



Education and Culture DG

Lifelong Learning Programme



## NAVIGUIDE Workshop – New Methods for Vocational Guidance in Ballymun

**Date:** 11<sup>th</sup> January 2013

**Trainer:** Peter Nolan

**Location:** Ballymun Job Centre, Ballymun, Dublin

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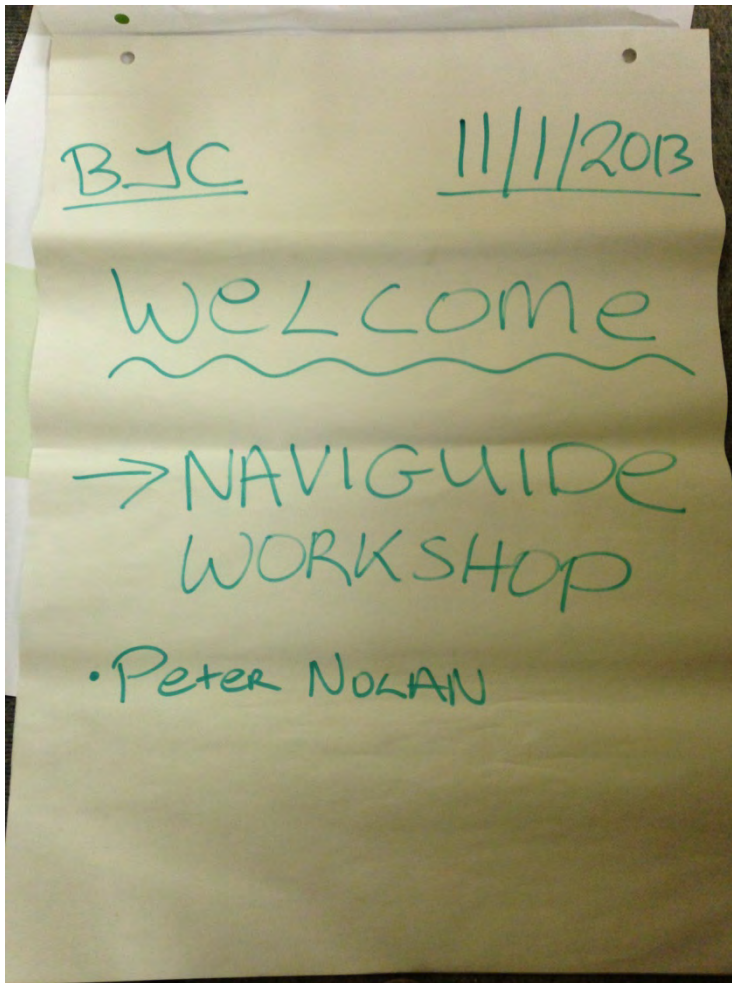


List of Participants:

Name	Organisation
Gordon Muego	Ballymun Job Centre
Martina Keogh	Ballymun Job Centre
Pat Kavanagh	Ballymun Job Centre
Suzanne Kavanagh	Ballymun Job Centre
Bridget Varley	Ballymun Job Centre
Mandy Creevy	Ballymun Job Centre
Jennifer Hughes	Ballymun Job Centre
Kim Mulready	Ballymun Job Centre
Anne McCluskey	Ballymun Job Centre
Ronan Scally	Ballymun Job Centre
Mark Costello	Ballymun Job Centre
Peter Seery	Ballymun Job Centre
Alyson Lyons	Ballymun Job Centre
Carol Lynch	Ballymun Job Centre
Lisa Tarleton	Ballymun Job Centre

## Welcome and Introduction

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## What is Naviguide? Short introduction to the project NaviGuide and the Naviguide Methods

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See PowerPoint Presentation



### Naviguide Workshop

### Project Information



Ballymun Job Centre / Naviguide Workshop 2013



### Analysis of the Contents of the Naviguide Handbook:

9	Expectations, Getting to Know Each Other
21	Orientation, Reframing, Activation & Motivation
7	Dealing with Resistance, Conflicts, Frustration etc.
16	Vocational Information, Information Management etc
10	Analysis of Potential
8	Educational & Career Choices
6	Developing Social Skills
3	Practical Training
19	Job Finding

