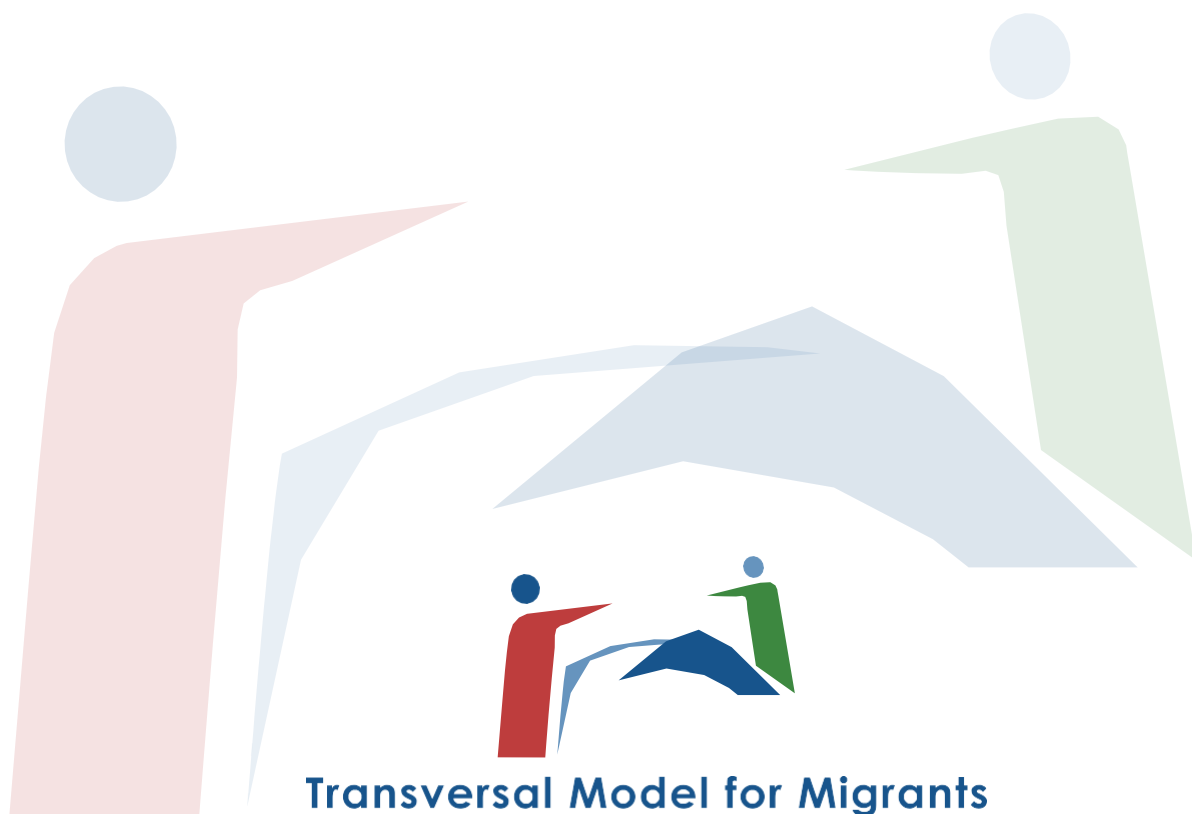




MIGRANTS' TOOLBOX

TRANSVERSAL MODEL FOR MIGRANTS-AGILITY ANNEX



2018-1-FR01-KA202-048007

IO3- Balance of competences

WHY DO I HAVE TO DO A PROFESSIONAL BALANCE SHEET?

Whether this exercise seems superfluous or tedious, we highly recommend it. Of course, this will cost you little time at the beginning but please consider it rather like one investment... It will allow you to see yourself clearly, help you to better describe your professionals' skills, identify your motivations, understand your choices...

It will most probably as well avoid you to commit a lot of errors, like to send curriculum vitae in all azimuths. It should help you to clearly decide to whom you address your curriculum vitae. The More, you address it to appropriate person, the more chance you have to reach your goals...

A review of the past, analysis of the present, but above all construction of the future.

Identification one project professional who will be at the square - furnace your Skills, your values, your expectations but who will also consider the reality of the market, sector, Environment...

Conducting a competency check will allow you to act instead of reacting, to be proactive and to reflect in terms of added Value...



WHO ARE YOU?

Here is a list describing traits of personality in which you do recognize yourself. Check- the one cross, then ask someone, you know to fulfill it as well (describing you). It can be one or several people of your (family and/or co-workers).

