



Methods for Working with ProfilPASS

SHIFT IN PERCEPTIONS

Have fun experimenting!

The use of various different methods as part of the seminar or when conducting one-to-one sessions will always offer the opportunity for a shift in perceptions.

The next few pages contain method suggestions to support your work with ProfilPASS at events with groups of varying sizes, and in one-to-one sessions.



Methods for Working with ProfilPASS

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Tips

Start by trying out each of the methods exactly as they are described here; then you can begin experimenting and changing things around, until you have made them "your" methods. Some of the methods are useful in several phases of the overall process, while others are not. Some methods can be particularly helpful in an advice session scenario. Don't overload your events with too many methods. A method that helps your clients is a good method!





Methods for Working with ProfilPASS

OVERVIEW METHODS

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Point of Note

The number in brackets tells you under which header you will find the method. Many of the methods can be used in other phases of the event process as well, while some are also suitable for use in one-to-one sessions.

We are working on expanding our collection of methods.



WELCOME 01

Welcome

Use

At the start of the event, provided you know the names of the participants.

- + Participants feel personally appreciated.
- + You as the organizer should write the name tags yourself to ensure legibility.
- + A bit of a personal note will help the warm-up, e.g. "I ♥ ProfilPASS"

Preparation

Write a personal welcome note on the flipchart or pin wall. Add a relevant picture or a drawing.

Arrange the name tags you have prepared on the display – you could use a removable glue or simply cut slits into the backing and slot the tags in. (Preparation time approx. 30 minutes)

Materials

You will need

- A Flipchart or Pin Board
- Moderator Cards
- Markers
- Scissors
- Glue Stick (removable)
- Image(s) or Drawing(s)

Group Size

This method can be used for groups of any size.

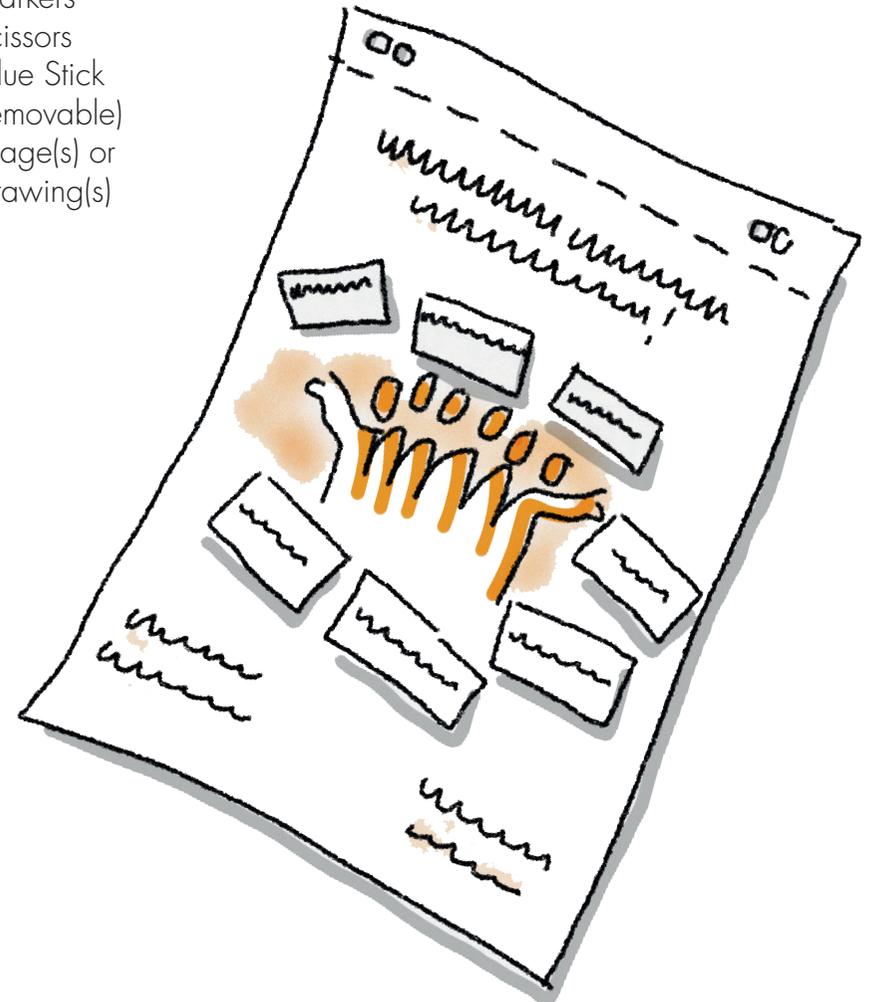
Time

Minimal preparation time needed: Participants pick up their own name tag and sit down.

Implementation

Each participant will pick up his or her name tag and will then take a seat.

Variation: Each participant steps up to collect his or her name tag, and tells the group something about him/herself before taking a seat (will save time otherwise used for introductions round).



Getting Acquainted

02

TREASURE CHEST

Use

At the start of an event, when the participants have not met each other previously or don't know each other very well.

- + Playful Approach
- + Participants decide what they want others to know about themselves.
- + Surprise your participants with an unusual approach to the good old „introductions“ round.
- There will be a lot more stuff to lug around for you if you need to use public transport.

Preparation

Draw up a list of appropriate objects that can be packed up and ready to go in about 15 minutes a couple of weeks before the event.

Think about a good lead-in question, for example: „What does this object mean to you personally?“ or „What importance does this object have in terms of our current topic of discussion?“

Materials

You will need more objects than the total number of participants, e.g.

- Images
- Figures
- Utensils (eye glasses)
- Holiday mementos
- Children's toys
- Tools
- Kitchen utensils
- Knick-knacks
- Items of clothing (hat)

Group Size

Suitable for small and medium-sized groups, and for one-to-one sessions.

Time

5 minutes for selecting an object.
Approx. **3 to 5 minutes** per participant for introductions and/or explanations

Implementation

All treasures are spread out in the middle, and each participant selects one object for him/herself. The participants then take turns introducing themselves and talking about what the selected object means to them.

Variation: The objects are in a bag or a box, and participants have to choose one „blindly“ without looking...



02 FESTIVAL OF SUPPOSITIONS

Getting Acquainted

Use

At the start of an event, most participants will not have met each other previously.

- + Lighthearted, playful start to working as a team
- + Good topic introduction, as participants will have to deal with pre-conceptions (among other things)
- + Refreshingly different approach to run off the mill introductory sessions
- Not suitable for groups, where the participants know each other beforehand

Preparation

A flipchart prepared ahead of time will help explain the method and will make explanations easier to follow.

Tip: Once prepared, you can reuse a flipchart multiple times – saving you a lot of time in the long run!

Materials

You will need

- Flipchart paper
- Markers
- For hanging up: Flipchart stand, wall or pin board
- Pushpins for pin wall or sticky tape

Group Size

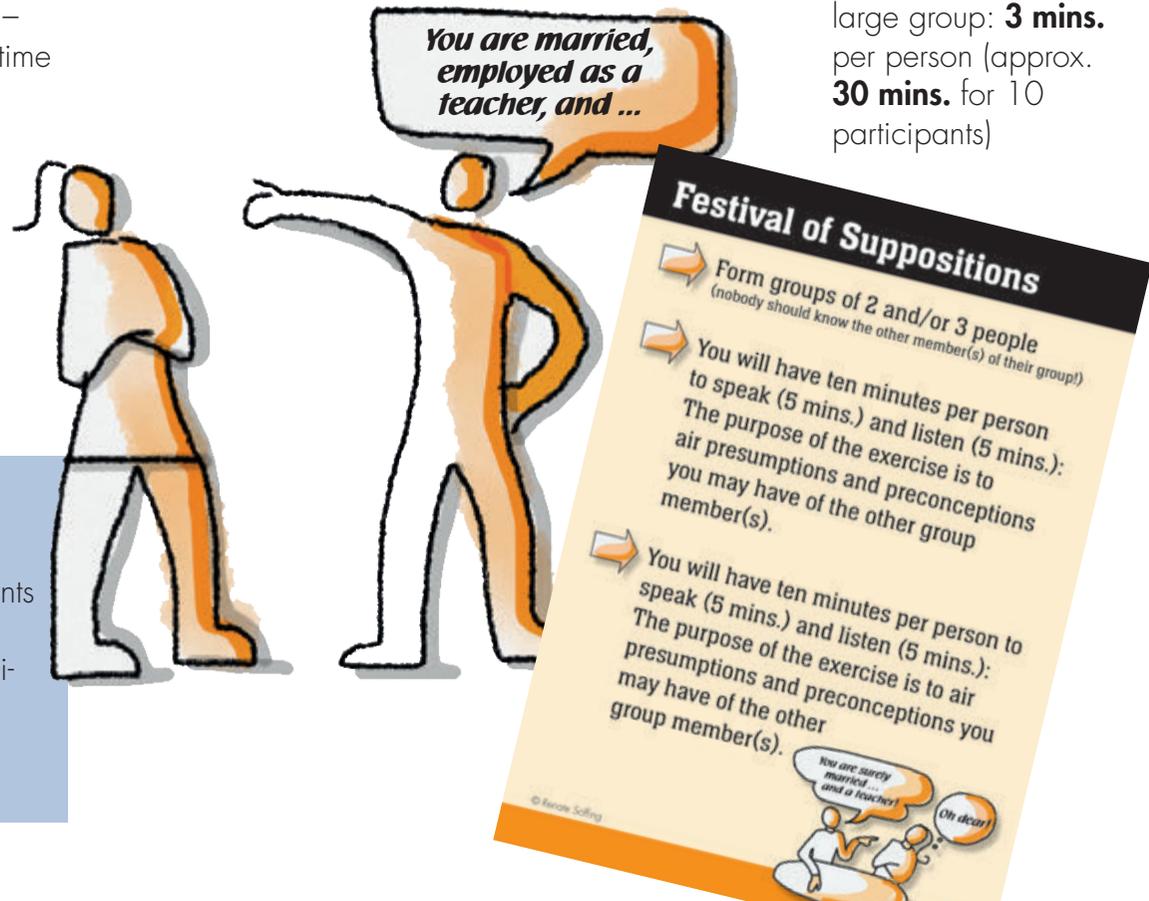
Suitable for groups of any size.

