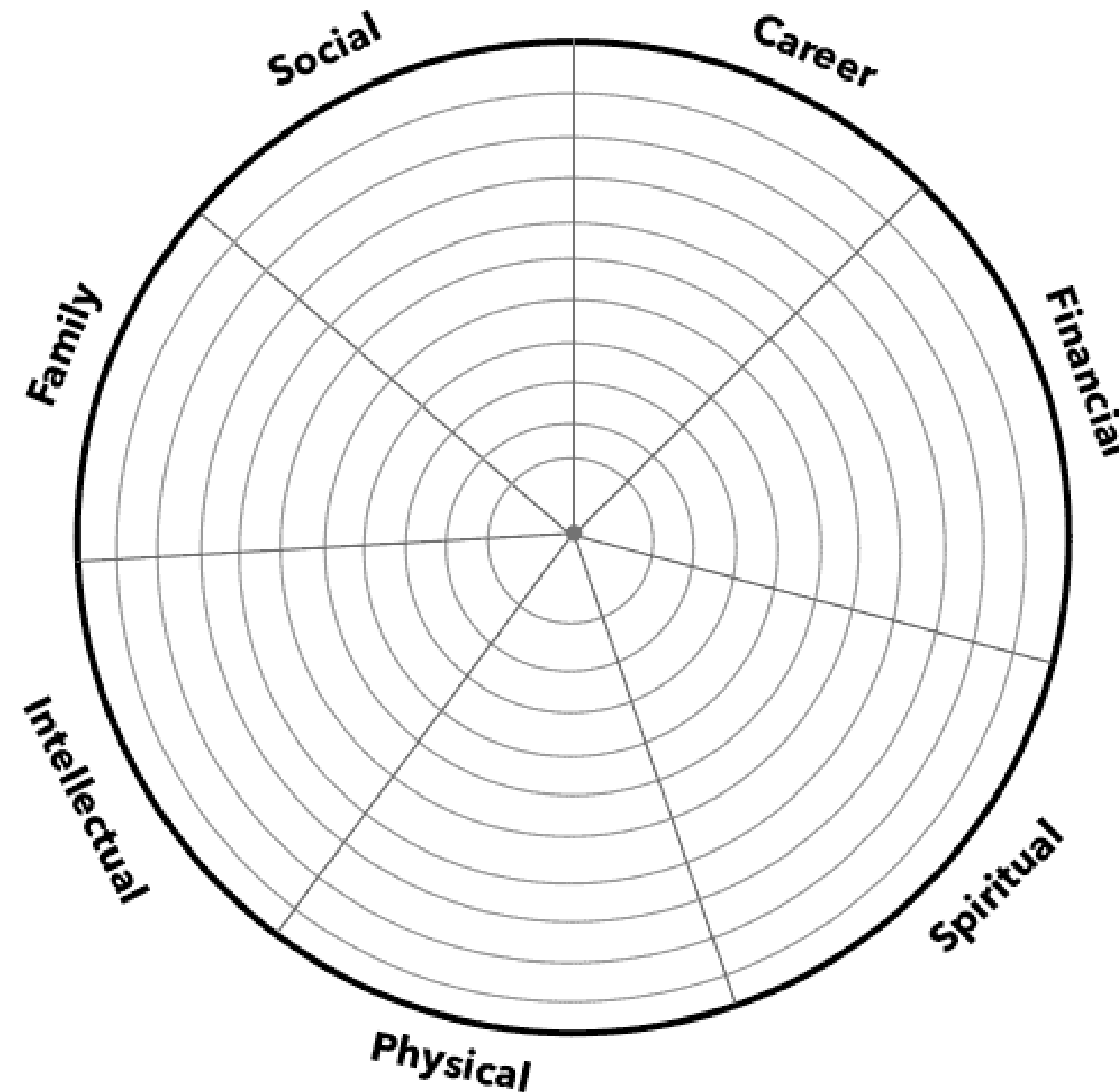
THE WHEEL OF LIFE – HOW TO CREATE

STEP 1.

Choose eight areas of your life that are the most important for you.

STEP 2.

Rate each area from 1 to 10, with 1 being minimum satisfaction and 10 being maximum satisfaction.