PERSONALITY TRAITS	I SEE MYSELF	X SEES ME	Y SEES ME	Z SEES ME
harsh				
ambitious				
anxious				
calm				
Combative				
trusting				
Conscientious				
cynical				
Resourceful				
devoted				
well disciplined				
discreet				
Dynamic				
efficient				
emotional				
energetic				
level-headed				
reliable				
impatient				

PERSONALITY TRAITS	I SEE MYSELF	X SEES ME	Y SEES ME	Z SEES ME
Involved				
impulsive				
Initiatives (taking)				
Introvert				
self-master				
Methodical				
obstinate				
optimistic				
patient				
perfectionist				
Persistent				
positive				
fast				
realistic				
sensible				
careful				
Spontaneous				
deliberate				

The 5 key **words** that characterize who you are:

1.
2.
3.
4.
5.

Possible discrepancies between your perception and that of others:

-
-
-
-
-

In your opinion, this is because:

-
-
-
-
-

EVERYONE's HAS AN INTELLIGENCE FORM?

Sure, but try to characterize yours with the terms below. As well as before, ask your entourage.

INTELLIGENCE TRAITS	I SEE MYSELF	X SEES ME	And SEES ME	Z SEES ME
analytical				
learns easily				
has a lot of memory				
bright				
consistent				
attentive				
creative				
critical				
draft mind				
imaginative				
intuitive				
slow				
methodical				
nuanced				
objective				
organized				
detail-oriented				
think almost				
planner				
precise				
sure, of his judgment				
synthetic				

The 3 key words that characterize you are:

1.
2.
3.

Possible divergences between your perception and that of others:

-
-
-
-

In your opinion, this is because:

-
-
-
-

The purpose of this balance sheet is to value yourself. But don't minor it by modesty or by excess of pride. This balance is only valid for the sincerity you show in establishing it.

MY INTERACTION WITH OTHERS

What is my relationship style with others? How do you see that what that I'm included in company?
From same, choose among the features following:

MY BEHAVIOR	I SEE MYSELF	X SEES ME	And SEES ME	Z SEES ME
amicably				
ambitious				
friendly				
Attentive				
autonomous				
authoritarian				
talkative				
warm				
clear in its guidelines				
communicates well				
competitive				
easy contact				
cooperative				
reliant				
diplomat				
distant				
callous				
listens a lot				
emotional				
flexible				
frank				
generous				
self-employed person				
loyal				
technician				
leader of men				
motivates well				
scruffy				
open to discussion				
Participatory				
Persistent				
Persuasive				
persnickety				
punctual				
musty				
respectful/hierarchy				
responsible				
secret				
sensitive to humor				
silent				
sociable				
susceptible				
emotionally stable				

The 5 words Key for you Are:

1.
2.
3.
4.
5.

Possible discrepancies
between you and others:

1.
2.
3.
4.
5.

How can these differences
be mitigated?

1.
2.
3.
4.
5.

CONCLUSION

Does your self-image coincide well enough with that of the others you? If Yes, I do., so much better, you are probably enough well in your skin and in your life, relatively balanced. If not, ask yourself the reason to these divergences. In what type of situations «does it your way»

or do you put yourself in front of yourself? What do you think? Features go you help in your life professional future or current? Which one's risk to be limited? And above all, that can you do to get the remedy? Dress up, I'm my day honestly after the Finding, a plan Action.

MY QUALITY AND MY STRENGTH ARE THE FOLLOWING:

.....

.....

.....

.....

.....

POINTS PROBLEM CAN I MET AT WORK:

.....

.....

.....

.....

.....

.....

.....

.....

POSSIBLE ACTION PLAN TO CHANGE THIS:

.....

.....

.....

.....

.....

.....

.....

.....

WHAT DID YOU REALIZED UNTIL NOW?

Look at your professional past

Even if you're very young, you're bound to have one. You're going to have certainly done of the "small jobs" during the holidays or during internship: exploit them at the maximum. The first will testify your curiosity, your resourcefulness, your flexibility, your opening mind. The second will show, in addition to your worry making it happen you to know, this that you have realized, learned, carried out. First, list them all in the following format:

COMPANY (NAME, LOCATION, SECTOR)	ACTIVITY	MAIN OBJECTIVE	Responsibilities	MEMORY OR INTERNSHIP REPORT	WHAT HAVE YOU LEARNED ABOUT YOURSELF	WHAT KNOW YOU ACQUIS?

Internships or even experience at home are crucial for beginners as they are a gateway to active life. Between two young people just leaving the University, recruiters will lean towards that who, having carried out internships, will know put in exergue its experiences in company...