Time

- Explaining the task: approx. **5 mins.**
- Per person 5 mins.
- For small groups (3 people in the group) you will need **15 mins.** each!
- Introductions in a large group: **3 mins.** per person (approx. **30 mins.** for 10 participants)

Implementation

Participants in groups of two or three will talk about their preconceptions about the other group member(s). The person about whom these statements are made must remain impassive (no facial expressions or noises). Each individual will talk about themselves only after the initial group sessions, when the entire group comes together.



ALLITERATION 02

Getting Acquainted

Use

At the start of an event, when participants need help remembering names
The funnier or more ridiculous a word association or name combination, the easier it is to remember. Make sure, however, not to create anything that might be offensive (for example: Big Betty)

Preparation

Prepare one or two examples, e.g.

- Clever Clive
- Brainy Mr. Brannigan
- Funny Fiona Flannigan
- Mighty Ms. Murphy

Materials

Name tags should be easy to read.

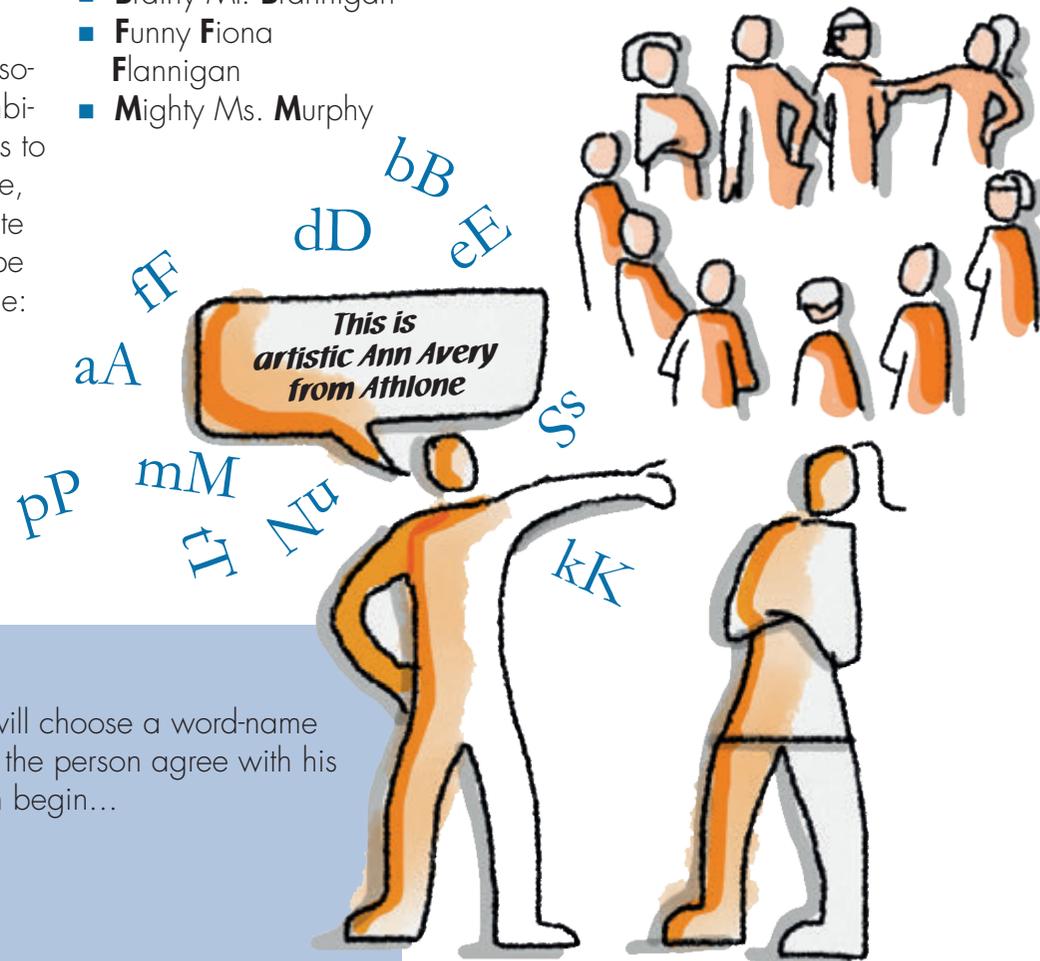
Group Size

Suitable for groups of any size.

Time

The amount of time you need to plan for the implementation of this exercise depends on the size of the group.

- Allow about **5 to 0 minutes** for explaining the task, and then finding word-name combinations
- We recommend doing a couple of passes all around, until everyone remembers all the names.
- You might try increasing the tempo of each round.



Implementation

Once the short introduction is over, the group will choose a word-name combination for each of the participants. Does the person agree with his „description“? Now the first memory round can begin...

We speak about alliteration if the stressed syllables of two or more consecutive words begin with the same sound.

Sounding Out Wishes & Expectations

03

TREE OF WISHES

Use

At the start of an event, during the course of a seminar or to end one ... — basically whenever you want to give participants the opportunity to voice their opinions (in written form).

- + No information is lost; photographs are an option here
- + Active involvement of participants (getting up, walking around)

Preparation

A flipchart you have prepared earlier (see image) will get the ball (the method) rolling much faster.

Tips: You can reuse prepared flipcharts multiple times — which will save a lot of time!

Don't worry if you haven't prepared anything: drawing the outline of a tree won't take long, and we're not looking for a Rembrandt here.

Materials

You will need

- Flipch paper
- Markers
- For hanging up: Flipchart stand, wall or pin board
- Pushpins for pin wall or sticky tape
- Post-its or similar sticky notes

Group Size

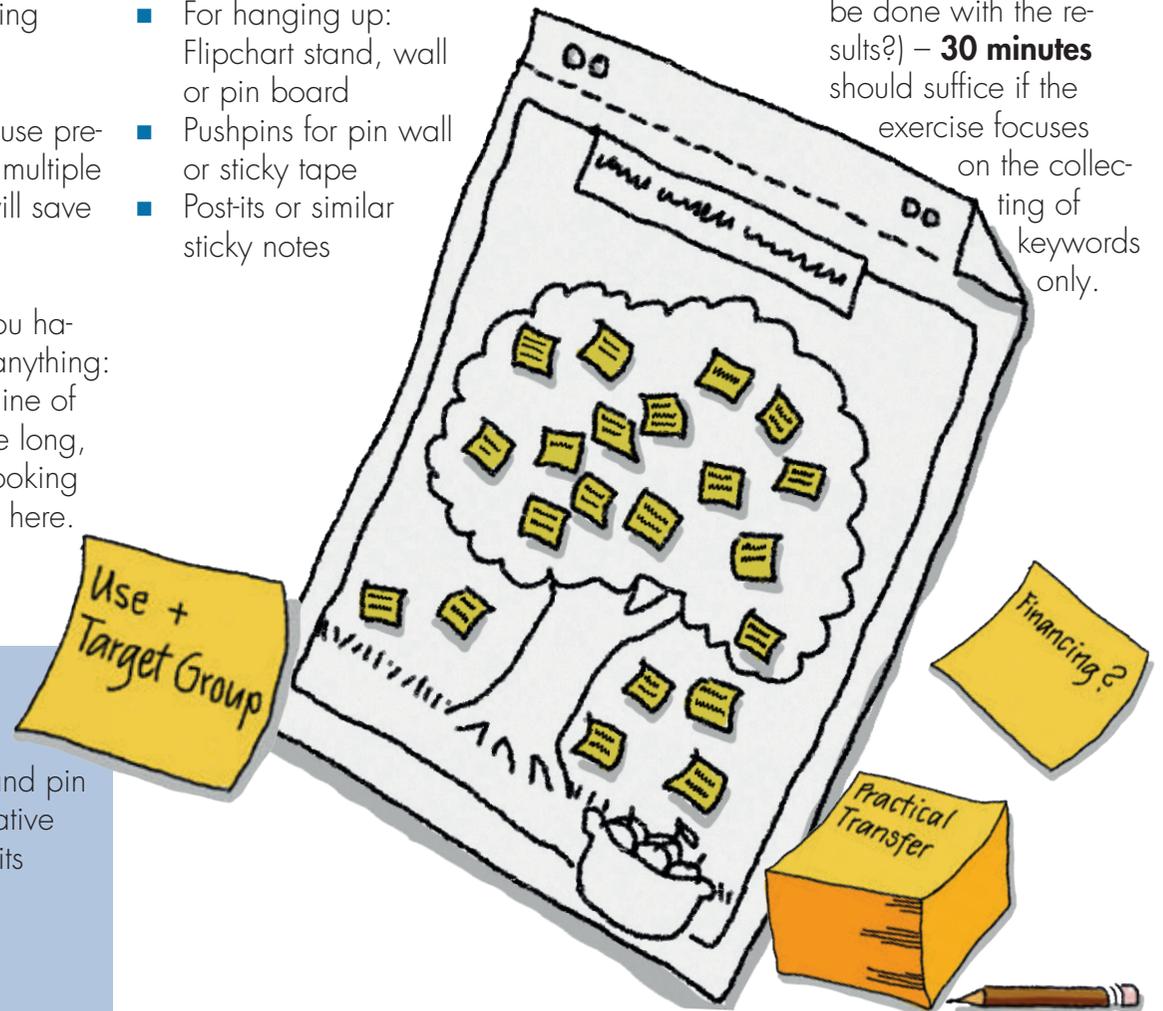
Suitable for groups of any size.