**Total Approx Application Time:  
Working Material:**

**Circa 130 hrs  
90 + pages  
Theoretical Background of each Method  
Information on Sourcing Further Data  
5-Page Glossary  
Handbook Bibliography**

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## **Icebreaker: This Group RULES OK!!**

Based on method 2.1.3 Developing Group Rules



## **Group Discussion: Participant Expectations of Workshop & Agreeing Workshop Boundaries & Limitations**

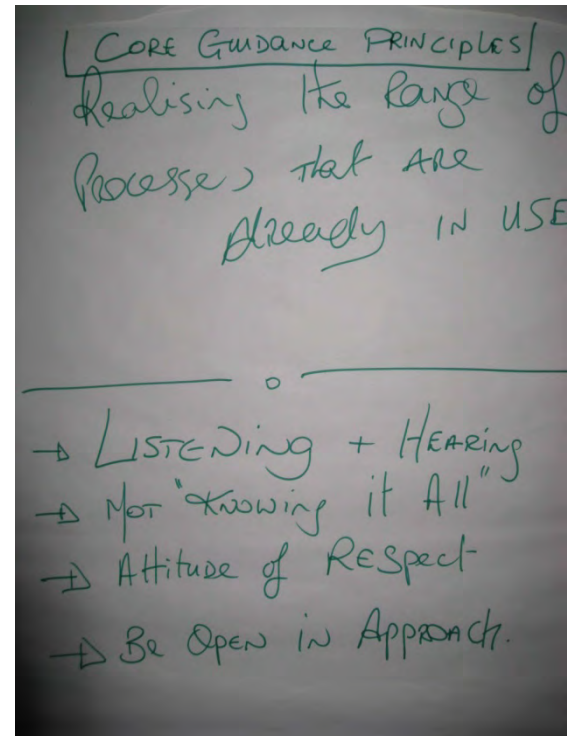
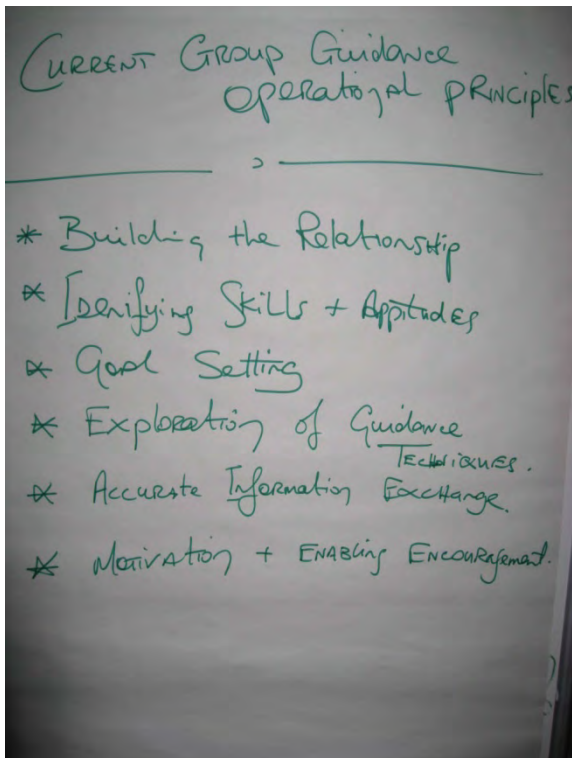
Based on method 2.1.1 Introduction to Vocational Orientation – Objectives and Expectations



## Key Principles of Group Guidance

### Group Discussion on the Key Principles of Group Guidance

- ❖ Individual Task: What Are The Key Principles of Group Guidance Practice as You perceive them?
- ❖ Group Task: Rank three Key Principles in order of Priority ...
- ❖ Plenary Task: What Challenges are Experienced when Implementing Group Guidance Principles?