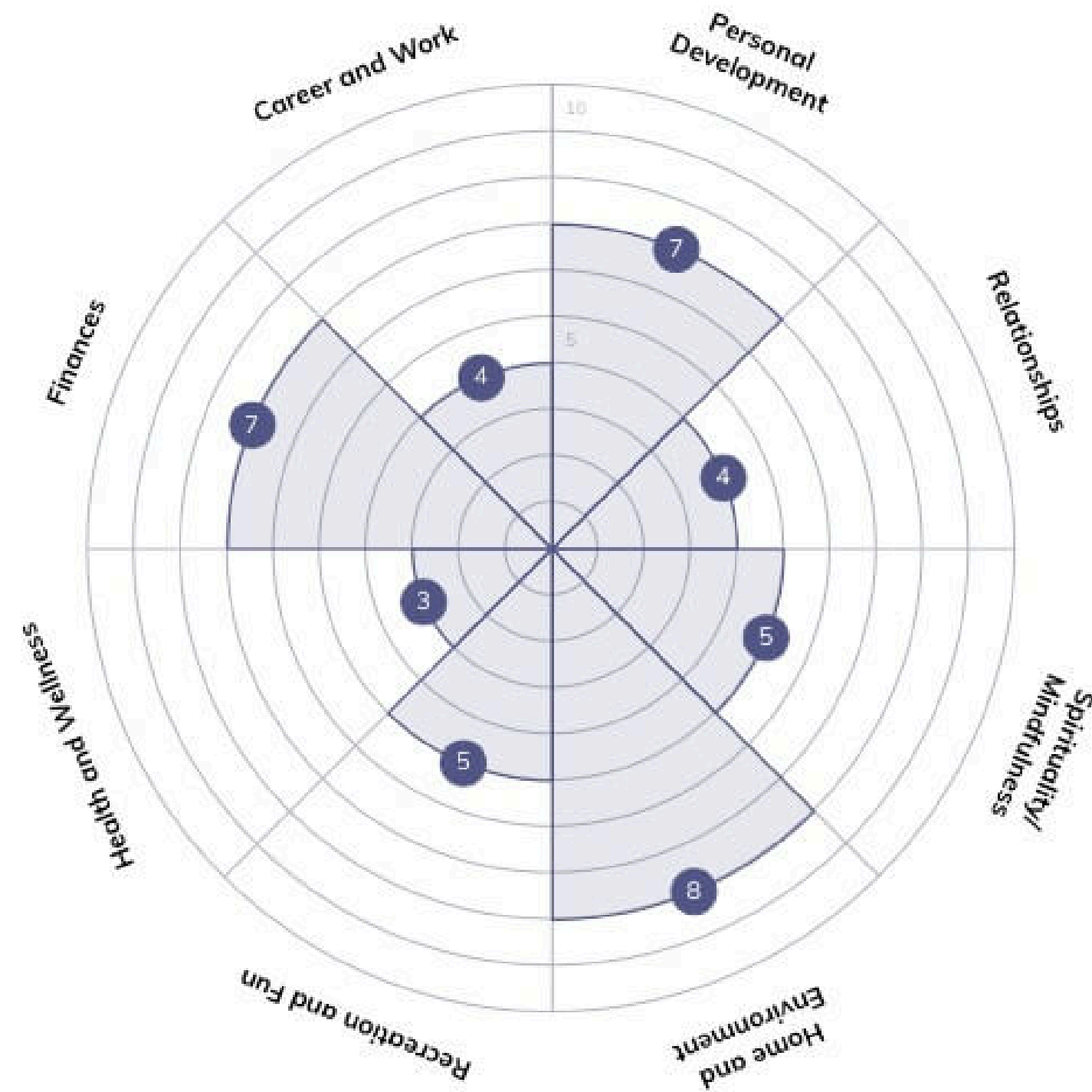
STEP 3.

Draw a circle divided into eight segments and mark the ratings on the appropriate axes.

STEP 4.

Connect the dots to create a radar chart that shows you which areas need attention.

THE WHEEL OF LIFE – IN GRAPHIC FORM



Source: <https://quenza.com/blog/knowledge-base/how-to-use-wheel-of-life/>

THE WHEEL OF WORK (effectiveness)

What is a wheel of work?