Time

Depending on the size of the group and the objective (what will be done with the results?) — **30 minutes** should suffice if the exercise focuses on the collecting of keywords only.

Implementation

The outline of a tree is drawn on a flipchart sheet. The participants write their own expectations, wishes and/or fears onto sticky notes and pin them to the sheet. Positive keywords form the crown of the tree. Negative keywords can fall off the tree as „fertiliser“, or can be strewn around its trunk.



Agenda & Explaining Content

ROUTE PLAN 04

Use

At the start of a sessions to offer participants an overview of what is to come.

- + They will then be better able to understand the context binding individual parts together.
- + Participants can take responsibility for time keeping in terms of the individual parts of the session, when all participants agree with the agenda.

Preparation

Write down the points of the agenda on the flipchart (see example).

You can prepare the flipchart and reuse it multiple times if you plan to use the agenda in several sessions.

Preparation Time: 30 - 40 minutes

Materials

You will need

- Flipchart or Pin Board Paper
- Markers
- A Flipchart or Pin Board

Group Size

Suitable for groups of any size

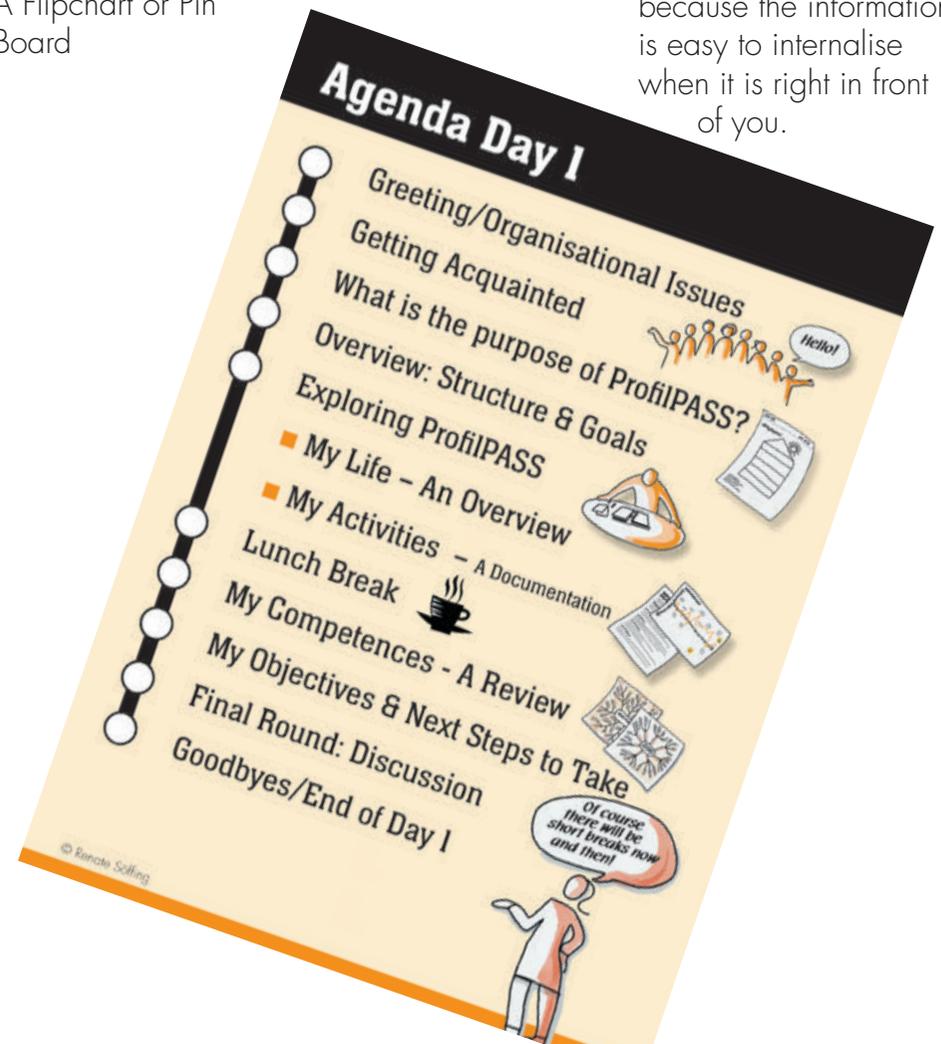
Time

The introduction of the agenda and content will take very little time (about **5 minutes**), because the information is easy to internalise when it is right in front of you.

Implementation

The flipchart about the agenda is initially not visible. It is only revealed after the initial welcome and the introduction rounds have been completed.

Variation: The flipchart outlining the agenda can be left hanging on the wall all day, which will help participants keep track of proceedings.



Developing Know-How

05

QUINTURBO

Use

Assimilation of information within a short time, e.g. „What is constructivism?“, „What is informal learning?“, „What is a humanistic point of view?“

- + Participants are helped to acquire knowledge in a way that is well-structured and easy to remember
- + The same method can be applied to other learning situations as well.

Preparation

Select appropriate content for the group (e.g. on the topics: „What is constructivism?“, „What is informal learning?“). Write your own text (1/2 to 1 A4 page). Depending on the total number of participants, creating small work groups may be a good idea; you should then make sure that each group selects a different topic to work on. Preparing a flipchart in advance with a description of how the task is to be completed, may be very helpful.

Materials

You will need ...

- Markers, possibly some highlighters
- A4 sheets of paper

Group Size

Suitable for groups of any size.

Zeit

Approximately **30 to 60 minutes**, depending on the size of the group and the complexity of the learning content.

Implementation

Divide larger groups into several small groups. Explain the task and hand out the texts you prepared earlier. Afterwards (after Step 5 is completed) you can either encourage a moderator-led discussion, allow some informal exchange during a break, or have the groups present findings to all session participants (see Section 6, Experts Get-Together) with subsequent discussion round.

Quinturbo Learning in Five Steps

- 1 GAINING AN OVERVIEW** Scanning text and letting it „sink in“.
- 2 FORMULATING QUESTIONS** Putting together questions relevant to the text. The formulations should be based on the following considerations: What information does the text contain? What are the questions and answers I will need to be able to convey the content appropriately? How does it relate to the topic I am currently dealing with? What is my personal opinion on the matter? (Personal opinions MUST be visibly and cleanly separated from the statements contained in the text!)
- 3 ABSORBING KNOWLEDGE** Read the text carefully, and answer the questions you formulated earlier. Take notes as you go along.
- 4 SUMMARISING** Extract the facts: What exactly does the text say?
- 5 RECOUNTING** Provide a short report about the content of the notes you have taken. Try listening to yourself. You will be able to tell for yourself, whether your account of the information is coherent or not.

Imparting Knowledge

06

EXPERTS GET-TOGETHER

Use

When there is knowledge to be conveyed. (Ideal task as follow-up to Quinturbo, Section 5)

- + The participants gain a better understanding of how to present/communicate information.
- + Future ProfilPASS advisors will therefore improve their ability to extract and convey knowledge.

Preparation

Create a flipchart that explains about the four „Knowledge Conveyors“, and another that explains the actual task at hand. (Example: Explain in under five minutes what is meant by „informally gained knowledge“. You have ... minutes to prepare for the task.)

Materials

You will need

- Flipchart
- Flipchart paper
- Markers

Group Size

Suitable for groups of any size.

Time

It depends on the topic and the number of „experts“ involved. You, the workshop moderator, will decide on the timeframe for presentations and subsequent discussions.



The Four Knowledge Conveyors

- 1 SIMPLICITY** Is the language used to present the facts clear and easy to follow? (No specialist jargon, short sentences ...)
- 2 GLIEDERUNG, ORDNUNG** Does the way in which the presentation is structured contribute to easy understanding?
- 3 BREVITY, CONCISENESS** Do presenters comply with the time given, or is the audience's patience tried?
- 4 MOTIVATION, VISUALISATION** Does the presentation contain exciting elements to keep the listeners interested?

Implementation

Participants are to prepare a specific topic in such a way that they will be „experts“ (e.g. using the Quinturbo method, Section 5). They will then hold short presentations of their topics after some time (appropriate for the topic in question) for preparation.

The whole group will then ask questions and provide feedback based on the four „Knowledge Conveyors“.

Reinforcing Knowledge

07

QUESTION TIME

Use

Future ProfilPASS advisors must be able to answer all relevant questions about the ProfilPASS system. „Question time“ will help participants to internalise the information. Best case scenario would be that the groups find the correct answers on their own.

Preparation

Formulate short questions on the topic areas that are important for the participants, e.g. „What is constructivism?“, „What are the characteristics of a humanistic point of view?“, „What are the objectives of working with ProfilPASS?“, „What is your understanding of the concept of informal learning?“.

