



Facilitator's Guide

Module 2: Personal Profile

Delivered by



Module 2 – Personal Profile

Follow this guide to facilitate delivery of this module with young people.

The 'Student Resource' can be printed and completed by hand or may be downloaded and completed on the Word document. If completing on the Word document, students can highlight their selection where it asks for an answer to be circled or ticked.

Introduction (10 minutes)

This module is designed to help learners understand more about their skills in order to set personal goals for the skills they want to develop during their work experience. Begin by discussing with learners that it is important to understand the skills that they are good at and the skills that they need to develop.

Activity 1 (15-35 minutes)

It is suggested that students work individually on this activity. Students read each of the statements and circle the answer that applies to them. This simple questionnaire is designed to help students understand more about themselves. The answers they give will also help the student identify which skills they are confident in and which skills they need to develop.

Activity 2 (20-60 minutes)

It is suggested that students work individually on this activity but allow time for discussion as a class or in pairs/small groups to share ideas and suggestions. Explain that work experience provides an excellent opportunity for skills development so this activity will help them set personal goals to work on during their placement.

Students begin by using their answers to Activity 1 to list all the skills they would like to develop.

Students then select up to 3 skills and plan how they will develop these skills during their work experience. Students should set specific goals and include as many examples as they can think of for ways that they can develop each skill.

For example:

I would like to develop my communication skills by meeting new people and asking them questions.

When I meet a new person in the workplace, I will ask them a question about themselves. Some questions I could ask include:

- **How long have you worked here?**
- **What is your job here?**

- **Do you enjoy your job?**
- **What training or qualifications did you get to work here?**
- **What is your favourite thing about working here?**
- **Do you have any advice for me on working here?**

Activity 3 (5-15 minutes)

Students work individually on this activity to reflect on what they have learnt. The same questions are asked at the end of each module and are designed to help learners identify which key areas of learning this module has helped them with.