A wheel of work, also known as an efficiency wheel, is a tool used to analyse and optimise work performance.

The meaning of the wheel of work

It allows you to visualize and evaluate various aspects of your work, which helps you identify areas that require improvement.

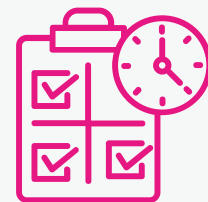


THE WHEEL OF WORK – ELEMENTS



Planning

Setting goals and priorities.



Organization

Effective resource management.



Relations

Quality of relationships with family, friends and a partner.



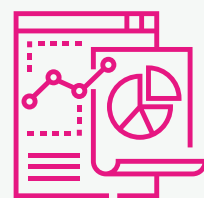
Delegation

Assigning tasks to the right people.



Monitoring

Tracking your progress and results.



Analysing

Assessment of the effectiveness of activities.



Correcting

Making changes to improve performance.

THE WHEEL OF WORK

Setting priorities

It allows you to identify the most important tasks.

Efficient use of resources

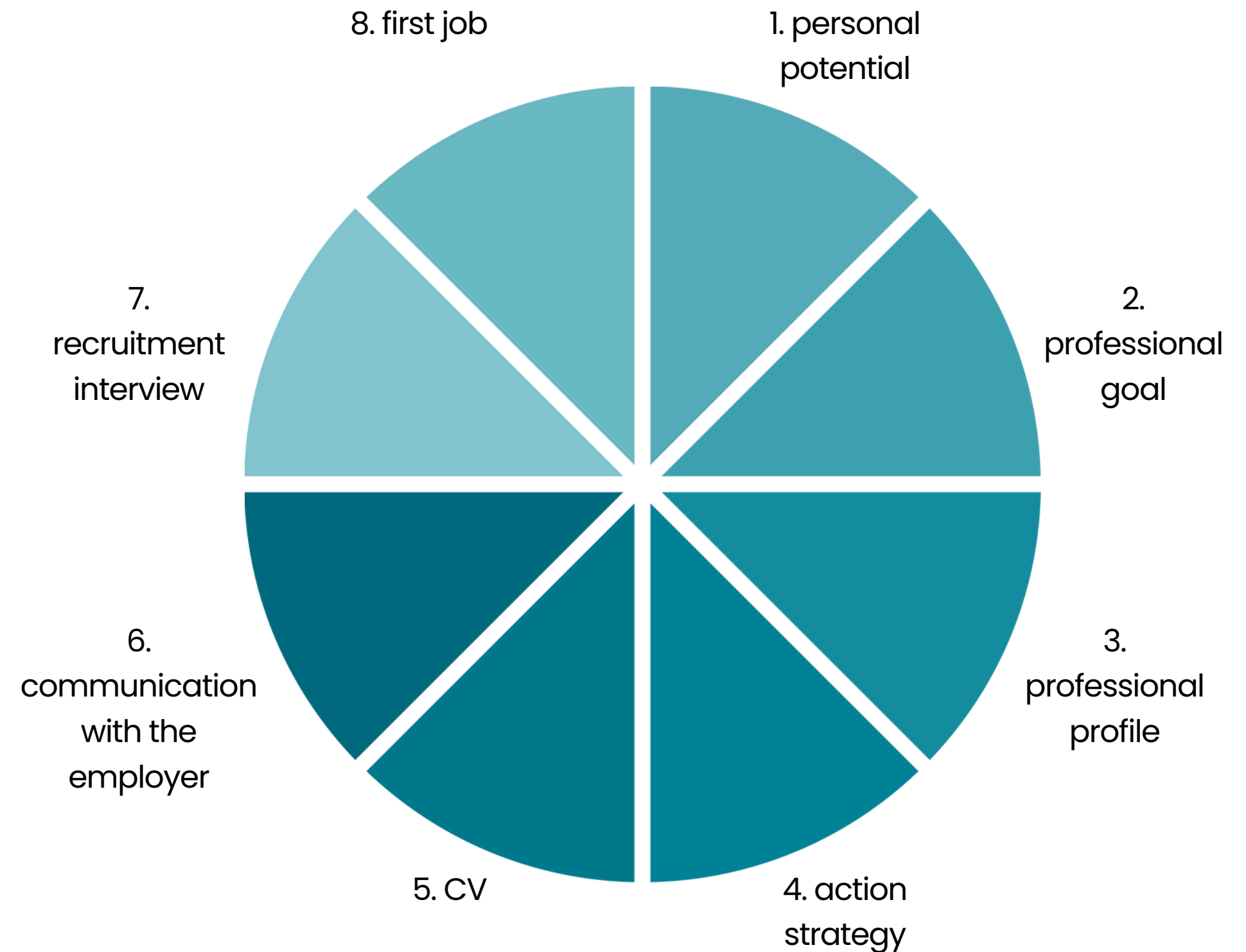
It helps you manage your time and resources better.

