

COMPe4Mi – Tools for Tools for professionals to assess and develop migrants' competences

MODULE 5, PRACTICAL EXPERIENCE



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Partnership:



Practical experience (piloting phase, placements)

Practical experience is a module that will help participants understand how job shadowing works, to develop self-esteem, develop soft skills, teamwork, experience reflection and giving feedback.

Introduction

- **The training activity aims** to help the participants to develop their ability and skills to job shadowing in organizations.
- **Job shadowing** is an educational program where individuals can learn about a particular occupation or profession in order to see if it might be suitable for them. In job shadowing, a business provides an experience for individuals of what it is like to perform a certain type of work by having them accompany an experienced worker as they perform the targeted job/task.

Introduction

- **The people who are involved in job shadowing are the visitor and the host.**
- A visitor is the person who has the opportunity to work alongside a professional to gain experience of the role of another individual, and to gain an insight into that particular work area.
- A host is the person who agrees to be shadowed. Both of them have to take into consideration their work obligations and ensure that the shadowing experience does not get in the way of their learning experience.

Aims and Objectives

The primary objective of the training is to teach participants about the importance of job shadowing and how this can help them develop their professional and personal skills.

Learning Objectives

Participants/migrants will learn about the role of the visitor and the host, and how job shadowing can help their integration effectively in the labour market promoting further participation in working and society life. The participants/migrants will develop a deeper knowledge and understanding of the role of visitor and the benefits of job shadowing, i.e:

- Understand how a team works and furthermore, an organization
- Understand their role as visitors (rights and responsibilities)
- Learn from others
- Understand more about how a company/NGO functions
- Interact with people with different backgrounds



Content

- Why do you think job shadowing is needed?
- How will this training benefit you and your career development?
- Short introduction on the benefits of job shadowing;
- Understand and **present the roles of the visitor and a host** (role playing);
- **Outline expectations** from the shadowing to the host;
- **Types of job shadowing** (“job sharing”, “Burst Interactions”, “Fly on the wall”)
- How you **do reflection and provide constructive feedback** to the host?
- Sharing **previous relevant experiences**

Methods

- Getting to know each other
- Icebreakers and Energizers
- Human Library/sharing experiences
- Teamwork in a multicultural environment
- Simulation games (host and visitor, simulated interview)
- Role playing for effective communication and interaction
- Reflection activity

Skills and Knowledge For migrants/hosts

- Understand better **the importance of job shadowing**, how an organization works and the roles within it;
- Increase **observation skills**
- Deeper knowledge **regarding a career path**
- **Share their** experiences
- Develop **effective communication skills** through the interaction with others
- **Develop self-reflection** method and giving feedback: see your role through the person shadowing you (“fresh eyes”)
- **Expand their knowledge** about the labour market

Assessment

*At the end of the training, the participants will be invited to **fill a questionnaire and evaluate** the content and quality of the training, the trainers, and provide their rate of satisfaction.*

For the visitor:

- How has this job shadowing enhanced your personal/career development?
- How has this job shadowing affected you?
- Was the role as you expected it to be?
- What did you gain personally from the experience?

For the host:

- What did you get from the experience?
- Did the visitor fulfil his expectations?
- Did the "fresh eye" perspective help you improve or develop your professional skills and business?
- Did you find this programme useful?

Questions?

- *Comments*
- *Feedback*
- *Q & A*