Materials

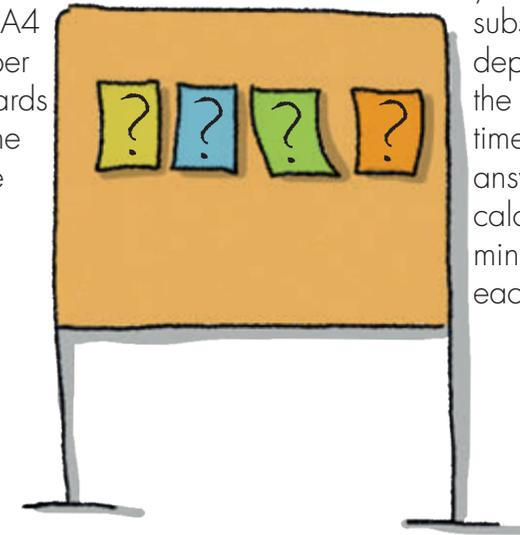
- One or two pin boards depending on the size of the group
- Questions on varicoloured A4 sheets of paper
- Moderator cards for each of the colours of the A4 sheets
- Markers

Group Size

Suitable for any group size.

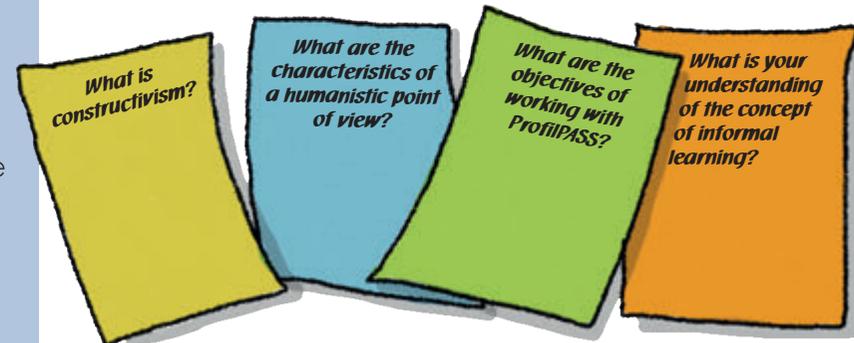
Zeit

Allow at least **30 minutes** for participants to answer the questions. The amount of time you need to plan for subsequent discussions depends on the size of the group. Allow some time for reading out the answers as well – and calculate at least ten minutes for answering each of the questions.



Implementation

Introduce each of the questions. Participants will then write their answers onto the relevantly coloured moderator cards. They then read out their answers to the group and pin them underneath the relevant question on the board. Only then will the answers be discussed in the group. You should only interfere in the discussions if absolutely necessary.



Forming Opinions

08

SNAPSHOT

Use

Whenever you want to do a little spot check of the current mood of the group, i.e. during the seminar or at the end of it.

- + You will find out what each individual is currently thinking and feeling.
- + The group will find out what each of its members thinks or feels with regards to a specific question.

Preparation

No preparation needed, you will only need to know the rules:

- You announce that you will be taking a „Snapshot“ next.
- You formulate a (clear and unambiguous) question.
- Each of the participants will take his/her turn to provide a short statement about the question.
- These statements will not be commented on.

Materials

No materials needed.

Group Size

Suitable for any group size and for all processes.

Time

Very little time needed, as every participants will only offer a short statement, which will not be commented by the others.



Implementation

You explain the rules, pose the question, and ask participants for a short statement. You will then have to decide how to incorporate the result in the continuation of the seminar in order to improve group dynamics (you may have to come up with another method, or may have to skip a step you had planned ...).

08 POINT OF VIEW

Forming Opinions

Mission

This method can be used in various phases of an event. It can be very useful if a reflection and formulation of the participants' point of view would be a positive contribution.

Preparation

You will need concisely formulated statements or theses (controversial ideas are welcome too), which suit the topic you would like to elaborate on.

Materials

The following statements could be exemplary to represent various points of view (written on A4 sheets of paper and placed on the floor): „Yes“, „No“, „Yes and No“.

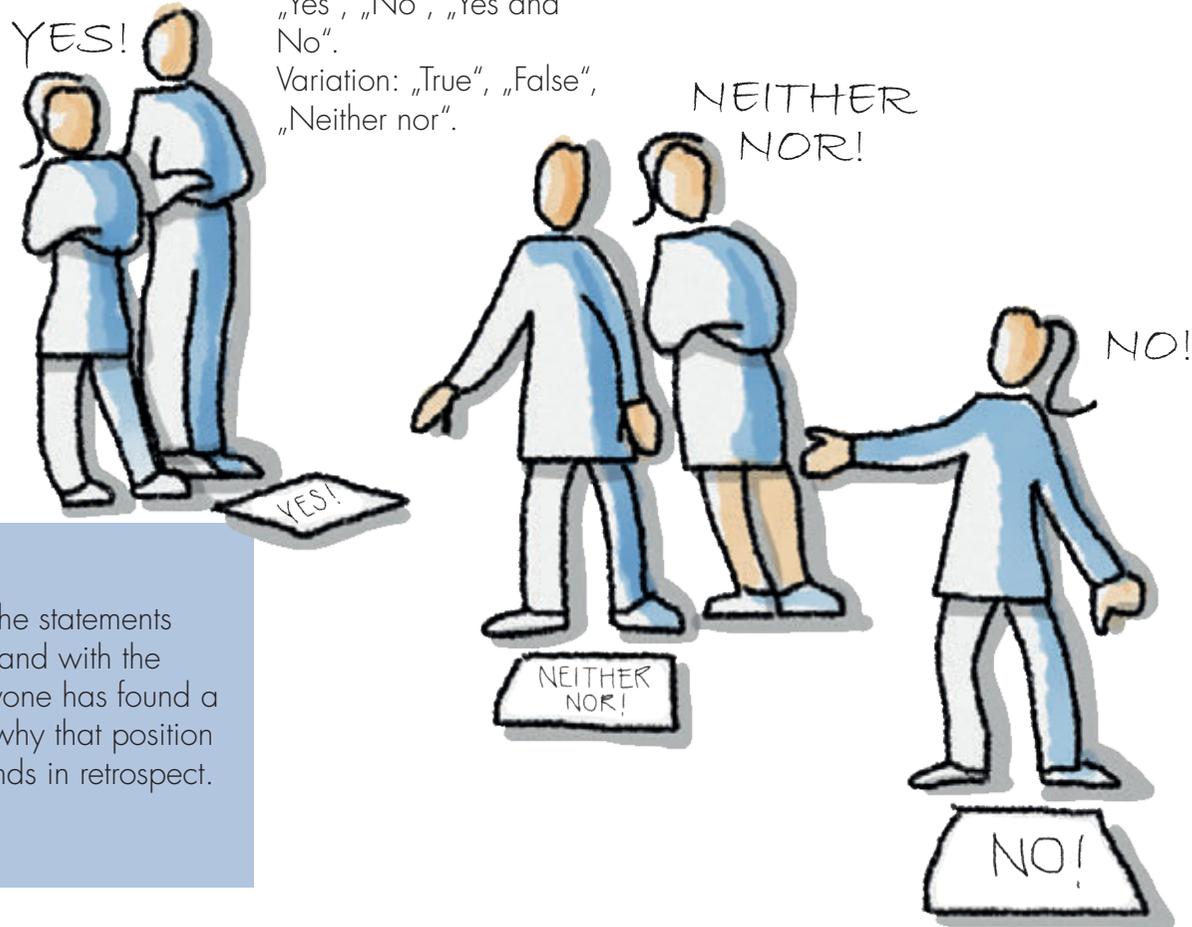
Variation: „True“, „False“, „Neither nor“.

Group Size

Suitable for all group sizes. Ascertaining a person's position on a subject can be very helpful in one-to-one sessions.

Time

The time needed will depend on the number of questions or topics to be elaborated on.



Implementation

The participants move around the room. Read out one of the statements you prepared earlier. The participants are now asked to stand with the answer that best represents their own opinion. Once everyone has found a place to stand, each participant will give his/her reason why that position was chosen. Participants are permitted to change their minds in retrospect. Continue with the next statement ...

08 TAKING A STAND

Forming Opinions

Use

This method is similar to the „Point of View“ method. It too can be used in various phases of an event. It can be very useful if a reflection and formulation of the participants' point of view would be a positive contribution.

Preparation

You will need concisely formulated statements or theses (controversial ideas are welcome too), which suit the relevant seminar topic you would like to elaborate on.

