

1. Organisational skills

Organise my input using planning, implementation and evaluating stages

Prepare a project activity and meet deadline targets

Manage a budget

Evaluate a project activity

Lead workgroup meetings

Commit regularly to project tasks

Take on responsibility

Use my powers of creativity and innovation, developing ideas into reality

Go back over and self-evaluate my work

Make the most from both my personal and others' experiences

Anticipate potential issues and analyse risks

Persevere in attempting to find solutions despite difficulties

Adapt to a changing environment

Be practical and make the most of the means at my disposal

Delegate tasks whenever possible to avoid difficulties arising

Spend time helping other members of my team who face difficulties

Stimulate communication, respecting others and getting all to participate

Build up trust with the other members of your team

Not shy away from the role of team leader for certain activities

Be a good team player, carrying out the tasks without complaint

Share information systematically with the other members of my team

Take notes and report on a meeting to share the progress of the team

Adapt my language to the people involved (e.g. to outside partners)

Listen carefully to others

Carry out presentations, discuss and defend a position in public

Build constructive relationships with outside partners

Witness to how you feel or what you have or haven't achieved

Identify and prevent risks from harming people or relationships

Help solve issues, encouraging others to open up and share in confidence

Act with tact, humility and diplomatically

Be aware of cultural differences and not let them become a barrier

Adapt to various situations and avoid cultural misunderstandings

Carry out intercultural activities in a foreign language

Lead a meeting in a foreign language

Lead a work group and organise an event

Speak in public or for a film in English

Produce a traditional CV (paper version)

Produce a digital CV

Produce a covering letter for a job / university application

Prepare for and go through an interview

Use digital communication tools

Devise, carry out and analyse a survey

Analyse a forum

Produce and market an interactive orientation guide

Use social media, a WordPress platform and the press for communication

Gain proficiency in various software programs specific to project activities

Carry out interviews

Create a very small enterprise

Devise and test online tutorials (SCOs)

Create and use an app to develop a better foreign language vocabulary

As part of an international project, I can fix personal objectives, carry out the tasks I am assigned and evaluate my personal input.

I am capable of preparing the various tasks linked to a project activity according to a timescale and make sure that they meet the deadline that has been fixed.

I know how to draft a budget, manage the budget as expenses arrive and present the budget at the end of the project activity.

I know how to evaluate a project activity effectively.

I know how to plan a meeting and set a clear, feasible agenda that deals with the key questions effectively.

I am reliable and the people I work with can count on me to deliver.

As part of a team, I am prepared to take on responsibility whenever it helps the team to go forward.

I take initiatives when necessary and I am prepared to use my creativity to come up with innovative solutions.

At the end of an activity, I am prepared to reassess my work, even if it means that what I have done needs significant improvement.

At the end of an activity, I am willing to admit to what was or wasn't so good so as to avoid making the same mistakes. I also take on board the constructive advice I am given.

I don't storm into carrying out an activity without careful thought of how to get round the potential issues I might meet.

Whenever I come across a situation that is harder than expected, I don't throw in the towel or take the easy way out; I try to stick to plan as far as possible.

I realise that plans don't always take everything into account and they need to be constantly checked or updated according to what is happening.

I don't waste time on futile tasks or thinking, but concentrate on what I know can be done with the means I have.

I don't take on more than I can handle and if I have the opportunity to delegate tasks, I take it. This means that I include other team members more in what is being done, reducing potential conflict.

I am alert and sensitive to what my team members are going through and when I can lend a hand, I offer my help willingly.

I try to include all my team members in a discussion, listening to their points of view, even when I think I am going to disagree with them: I am better able to convince people if I listen to them first.

Although I am not naive, I work from the principle that my team members can be trusted and show it by encouraging them whenever possible.

I don't assume that leading is always someone else's job, and I don't assume it is anyone in particular's job to lead simply because they have a forceful personality.

I do the tasks I am given to the best of my ability and for the good of the team, even when they are not glamorous or given much praise.

I always try my level best to make sure all the team is kept up-to-date with what is going on as soon as I can.

I know how to write up a report of a meeting and post it in an encouraging way using social media and the WordPress blog.

I know how to adapt my vocabulary to get a message across in an effective way to the people I am communicating with, whether they are outside partners or other young people.

I don't think I know it all and show this by listening attentively to others.

I am able to speak in public, whether it be in front of outside partners like locally elected representatives and members of the press, or inside partners like teachers and other young people.

I am able to initiate contact with outside partners, such as former students and other schools, present the project to them and maintain helpful relationships.