Now follow up with an in-depth analysis of each position. You're going to have certainly accomplished actions whose you are proud of, either because they're were difficult, either because that you've been particularly brilliant, inventive. Find some more (3 to 8 per position and depending on its duration).

Detail them as follows:

My function:

At (company):

Problem or starting situation (to explain the context of your intervention, the difficulties present, the goals to be achieved):

.....
.....

Actions taken by you (alone or as a team; responsibilities taken by you Personally, it's not employed one turn active with "I"):

.....

.....
Achievements or results (express in genus if possible, in quantifiable terms):
.....

.....
Qualities expressed by yourself in these circumstances (4 or 5 keywords):
.....

It would be wise now to see what significant you have achieved in your life personal.

Education, family, sport, leisure, associative life...

- What do you think?
- Experiences tell yourself willingly to your friends the evenings for one good table?
- Choose those who are not those you can tell but as well those which are exploitable in a professional context. A previously, follow a plan identical:
 - Start point
 - Shared experience,
 - Results obtained,
 - Qualities demonstrated.

PERSONAL REALISATION EXEMPLE

The takeover of a junior undertaken in a school

Starting point

The junior company was supposed to place students in the works to telephone relaunch. It was not very efficient (revenue: 25,000 Swiss francs).

SHARED

- Telephone relaunch and visit of all companies that have cooperated in the past, carrying out a platelet advertising.
- Sending mailing to canvass other potential customers.
- Setting goals for junior companies and registered students.

Results

50 students placed on average per weekend, turnover multiplied by 15 in one year.

QUALITY DEMONSTRATED

Team management, dynamism, persuasiveness, orientation results.

ANALYSIS YOUR PROFESSIONAL OR PERSONAL REALISATIONS: DETERMINE THE COMMON KEYS FACTORS OF YOUR SUCCESS.

Make the following table:

TYPE OF SITUATION/PROBLEM WHERE YOU HAVE SUCCEEDED	WHAT DID YOU DO TO MAKE A DIFFERENCE?	WHAT MAJOR QUALITIES DID YOU USED?

WHAT DID YOU DO?

This logically derives from your preferences, your motivations and determines your interests.

AUSCULT YOUR PREFERENCES

THE PROFESSIONAL ENVIRONMENT THAT YOU WANT OR LIKE (CHECK THE RIGHT BOX)		
multinational company	<input type="checkbox"/> yes	<input type="checkbox"/> no
large Swiss company (more than 250 people)	<input type="checkbox"/> yes	<input type="checkbox"/> no
small or medium-sized Swiss business (10 to 250 people)	<input type="checkbox"/> yes	<input type="checkbox"/> no
micro-enterprise (up to 10 people)	<input type="checkbox"/> yes	<input type="checkbox"/> no
framing function	<input type="checkbox"/> yes	<input type="checkbox"/> no
specialist function	<input type="checkbox"/> yes	<input type="checkbox"/> no
assistant function	<input type="checkbox"/> yes	<input type="checkbox"/> no
consultant-independent position	<input type="checkbox"/> yes	<input type="checkbox"/> no
(strong) growth sector	<input type="checkbox"/> yes	<input type="checkbox"/> no
traditional sector	<input type="checkbox"/> yes	<input type="checkbox"/> no
other peculiarities:	<input type="checkbox"/> yes	<input type="checkbox"/> no

ACTIVITY SECTORS THAT YOU PREFER OR KNOW (CHECK THE RIGHT BOX)		
<input type="checkbox"/> nature and environment	<input type="checkbox"/> art and culture	<input type="checkbox"/> engineering and computer science
<input type="checkbox"/> food industry	<input type="checkbox"/> tourism, hotels	<input type="checkbox"/> natural sciences
<input type="checkbox"/> textile and clothing	<input type="checkbox"/> advice, audit, expertise	<input type="checkbox"/> humanities
<input type="checkbox"/> insurance	<input type="checkbox"/> social work, education, health	<input type="checkbox"/> banks and financial institutions
<input type="checkbox"/> building, public works, real estate	<input type="checkbox"/> sales, trade, distribution	<input type="checkbox"/> communication, publicity, leisure
<input type="checkbox"/> industry and technical crafts	<input type="checkbox"/> transport and security	<input type="checkbox"/> import - export