Materials

- A long rope or sticky tape
- Pieces of paper for the numbers (e.g. moderator cards)

Group Size

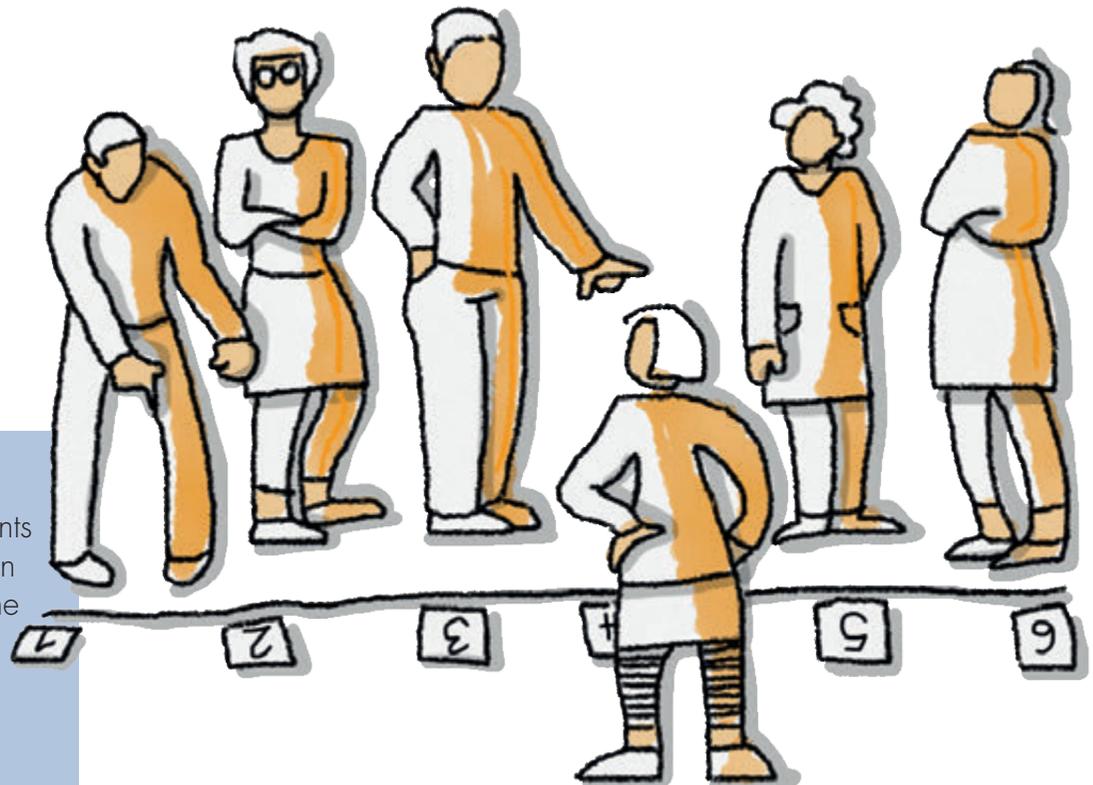
Suitable for all group sizes. This method allows your client to take a stand in one-to-one sessions as well.

Time

The time needed will depend on the number of questions or topics to be elaborated on, and on how much time you want to allow for discussion afterwards.

Implementation

Provide a statement for each round, with regards to which the participants are to take a stand. The rope serves as a scale. The participants position themselves along the length of the rope according to their position on the subject. Participants sharing the same position along the rope are allowed to exchange their views, or you as the moderator organise the discussion in the whole group.



Forming Opinions

08 SCALE QUESTIONS

Use

„On a scale from 1 to 10, where 10 represents very important, how important is financial security to you?“ These types of scale questions are recommended, where it is important for participants to visualise and be aware of their own assessments. Reflection is simply not possible without conscious perception of one's own values. And there can be no change without reflection. Goals remain unattainable without change ...

Preparation

Your task is to filter out important questions, the exploration of which can lead to surprising insights, and pave the way for effecting change(s). Mark a midpoint on the floor, around which you arrange chairs in a circle. Add a scale in front of each chair, leading towards the midpoint (as seen in the illustration).

Materials

- Masking tape or any other sticky tape to mark the scales on the floor
- An object to mark the midpoint
- Smaller objects for each participant to mark his/her position

Group Size

Any size of group – also a useful tool for one-to-one sessions (assign a property or value to each of the scales).

Time

The time needed will depend on the number of questions and whether the emerging picture should be discussed or not.

Implementation

Ask one of the questions you prepared earlier, and ask participants to mark on the scale in front of them, how important the relevant issue is to them personally. The various positions on the scales visualise the differences in personal assessment. Important: There is no right or wrong answer here, only individuality (which is why it is important to accept differing opinions)!



Reflection on Thinking, Behaviour, and Actions

09 LABYRINTH

Use

Helping participants to recognise and break down barriers (internal boosters) they have built up or maintained themselves.

The completed labyrinth will visualise the fact that these apparent „barriers“ do not really block the way to the person’s goal.

Preparation

Draw a labyrinth on the pin board and on an A4 sheet of paper. The labyrinth should be designed in such a way that there is one open, unhindered path, but also a number of dead ends.

Copy the A4 sized labyrinth so that you can hand out one to each of the participants.

Materials

Depending on the implementation route you take, you will need:

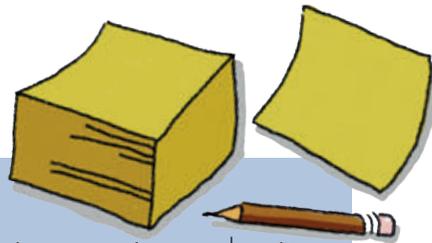
- A Flipchart or Pin Board
- Flipchart/Pin Board Paper or A4 Sheets of Paper
- Yellow Sticky Notes (e.g. Post-its)
- Markers

Group Size

This Use is suitable for any group size. It can also be a useful tool in one-to-one sessions.

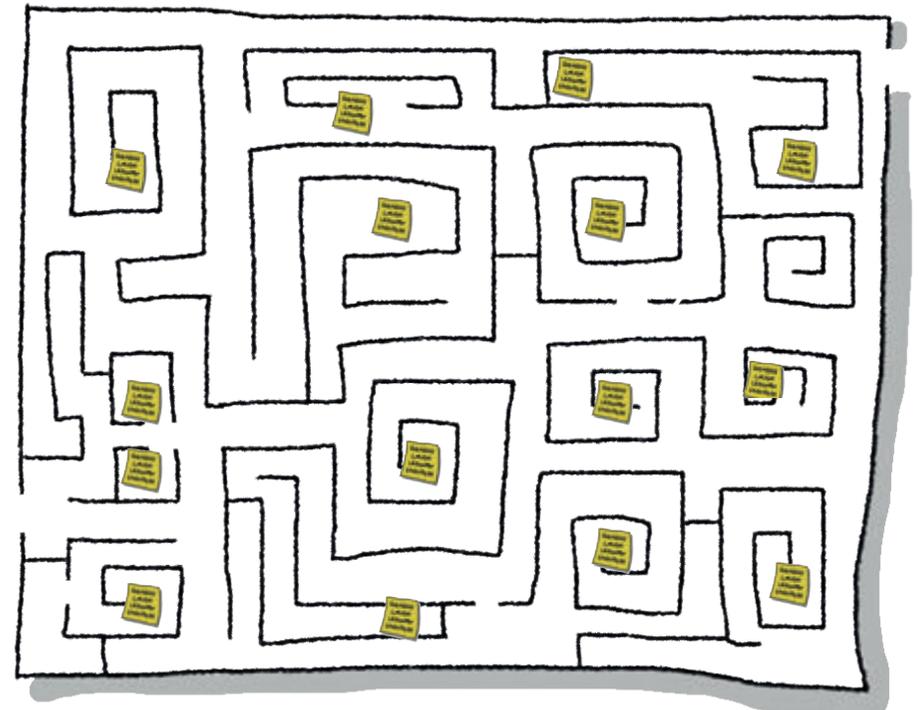
Time

At least **30 minutes**. Allow for a little extra time if you want to discuss individual types of mental barriers in detail.



Implementation

As a group exercise, collect keywords for the following question and write them on Post-its: „What keeps you from reaching your goals?“ Now show the drawing of the labyrinth on the pin board and stick all the Post-its onto dead ends. Ask each of the participants to fill out their own personal labyrinths. Afterwards, the group should think about and discuss how to go about laying out functioning paths through the labyrinth.



ProfilPASS Methods Made Accessible

10 CLOTHES LINE

Use

A playful way to explain the **biographical work** step to participants.

- + Nothing is left out, as any life events initially skipped or forgotten can be added at any time.
- + Participants are furthermore given the option to highlight in colour any life events of particular importance to them.

Preparation

No preparation work involved, unless you want to create an example to illustrate the exercise.

Materials

- A piece of clothes line for each participant
- Moderator Cards
- Markers
- Something to hang things up (e.g. clothes pegs)
- Camera/smartphone to document the completed event lines