Better work organisation

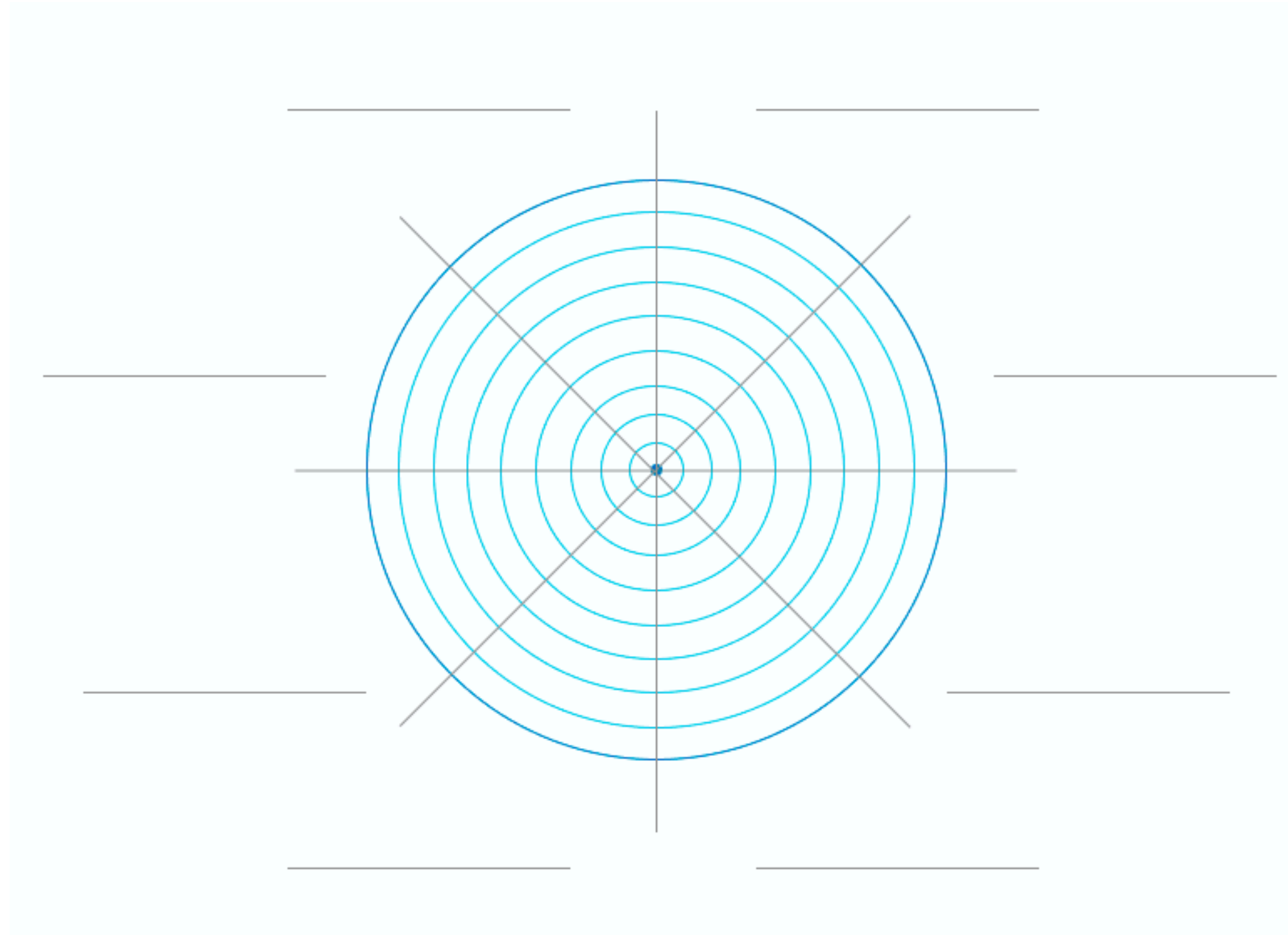
Makes it easier to plan and organise tasks.

