



Vocational/Career Counselling

I. Introduction and Topic

Life Long Learning and working:

Today, there are fewer lifetime jobs. People have to adjust to a flexible Labour Market and need to get along with short term jobs, change of jobs.

Besides their profession they ideally need to know:

- Labour Market situation,
- how to research vacant jobs
- how to successfully manage application procedure
- how to plan a career
- how to deal with career challenges

All these are skills for responsibly organizing ones' own career and further education. Many people need assistance on this.

Career Guidance shall support all people in these processes. They offer support in defining, planning and realizing one' s work life. Career Guides and Counsellor

- collect, prepare and update information material
- explain, train, help with profiling and application
- enable clients in decision making , defining and achieving goals
- keep in contact with career guides for
- update their professional knowledge on professions, on counselling, on techniques, on national and international standards and tendencies in Career Guidance
- extension and maintenance of professional networking and its database

With this, they contribute to personal satisfaction and a successful work-learn-life balance of clients. Also they show opportunities and obstacles and together find solutions, which suit the client.

As staff of a public authority they know about government programs for financial support.



Vocational Counselling

Target group: Youth	Target group: Adults
<p>Definition:</p> <p>Pupils from Schools Pupils from VET Schools Drop-outs of school, vet school, university Parents</p> <p>People with special needs Migrants</p>	<p>Definition:</p> <p>Highly Qualified Low qualified No formal education/occupation Single parent families with no family support People with special needs (Migrants)</p>
<p>General offers for individuals:</p> <p>Counselling and Mediation</p>	<p>General offers for individuals:</p> <p>Counselling and Mediation</p>
<p>Special Offers:</p> <p>Vocational Orientation Workshop Application Training Self-Exploring and Competence Training Career Planning Open information day at VET Schools Lectures on Occupational Branches and options ...</p>	<p>Special Offers:</p> <p>Profiling (personal, social, intellectual competences) Application Training (written and job interview) First/ Further education counselling Short Term Qualification Counselling Doing Jobresearch with LMIS ...</p>
<p>Tasks to improve:</p> <p>VET/Job Fairs: with Face to face contact to Employers and special counselling offers/workshops from Career Guidance</p> <p>Practical experience: short term internship in professions + Reference letter for next application</p>	

Good Quality, well educated teacher and motivated participants for vocational education training are needed in Mongolia!

Not everybody is capable of a University Study!



Life span with gaps and steps from one status to another



Birth	Kinder-garden	Primary school	Secondary school	Vet school	J o b	Job	Further Training	J o b	J o b	.
-----	-----	-----	-----	University		Qualification and Training on the job	Other Studies			.
				BA MA						.

Example

Time Line



- a) Mark and name your personal gaps
- b) Reflect how you managed your transitions.

How did you manage?

Who/what helped you?



II. Suggestions on Career Guidance to remember:

Career Guidance takes place in process of transition.

Clients' questions and needs are in focus: Her/his job biography, sociocultural background, resources and competences are the base for counselling and planning further steps.

Career Guidance consists of **4 phases**:

- Orientation
- Information
- Counselling Session
- Mediation (→ Vet School/University enrollement) (Job Placement)

Career Guidance helps to **find out**

- about interests and talents,
 - about strengths/skills
 - about competences/achievement
- having an interest doesn't mean you are also able to do it as a profession!

Forms:

- a) Individual Counselling**
- b) Group counselling (also in schools)**

Workshops, Expert Lectures

- c) Mediation**



Ideal Counselling Session

Beginning
part

- Welcome Client
- Introduce yourself, explain function and role
- **Define Client's request and a goal (short: "in one Sentence")**
- Set a Timeline of Counselling session(s)
- Define the relation Counsellor-Client

Main Part

- **Deal together with the request, take time to thoroughly define and understand request, ask questions**
- Identify solution and identify available resources
- Reframe the request, sum up and plan next step

Ending

- Leave/Good Bye

Monitor
Resume

- Evaluate
- Conclude



Professional Counselling Principles

- Transparency: explain what + how you do
- Concentration:
 - focus on the client
 - focus client's competences
 - focus her/his reflexion
- Questioning: ask to specify the given Information
- Professionality: empower and support self-guidance

10 Professional Counselling Rules

1. Eliminate disturbing factors
2. Listen actively
3. Give confirmation
4. Stay neutral and act in a neutral way
5. Repeat in own words, summarize
6. Give information, show opportunities, explain procedures
7. Formulate proposal(s) but: avoid discussions
8. Stand the breaks the client makes
9. Mind the nonverbal signals

Film to introduce a Career Informaton Center (in german, 3:21min)

<http://www.arbeitsagentur.de/web/content/DE/BuergerinnenUndBuerger/Arbeitsagentur/Beruf/Berufswahl/Berufsinformationszentren/index.htm>