Group Size

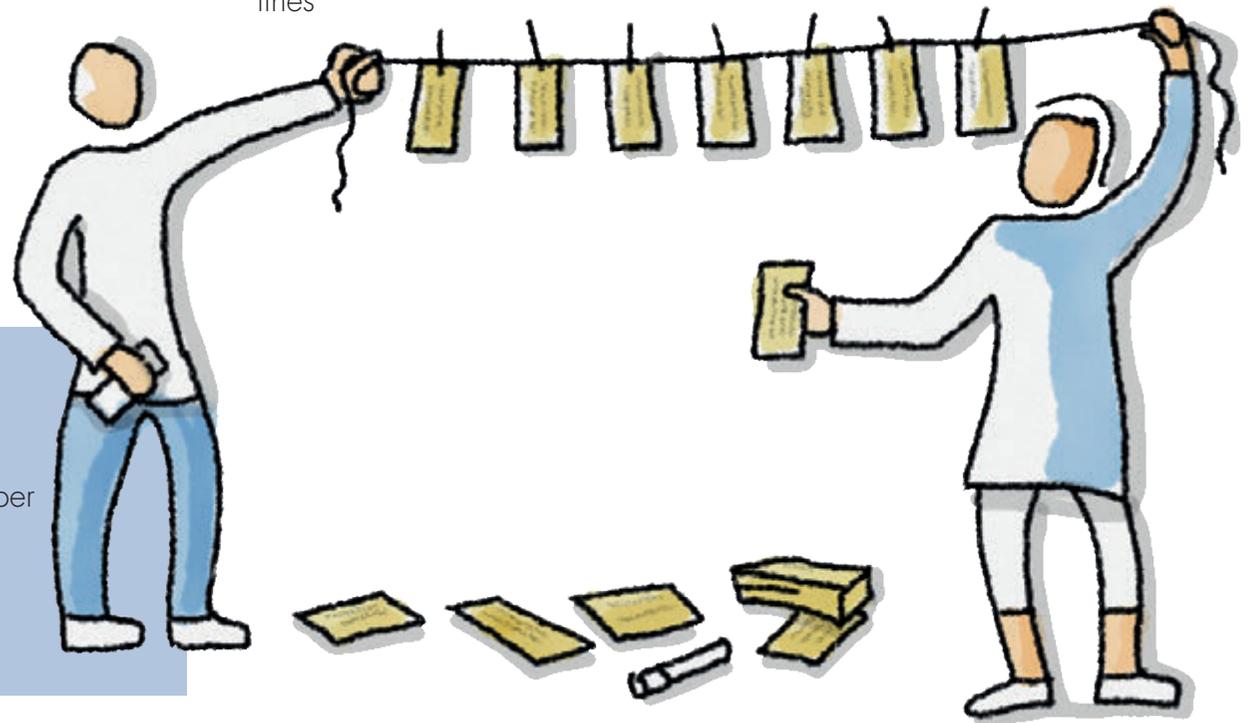
Suitable for any size group and also for one-to-one sessions.

Time

Plan at least **30 minutes** for filling the clothes lines. You will then need additional time afterwards (depending on group size) to take note of each individual event and/or develop individual events further with detail questions.

Implementation

Every participant receives an own piece of clothes line (which can either be hung up in the room or laid out on the floor). Use the moderator cards to note down biographical events (1 per card; front = keyword(s) describing the event; back = more detailed thoughts and memories). The accompanying or subsequent discussion is an important part of the exercise.



ProfilPASS Methods Made Accessible

10 SPUD CHALLENGE

Use

This exercise is an easy option for explaining the four steps (Nominate, Describe, Extract, Evaluate) to participants. The results will help visualise, how many individual steps and how many individual decisions are contained in seemingly mundane activities.

Preparation

Think of some additional very simple examples so that participants learn to apply the procedure learned here to other activities. as well.

Materials

- Each participant will need a notebook and a pen/pencil.

Group Size

Suitable for any group size, as it suffices to read out individual examples for participants to click to the idea. A very useful tool for one-to-one sessions as well.

Time

For some groups, **10 minutes** will be enough time to put the point across. You should take your time and practise evaluations on this and other examples, as this is an important exercise to help explain the four steps of ProfilPASS to

Implementation

Explain the task (see flipchart) and allow time for working on it. Discuss some examples in the overall group afterwards.

Tip: Instead of preparing potatoes, you might also choose rice or millet. The important part here is that a very simple, familiar activity is described.

Potato (Rice) Exercise

➔ We want to sit down together and eat some potatoes (rice). We want to sit down together and eat some potatoes (rice).

- Work **individually and in silence**

- Please take some notes (keywords)

- Time: 15 minutes**



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ProfilPASS Methods Made Accessible

10 LEARNING EXPERIENCES

Use

This exercise will help you to convince participants of how helpful biographical work can be when it comes to pinpointing informally acquired competences.

Preparation

You could ask participants to bring along materials for a collage from home. Prepare a flipchart or write on the white board: „WHEN and WHERE did you learn WHAT, HOW, and from WHOM?“

Materials

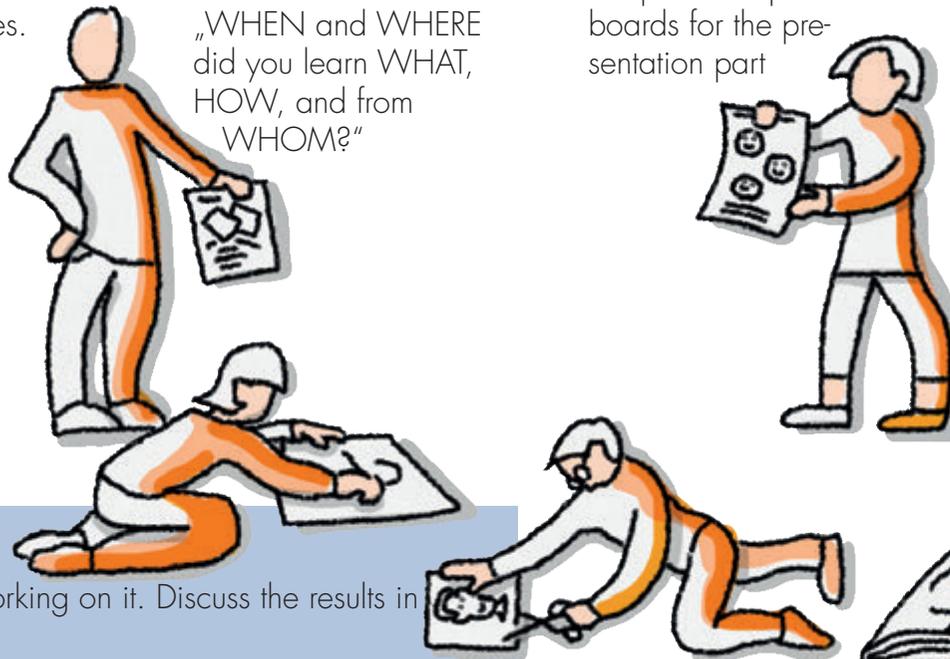
- Flipchart paper
- Markers
- Scissors
- Glue Sticks
- Magazines for collage work
- A flipchart or pin boards for the presentation part

Group Size

The smaller the group, the more in-depth will you be able to discuss the results. An excellent tool for one-to-one sessions as well.

Time

For some groups, **30 minutes** will be enough time to bring the point across. Plan at least **5 minutes** per person for the group discussion. When using this method in one-to-one sessions, then you should schedule as much time as necessary (a productive narrative should not be interrupted; listen attentively to what is said).



Implementation

Explain the task and allow time for working on it. Discuss the results in overall group afterwards.

Variations: Participants can collaborate to create one large collage or individual ones (one image for each learning experience).



Visualising Own Experiences

Use

Transferring one's own experiences to a „tree of life“ is active autobiographical work. Participants visualise their personal experiences and simultaneously reflect on them by assigning them as follows: Roots = Giving life energy, Trunk = Character-shaping life experiences, Branches = Individual areas of life, Crown = Everyday experiences, Blossoms and/or Fruits = Positive experiences ...

Preparation

Ensure plenty of space. The participants can work at tables, on the wall, or on the floor.

Materials

- Brown wrapping paper or masking tape
- Coloured paper
- Markers
- Scissors
- Glue Sticks

Group Size

Suitable for all group sizes and for one-to-one sessions.

Time

Schedule at least **30 minutes** – more time would be better – for drawing. Afterwards you will need time to inspect and/or discuss the results (depending on how many events are added to the tree of life).

Implementation

Each participant draws the outline of a complete tree (with roots, trunk, crown). As a next step, associative memories are collected and assigned to specific experiences.

Supplement: Rays of sun light or clouds in the background can have wishes and aspirations assigned to them.



Visualising Own Experiences

1 ASSOCIATIVE CLUSTERING

Use

Creating a „Mind map“ requires logical thinking to come up with meaningful associations, while „Associative Clustering“ follows individually different thought associations. This method is a great exercise for „openness for unforeseen results“, as the focus here is not on association and structure, but on the train of thought itself.

Preparation

No preparation needed, as you will be working with the participants' thought associations. But: Advisors using the „Associative Clustering“ method should have broad experience in question techniques to offer optimised support.

Materials

- Flipchart oder Pin Board
- Flipchart/Pin Board Paper or A4 Sheets of Paper
- Markers