Performance improvement

It allows you to monitor progress and make improvements.



THE WHEEL OF WORK



Source: <https://mentiway.com/techniki-mentoringowe-i-managerskie/?t=kolo-pracy>

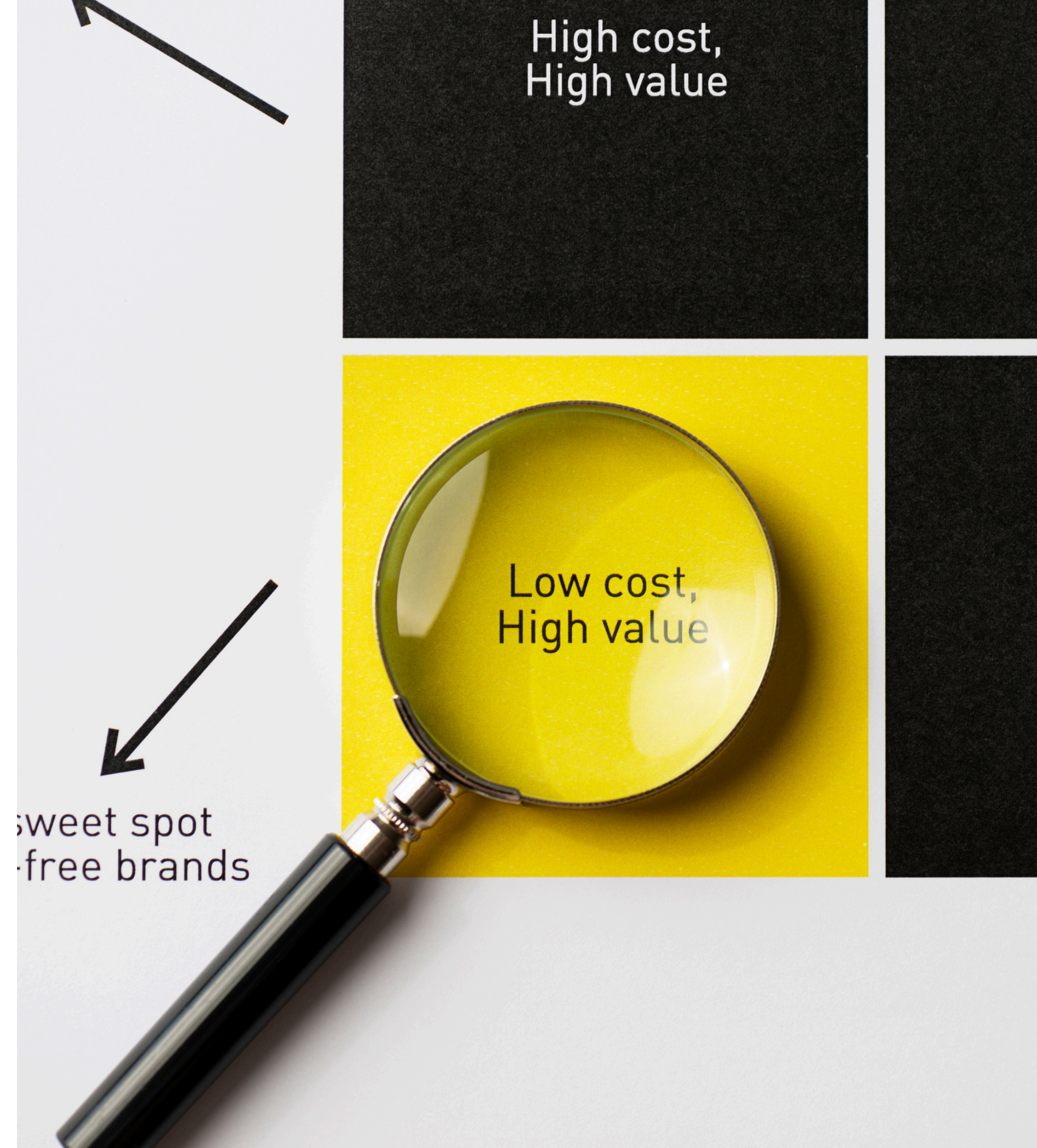
EISENHOWER MATRIX

What is the Eisenhower Matrix?