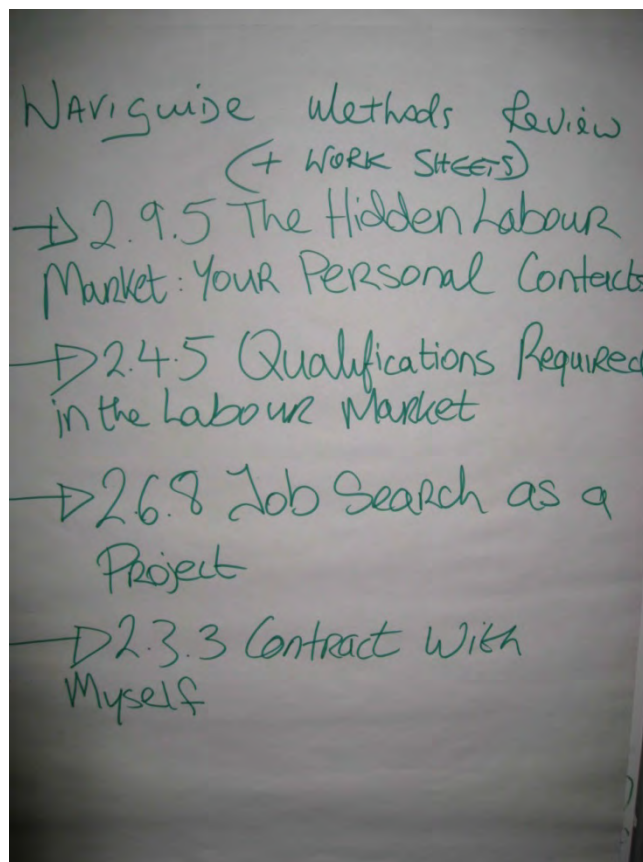
## Naviguide Methods

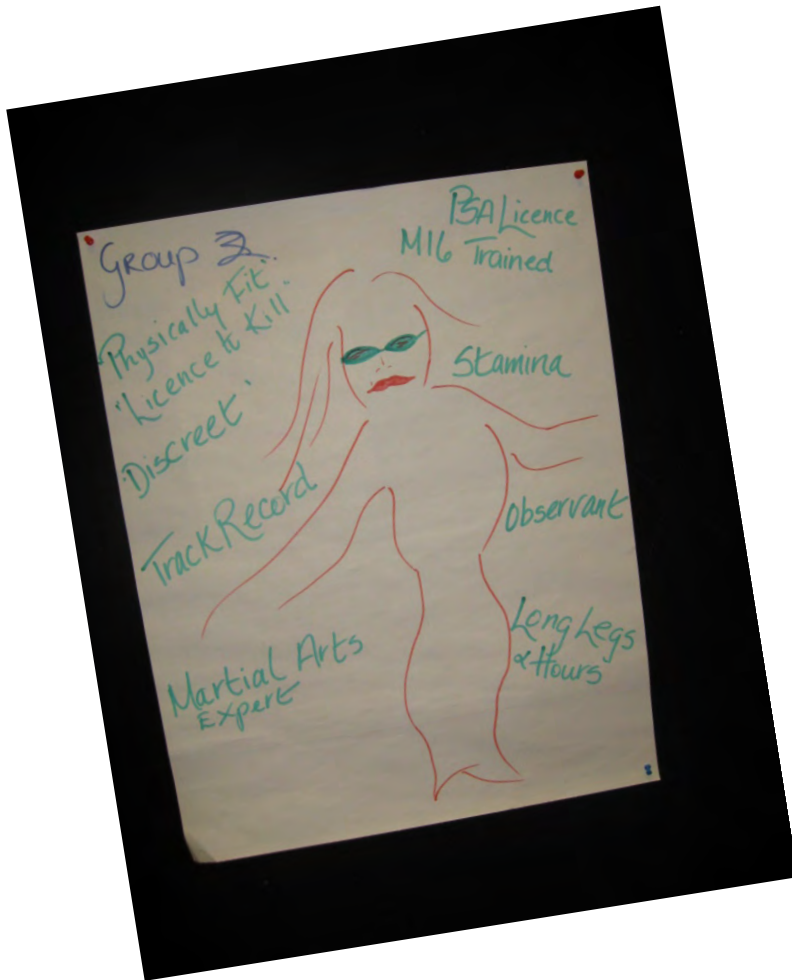
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List of Naviguide Methods tried, reviewed and discussed:

- 2.1.3 Developing Group Rules
- 2.1.1 Introduction to Vocational Orientation – Objectives and Expectations
- 2.9.2 The Cover Letter
- 2.9.3 Analysing No-No's in the Application Process
- 2.9.4 Application Rejected- This is what you can do
- 2.9.7 Getting Information on the Employer
- 2.4.2 Researching Careers
- 2.4.4 Alternatives to the Dream Job
- 2.4.11 My Ideal Working Environment
- 2.4.5 Qualifications Required in the Labour Market
- 2.1.2 Getting Started with Vocational Orientation
- 2.5.5 Analysis of potential: 'What Are My Hidden Talents'?
- 2.6.7 My Professional Identity
- 2.9.5 The Hidden Labour Market: Your Personal Contacts
- 2.2.3 My Most Important Values
- 2.4.13 Mr. President is looking for a Bodyguard
- 2.3.3 Contract with myself
- 2.6.8 Job Search as a project

Please see [www.naviguide.net](http://www.naviguide.net) for more Naviguide group guidance methods





**Mr. President is looking  
for a Bodyguard**





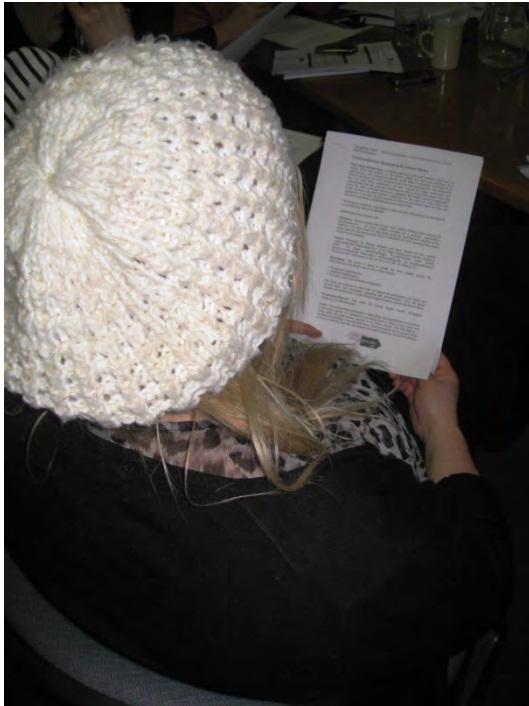


Job Search as a Project



## Getting Information on the Employer





**Qualifications Required  
in the Labour Market**



## Accessing the Naviguide methods

Participants were shown how to access the Naviguide methods via the Naviguide website [www.naviguide.net](http://www.naviguide.net) and were also given instructions to take home (see document on Accessing the Naviguide methods)



**Accessing the Naviguide Methods**

- ✦ Naviguide website: [www.naviguide.net](http://www.naviguide.net) (click on the Irish flag)
- ✦ You can access the methods via a Handbook or a Database

**Database**

- o Access the methods via the Naviguide International Methods' Database for Vocational Orientation in Group Settings
- o Select Methods Database from the menu on left-hand side (see below)
- o You can then search for different methods based on the following criteria: Main Topic, kind of exercise, target group, keyword or duration



## Evaluation and Feedback

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### Workshop Evaluation - A Three-Staged Process:

- 1) 'So what did you think?' ... Brief Comment
- 2) Hard Copy: Please Complete before you leave to-day, Thank You ...
- 3) Soft Copy Follow-On ... Complete On-Line in approx 2 months time ...