Group Size

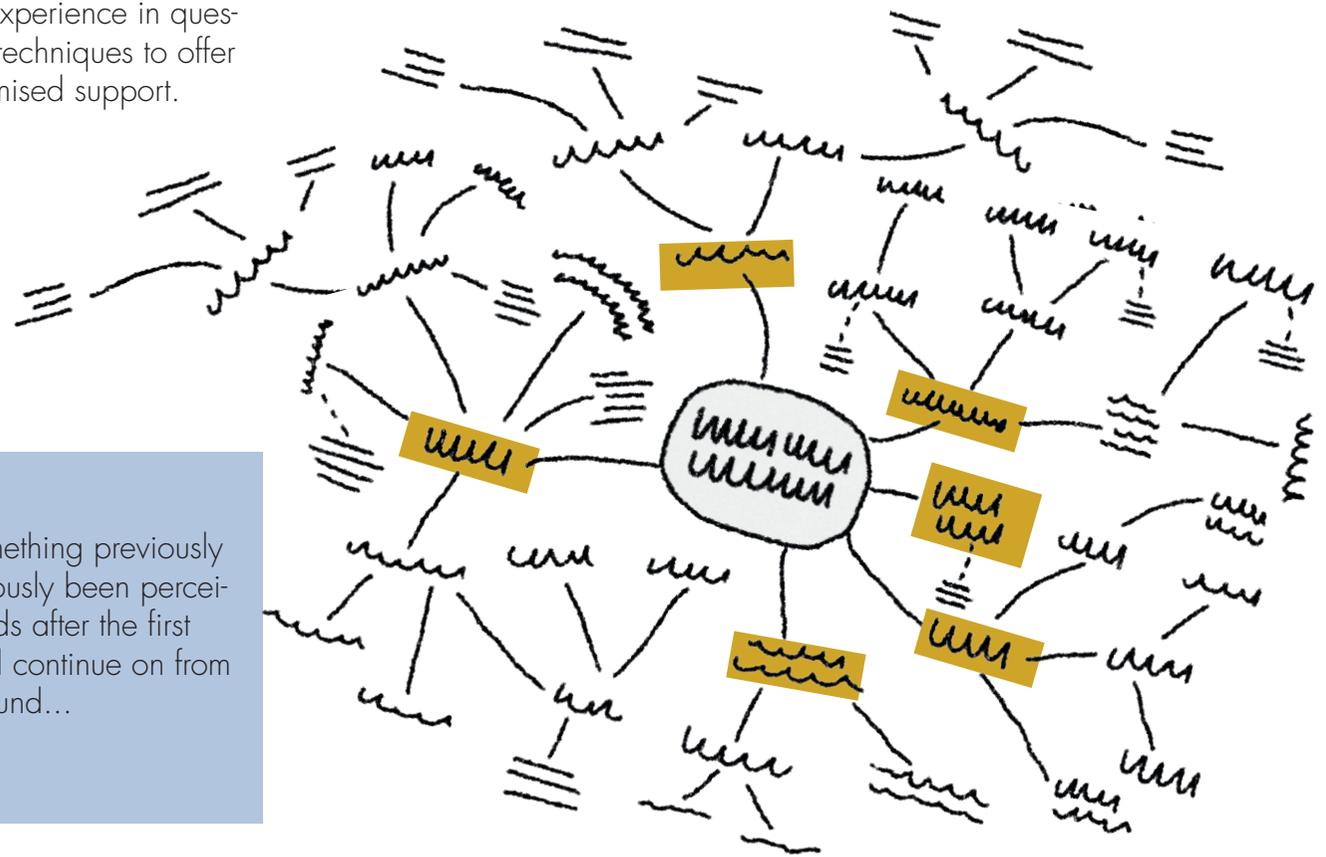
This method is ideally suited for one-to-one sessions. It is advisable to create several smaller groups when using this method in groups with more than 6 participants

Time

You should allow a minimum **of up to 45 minutes** when using this method in one-to-one sessions. When used in groups, you may have to set aside some time for subsequent discussions.

Implementation

Find a good keyword to start the process. It could be something previously mentioned by participants or by a client, which has obviously been perceived as important. Participants will then add other keywords after the first one by thought association. The chain of associations will continue on from another starting point, once no other keywords can be found...



Visualising Own Experiences

11 MIND MAP

Use

Drawing a „Mind Map“ will require most of all a logical mindset, as it is important to be able to differentiate between generic and narrower terms (hierarchical differentiation). Those, who prefer working associatively, should use the „Associative Clustering“ method instead.

Preparation

You should think about the topic you want to focus on ahead of time, and which generic terms could possibly be associated with that topic.

Materials

- A Flipchart or Pin Board
- Flipchart/Pin Board Paper or A4 Sheets of Paper
- Markers, can be various colours

Group Size

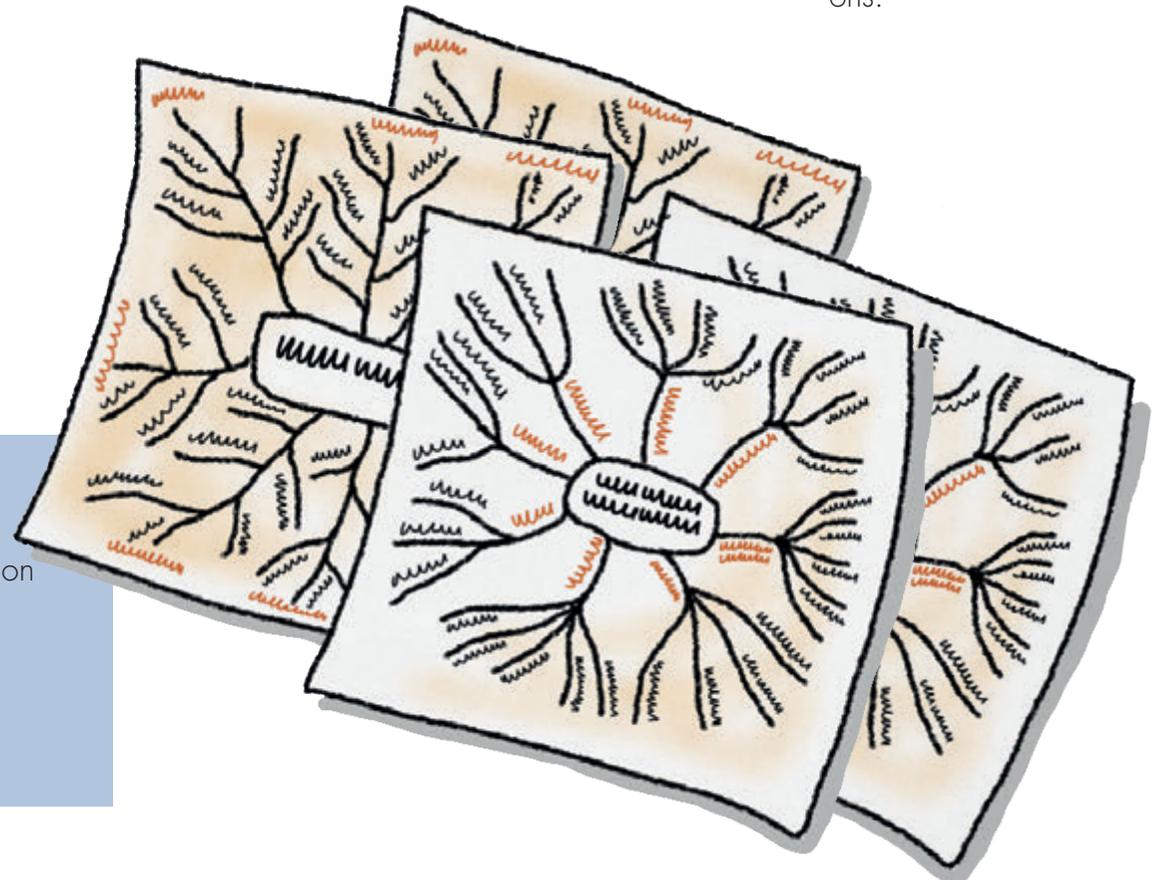
This method is suitable for any group size. Also for one-to-one sessions. It may make sense to split large groups into smaller groups.

Time

You should allow around **30 to 45** minutes when using this method in one-to-one sessions. When used in groups, you may have to set aside some time for subsequent discussions.

Implementation

Propose a topic or have the group decide, which topic should be elaborated on. Examples: Possible target groups or fields of application for ProfilPASS work.



Visualising Own Experiences

Use

When the aim is to entice participants to talk about their own life events/experiences (keyword: biographical work).

- It is your responsibility to ensure that privacy is in no way infringed and that all discussions are done in the spirit of mutual respect!

Preparation

As opposed to the method „Treasure Chest“ (Section 2) it will not be you, but the participants themselves bringing in objects. You must ensure that participants know ahead of time that they are expected to bring along one to three objects that have a personal meaning. Advisors should have broad experience in question techniques.

Materials

- No materials needed

Group Size

The group should not be too large, as it will otherwise be difficult to create an atmosphere of trust. Every participant should be given the opportunity to present his/her image selection. This method is a useful tool for one-to-one sessions as well.

Time

The amount of time you need to plan for the implementation of this exercise depends on the size of the group. The time frame should be on the generous side, as participants will be speaking about very personal experiences.

Implementation

The participants will bring along private objects (souvenirs, photos, symbolic items) that represent important events in their lives. Variation 1: Participants take turns to report what each of the „exhibits“ represent. Variation 2: An advisory session is simulated in groups of 2 or 3 participants, which aims to visualise the individual's life stations (biography) using the personal items presented.



Noting Down Experience

12

EXPRESSIVE WRITING

Use

This exercise will (only) be suitable for participants, who really enjoy writing! Should the participants agree to writing down their life events, then you will have a very helpful method at hand for the biographical approach.

Preparation

Select an appropriate topic (daily routines; a particularly formative event ...). Support your spoken explanations with bullet points on a flipchart. Create an overview of the types of texts that can be employed, e.g. poetry (e.g. Haiku), prose (report, narrative ...), rap, sketch ... You might propose a size limit.

Materials

- The participants will need paper and Markers (alternative: working on their own laptop or tablet PC).

Group Size

For the later stage of the result evaluations it will be advisable to split larger groups into smaller ones (no more than 8 participants).

Time

The time needed for implementation will depend on the size of the group. You should allow around **15 minutes** per participant for the presentation.

Implementation

Explain the task and allow time for working on it. Each participant must be given sufficient time to present their results. Each of the presenting participants should (be given the opportunity to) decide the kind of feedback they want, as the whole exercise deals with personal content.



Making Concepts Accessible

13 VISITING EACH OF THE STATIONS

Use

This method is a good choice if you want to offer participants an opportunity to work on open questions or to delve deeper into some similar topics – in other words: to work on thoughts and ideas that might otherwise be lost. You might also agree that any topics not completely resolved in the group (e.g. not enough time), can still be followed up afterwards via email.