THE POSITION THAT YOU HOLD OR YOU WANT TO HOLD (CHECK THE RIGHT BOX)		
<input type="checkbox"/> organization and methods	<input type="checkbox"/> public relations	<input type="checkbox"/> marketing
<input type="checkbox"/> production	<input type="checkbox"/> after-sales service	<input type="checkbox"/> human resources
<input type="checkbox"/> technical	<input type="checkbox"/> maintenance and safety	<input type="checkbox"/> accounting
<input type="checkbox"/> Logistics	<input type="checkbox"/> purchases	<input type="checkbox"/> international relations
<input type="checkbox"/> legal	<input type="checkbox"/> finance	<input type="checkbox"/> computer
<input type="checkbox"/> audit	<input type="checkbox"/> commercial	<input type="checkbox"/> advertising
<input type="checkbox"/> research and development	<input type="checkbox"/> administration	<input type="checkbox"/> direction

Activities THAT YOU LOVE OR PLEASE

Choose from the verbs below that attract you the most;
Surround them and then check the main verbs **as soon** as a family verb has been surrounded.

n OBSERVE	perceive - guess - feel - test - examine - measure
n ANALYSE	compare - relate - differentiate - deduce - weigh - evaluate
n INTERPRETE	explain - define - understand - describe - represent
n SOLVE	find solutions - improve - criticize - redirect - flatten - set up
n SYSTETISE	organize - coordinate - control - correct - develop procedures
n PLANIFY	plan - set strategies - set goals - develop programs
n ADMINISTRE	manage, delegate - supervise - lead - draw up a budget
n LEAD A TEAM	drive - maneuver - impose - manipulate - advise
n INNOVATE	invent - design - adapt - develop
n IMAGINE	visualize - conceptualize - represent yourself
n SYNTHETISE	to assemble and combine in an original way - catalyze
n CREATE	draw - write - sculpt - give an original interpretation
n SUPPORT	help - help - be open and attentive to others - inform
n UNDERSTAND THE PROBLEMS of OTHERS	listen - put yourself in the place of - give confidence - helpfully advise
n PRESENTE	write - talk - communicate
n PERSUADE	convincing - teaching - inspire - influence - motivate
n ARBITRATE	reconcile - negotiate - intervene - settle a dispute
n ORDER	sort - distribute - calculate - classify
n MAKING it	build - make - assemble - make
n START THINGS	adapt - adjust - finish - try - adjust
n DO WORK	handle - use - control
n MAINTAIN	repair - tinkering - renovating
n SERVE	take care - help - offer its services
n PLAY A ROLE	improvise - dance - swim - participate in a show
n EXPLORER	learn - discover - travel - search - find
n FACE A CHALLENGE	take risks - achieve a performance - compete - compete
n BE RECOGNIZED	be accepted - be complimented - succeed socially - increase its prestige

Write a personal summary of your preferences:

.....

.....

.....

.....

.....

.....

RESUME OF YOUR BALANCE SHEET

FILL THE CI-DESSOUS SCHÉMA IN REPORTANT:

YOUR QUALITY	YOUR KEY SKILLS	YOUR PREFERENCES
.....
.....
.....
.....
.....

PURPOSE OF THIS SELF-BALANCE SHEET

- Get to know you better;
- Determine 3 to 5 key skills that characterize you;
- Find out your motivations
- Be aware of the activities you are interested in;
- Determine what type of business, sector you want to integrate.

These answers allow you to:

- Justify and reinforce arguments that you can use in your CV or cover letter;
- Get a better idea of your project in terms of the type of function you're looking for.



Is it better to realize this exercise yourself or with a specialist?

The two approaches are not opposed but complementary.

Self-diagnosis's not obvious; it requires willpower, patience, consistency, honesty, one certain distance by report to self.

Doing it by establish professionals is one longer gate (because it usually lasts for several weeks), it is more costly (because you must pay for counselling sessions). But analysis is most of the time deeper realized

Counsellors, usually psychologists or business trainers, help you to relate all the information you give about yourself, such as a puzzle to Build. They establish one link between your private life, your professional life, your basic trainings, your professional trainings, your social life, your center of interests, your values, your motivations, your personality.

First, they analyze your application and the objective behind it:

- would like to take stock of where to go during a transition phase of your life: between school and the labor market, between two jobs? It is it will be a matter of the none balance sheet-orientation.
- do you want to be in relation to the labor market, a certain industry, a specific profession? It will be in your balance sheet.
- do you need to discover your qualities and generic skill's, the ones you can transpose from one domain to another, in order to discover a new niche, a new professional target? It will be questioned in your balance sheet skills part.







Transversal Model
for Migrants



Erasmus +

TRANSVERSAL PROJECT FOR MIGRANTS

TRANSVERSAL PROJECT



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