

Supervisor's booklet

<u>Host organisation</u>	<u>Participant</u>
Name:	Name:
Name of supervisor:	First name:
Name:	Tasks:
First name:	From... to...
Department:	Mobility programme:

Hello,

The participant you have welcomed in your organisation will soon finish their project with you. The acquired experience has enabled him or her to develop technical competences – but also transversal competences (related to behaviour or attitude).

*This is where we need you in order to better emphasise these competences. This document will allow you to position the participant with reference to the **5 transversal competences** which they are likely to have developed when operating in your organisation. The document also offers you an opportunity to advise the participant on their future professional and social inclusion.*

*So, what next? Simply respond to the **15 series of 4 assertions below**. You can tick one or several answers per series or you can choose not to answer (N/A). You are also welcome to comment on each series and to give your advice. **Ideally, the questionnaire is to be filled in within 7 days before the participant's departure.***

This document will be handed out to the participant along with a customised AKI competence sheet (based on the participant's own answers) to help them put their experience into words.

Thank you for your participation!

AKI is a European project aiming at better assessing and recognising transversal competences acquired by young adults in international mobility projects as a means to facilitate their socio-professional inclusion. If you wish to learn more, visit the AKI website : www.aki-mobility.org

You can tick several answers per series depending on what suits the participant best.

Related to his/ her experience within your organisation, you feel he/ she is able to :

Series 1 OPEN-MINDEDNESS

Showing evidence of curiosity

be interested in others	
find about one's environment	
compare the new environment with what is already known	
head out to the unknown	
N/A	
Comments / Advice :	

Series 2 OPEN-MINDEDNESS

Respecting various opinions

listen to every person's opinion	
listen without seeking to impose one's ideas	
remain to all opinions differing from one's own	
assimiler criticism in a constructive fashion	
N/A	
Comments / Advice :	

Series 3 OPEN-MINDEDNESS

Taking diversity into consideration

be aware of the surrounding diversity	
be mindful of others in their differences	
share one's differences with others	
broaden oneself through exposure to diversity	
N/A	
Comments / Advice :	

Series 4 ADAPTATION TO CHANGE

Approaching change

be open to change	
understand what causes change	
understand what is to be gained or lost in change	
keep a critical mind about change	
N/A	
Comments / Advice :	

Series 5 ADAPTATION TO CHANGE

Adjusting one's actions to change

leave one's references behind to make room for the new	
change one's plans and way of doing things	
provide oneself the necessary resources for adaptation	
adapt to change without loss of efficiency	
N/A	
Comments / Advice :	

Series 6 ADAPTATION TO CHANGE

Committing to change

make proposals	
learn new tasks, technologies	
display creativity	
initiate change	
N/A	
Comments / Advice :	

Series 7 INTERPERSONAL RELATIONS

Relating to others

actively listen to others	
place oneself in other people's shoes to understand how they feel	
choose the most appropriate means of communication for one's interlocutor	
communicate easily with strangers	
N/A	
Comments / Advice :	

Series 8 INTERPERSONAL RELATIONS

Operating in a group

identify roles and places in a group	
participate in the group's activities in pursuit of a common goal	
bring help to members of the group	
prefer the group's interest to one's own	
N/A	
Comments / Advice :	

Series 9 INTERPERSONAL RELATIONS

Enhancing one's dispositions to networking

integrate into an existing network of contacts	
create one's network of contacts	
maintain one's network of contacts via NIT and real-life encounters	
enlarge one's network of contacts via NIT and real-life encounters	
N/A	
Comments / Advice :	

Series 10 SENSE OF RESPONSIBILITY

Understanding one's environment before taking action

understand what is expected of oneself	
take into account the resources and constraints of the environment	
analyse the situation	
devise an action plan	
N/A	
Comments / Advice :	

Series 11 SENSE OF RESPONSIBILITY

Taking action mindfully of others

avoid taking risks irrespective of oneself and others	
answer for one's actions and take responsibility for their consequences	
share decision-making with others	
support collective decision-making	
N/A	
Comments / Advice :	

Series 12 SENSE OF RESPONSIBILITY

Solving problems

find a solution to a problem	
ask for help when needed	
teach others how to solve problems	
anticipate problems	
N/A	
Comments / Advice :	

Series 13 SELF-CONFIDENCE

Recognising one's strengths and limits

show awareness of one's strengths	
recognise one's limits	
try to overcome one's limits	
turn one's limits into an asset	
N/A	
Comments / Advice :	

Series 14 SELF-CONFIDENCE

Asserting oneself

observe one's environment in order to act accordingly	
find one's position in a group with regard to one's abilities	
assert one's choices, opinions	
express oneself without feeling destabilised by criticism	
N/A	
Comments / Advice :	

Series 15 SELF-CONFIDENCE

Developing one's ability to take action

ask oneself what can be done	
take initiatives	
take up challenges	
looking for ways to bounce back in case of failure	
N/A	
Comments / Advice :	