I am prepared to bear witness to the success or shortcomings of the project as far as I am concerned through writing press articles and posts.

I try to identify risks to healthy relationships and I am conscious of not letting potential conflicts degenerate into harming people or reputations.

When conflicts--however small--arise, I try to mediate and gain people's confidence into order to broker solutions.

I do my level best to act with tact and humility, and whenever necessary I try to use diplomacy rather than aggression to resolve difficult situations.

I have spent time getting to know people from a different cultural background, have shown interest in learning more about them and have tried to avoid just speaking my mother tongue.

I have learnt to adapt my behaviour according to the country I am in so as to avoid creating cultural misunderstandings.

I have taken an active part in an Erasmus+ international workshop. using at least one modern foreign language.

I have taken part in an international student workshop run in English and led discussions in English.

I have devised group activities and their corresponding timetable, before managing their organisation, implementation and budget.

I have presented myself in a video on the eTwinning platform in English and participated in public activities during the international workshops.

I have taken stock of my skills and experience in order to produce a curriculum vitae which I have updated and adapted as the project has progressed.

I have understood the nature of digital CVs and, based on the information in my traditional CV, I have tailored my presentation to meet the needs of a potential employer.

I have researched the company / university and the profile required to find as much as possible about it before tailoring my letter to meet the requirements highlighted.

I have prepared for and simulated an interview for a company / university, before analysing my efforts thoroughly with the help of feedback.

I have participated actively in producing a film and a PowerPoint presentation in English.

I have participated actively in devising a digital or one-to-one survey, carrying it out and then analysing the results to create a meaningful report.

I have participated actively in a forum (e.g. a careers forum or a school open day) and then produced suggestions on how to improve it.

I have participated actively in producing and marketing an interactive student orientation guide using augmented reality video.

I have regularly posted articles on Facebook / Twitter / Instagram, as well as on the CDYF WordPress platform; I have written an article published in the school magazine and/or the local press.

I have gained proficiency using software linked to creating augmented reality, digital scenography and video cutting.

I have prepared questions and carried out interviews with former students at my school and other outside partners.

I have had an active role in setting up and working in a very small enterprise: I have been involved in the financing and/or the marketing of a product.

I have helped devise and produce online tutorials ("How To's"), which I have then used.

I have taken an active role in creating an extensive vocabulary list, devising a game app for learning MFL vocabulary and used the app when it came out.

2. Responsibility, initiative and dealing with difficulty

3. Relationship building

Management
Teamwork
Communication
Dealing with conflict

4. Intercultural skills

5. Technical skills

How to plan for
the interview at
the end of the
project...

I have certain skills.

Proof of this can be seen...

"Would you like to hear an example? Well, I've already done that!"

1. Generally: I've got it sussed / I'm half way there / Not got the hang of it yet
My personal example:

At present, what are my career path plans?
Do I have a precise job in mind?

2. Generally: I've got it sussed / I'm half way there / Not got the hang of it yet
My personal example:

To get there, the skills I think I most need are the following:

3. Generally: I've got it sussed / I'm half way there / Not got the hang of it yet
My personal example:

The skills I have already acquired or developed thanks to the CDYF Erasmus+ project are:

4. Generally: I've got it sussed / I'm half way there / Not got the hang of it yet
My personal example:

The skills I still need to acquire or develop are:

5. Generally: I've got it sussed / I'm half way there / Not got the hang of it yet
My personal example:

stage **4** Now turn over again and go to the final stage which is preparing for the end-of-project interview.

How the tool works

Analyse the competences you develop so as to make them the springboard of your **career plan**.

- 1 Ask yourself what you have already or not yet mastered in this multifaceted European project. For each phase, tick the boxes that describe where you're at: "I've got it sussed" / "I'm half way there" / "Not got the hang of it yet".
- 2 Unfold the tool and look through it all quickly. You'll notice that all the little tasks can be grouped into various general competences. By ticking the boxes, you'll be in a better position to evaluate more clearly whether you really have fully mastered a skill or not. And don't forget to write down an example of how you have done so for each general category.
- 3 Ask yourself what skills you will need for your future professional life. See how the Erasmus+ project can enable you to develop many of them. Indeed, the CDYF project is all about getting you to make the most of the opportunities you are being given.
- 4 Use the tool for the final interview at the end of the Erasmus+ project. Use what you have learnt to present your newly developed competences in the best light and draw on your experience.

Creating and Developing Your Future

Self-evaluation tool for assessing the competences developed during the CDYF Erasmus+ Project (2017-19)

"How does all this project fit together to make me ready for the future?"



How it all works

Open up and get going