The Eisenhower Matrix is a time management and task prioritisation tool.

The importance of the Eisenhower Matrix

It allows you to categorise tasks according to their importance and urgency, which facilitates effective time management.



EISENHOWER MATRIX – ELEMENTS

Tasks that require immediate attention.

**IMPORTANT
AND URGENT**

**IMPORTANT AND
NOT URGENT**

Tasks that are urgent but not very important.

Tasks that are important but do not require immediate action.

**NOT IMPORTANT
AND URGENT**

**NOT IMPORTANT
AND NOT URGENT**

Tasks that can be ignored or postponed.

EISENHOWER MATRIX – STEPS

Step 1.

Make a list of all the tasks you need to complete.

Step 2.

Divide tasks into four categories: Important/Urgent, Important/Not Urgent, Not Important/Urgent, Not Important/Not Urgent.

Step 3.

I will focus on completing Important/Urgent tasks.

Step 4.

Plan time for Important/Not Urgent tasks to avoid them becoming urgent.

Step 5.

Delegate Not Important/Urgent tasks when possible.

Step 6.

Avoid Unimportant/Not Urgent tasks to manage your time effectively.

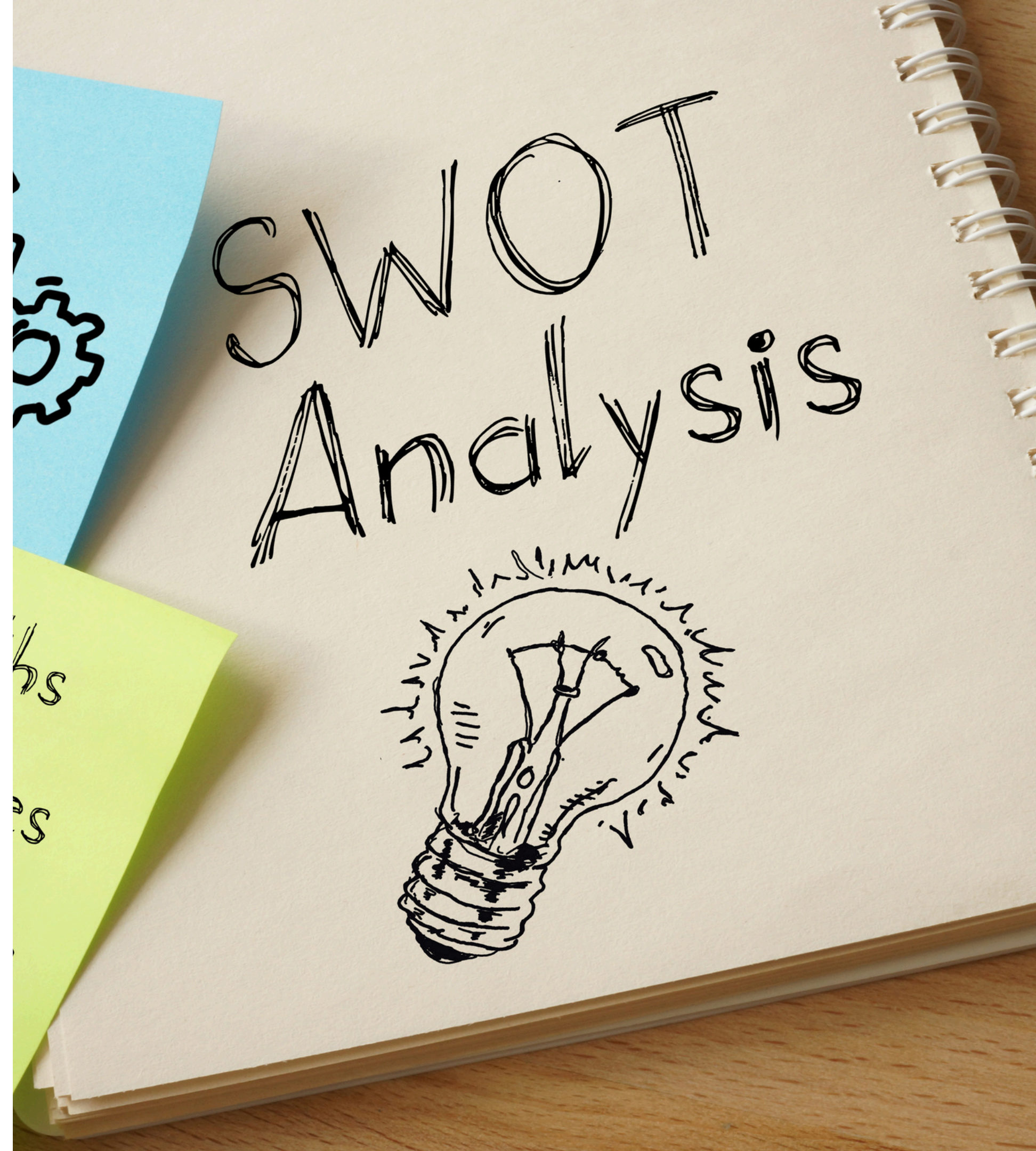
SWOT ANALYSIS

What is SWOT analysis?

SWOT analysis is a tool used to assess the strengths, weaknesses, opportunities and threats associated with a given organisation or project.

The importance of SWOT analysis

It helps identify strategic internal and external factors that may influence success or failure.



SWOT ANALYSIS – ELEMENTS

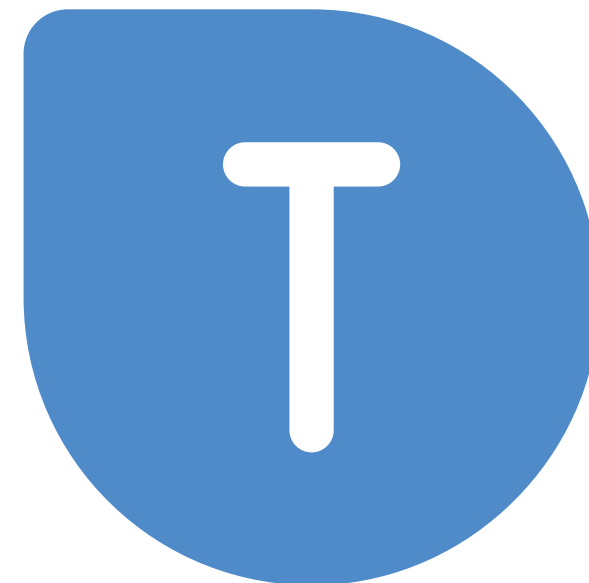
Strengths

Internal resources or opportunities that provide competitive advantage.



Weaknesses

Internal deficiencies and limitations that may hinder development.



Opportunities

External factors that can promote development and success.

Threats

External factors that may pose a risk to the organisation or project.

SWOT ANALYSIS – EXAMPLES



Example 1.

Technology company:
Strengths – innovation,
Weaknesses – limited financial
resources, Opportunities –
development of the technology
market, Threats – strong
competition.



Example 2.

Restaurant: Strengths – high
quality of food, Weaknesses –
small location, Opportunities –
growing trend of healthy
eating, Threats – changing
health regulations.

SWOT ANALYSIS – EXAMPLES

The good

The not-so-good

What we've got

Strengths

What resources can we deploy?
What are our advantages?
What's working well?



Weaknesses

What abilities are we lacking?
Where are we starting to struggle?
How can we overcome these?



What's out there

Opportunities

Who might most value our strengths?
What trends work in our favour?
What prizes are within reach?



Threats

What headwinds do we face?
Who might challenge us?
What could go wrong?



Q&A

Ask questions

We encourage you to ask questions about the topics discussed.

Discussion

Open discussion about management tools and methods.



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**THANK YOU FOR
PARTICIPATING IN THE
WORKSHOPS!**



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