Preparation

Collect keywords in the group on topics the group would like to think about in more detail. Have them select and mark the most important keywords (e.g. by attaching some adhesive dots next to them). How many topics/keywords are selected in this exercise depends on the time you have available. The group mix and group dynamics may result in the selection of a variety of topics.

Materials

- Several flipcharts (one for each station)
- Flipchart paper
- Markers
- Sticky tape may be useful for some additional differentiation of the stations on the wall or floor

Group Size

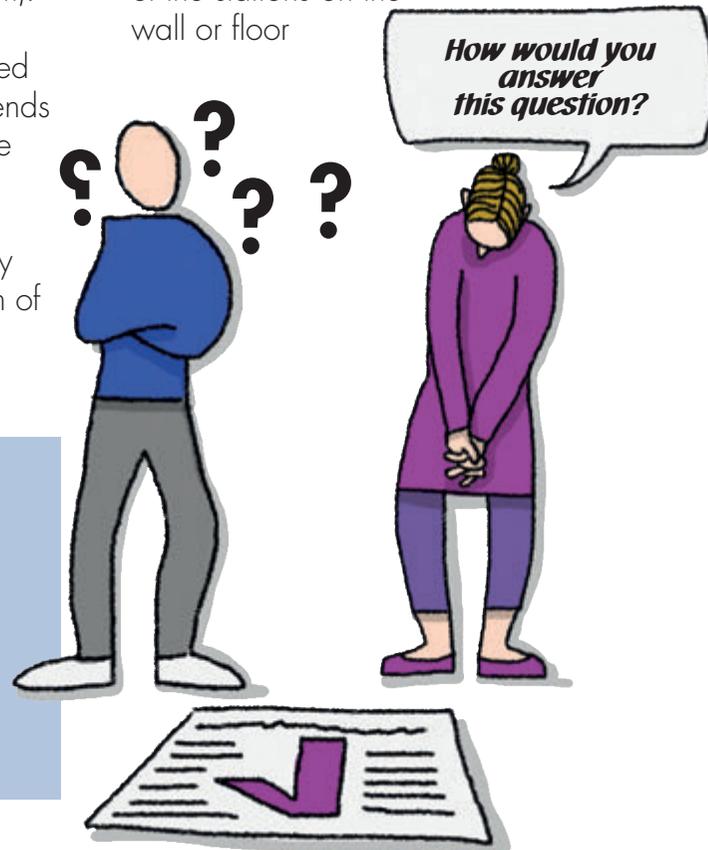
Suitable for groups of any size.

Time

The amount of time you need to plan for the implementation of this exercise depends on the number of stations and the size of the group. You should calculate **at least one hour** just for the implementation if you want to work with six stations and six participants. Add some extra time for initial explanations of the task, plus some time for reflection once the task is completed (approx. **20 minutes more**).

Implementation

Place the markings for each station on the floor. The participants prepare questions and their own answers for each of the stations. Then the visits begin: The entire group visits one station after another and discusses the question posed at each one.



Defining & Developing Goals

14 BULL'S EYE

Use

A „Bull’s Eye” on the floor will help reflect the goals set by each participant when presenting in front of the group. This method is a helpful tool if you want to stimulate the group as a whole to think about possible steps for implementation.

Preparation

Think about what implementation steps the participants could plan, and develop some tips to help with implementation. These could also be helpful questions that will assist the participants in honing or scrutinising the ideas they have developed.

Materials

- Moderator Cards
- A container for the numbered papers for the participants’ sheets of paper
- Markers

Group Size

The group should not be too large (max. 12 participants). It would be a lot more difficult in larger groups to maintain a high level of attention.

Time

Plan about **30 minutes** preparation time for the participants. Each participant should have about **10 minutes** for the presentation of his/her implementation steps.

Subsequent discussions may also be helpful.

Implementation

Allow 30 minutes to write personal goals on a piece of paper, and implementation steps onto moderator cards. Create a circle of chairs and set a container into its centre, containing folded pieces of paper, on which the participants have written their formulated goals. The participants place their moderator cards face down on the scale. A random folded paper is drawn from the container, and its owner will then report about his/her planned steps...



Stimulate & Excite

15 DISCUSSION TIME

Use

Learned information can only be retained properly if our emotions are involved. That is why it is important to offer stimulation and excitement as part of the learning process.

Preparation

Make sure that your event deals with topics that stimulate an emotional response from your participants. Offer sufficient time and space to deal with these topics. You can prepare some topics of your own if you like. The participants will be able to utilise the time for networking within the group.

Materials

- Flipchart
- Flipchart paper
- Markers

Group Size

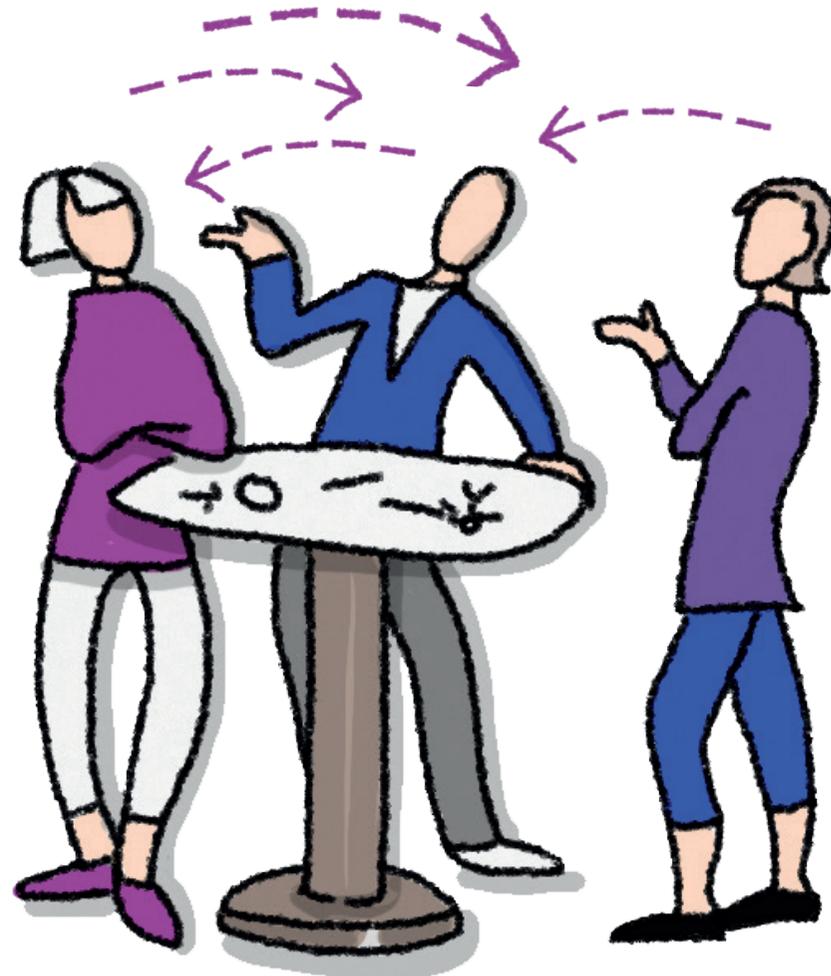
Any

Time

Depending on how much time you have available overall, you can plan **30 to 60 minutes** for the task.

Implementation

Let the participants know if they are free to choose their own topics for discussion time and/or make available possible topics to talk about (flipchart). Making available flipchart paper (on tables, on the wall, on the flipchart) and markers will give participants an opportunity to draw or doodle or write during their discussion ...



Reinforcing

Use

This method is recommended if you want to stimulate in-depth discussions of seminar topics.

- + Participants actively contribute, and are encouraged to state their opinions. Previously learned content is repeated in their own words, which solidifies their knowledge.

Preparation

Collect famous quotes that match the ProfilPASS concept (e.g. on topics like „life-long learning“, „constructivism“, or „reinforcing strengths“). Print out these quotes and hang them up on one of two pin boards.

Materials

- Pin Boards
- Maybe a flipchart for the presentation part
- Markers

Group Size

Suitable for groups of any size.

Time

The time needed for implementation will depend on the size of the group. For four small groups you will need around **one hour** including preparation time.

Implementation

The participants form groups of two or three. Each group selects a quote (max. two), and will then develop a short presentation on the selected text(s). A preparation time of 20 minutes is given. Each group is then given 10 minutes for their presentation.



Rounding Off

17 MATERIALS

Use

For the duration of the event to stimulate in-depth discussion.

- + Recommended literature is provided for browsing – offers a better information content than a mere literature list.
- Can be a lot to carry if you need to use public transport.

Preparation

Compile some standard literature you bring with you to every event. The materials table is particularly useful for the introduction of current brochures, books and work material. This collection must be continuously updated between seminars.

About 10 minutes preparation time

Materials

You will need ...

- A large table or sufficient available surface area in the seminar room (alternative: a cardboard box)
- Appropriate books and brochures, e.g. on the topics „documenting competences“, „counselling“, „job applications“
- Material collections, e.g. methods, wooden figures
- Card systems, e.g. images or illustrations for free thought association

Group Size

Suitable for all group sizes.

Time

No time requirements during the event, as the material can be browsed during break times.

Implementation

The various materials are presented on a table so that several participants can have a look during break times simultaneously.

Variation: eBooks (tablet PC) can be presented for the entire group on a big screen, and can be commented on individually.



HAND PRINT 18

Goodbyes

Use

Instead of a „Snapshot“ round (see Section 08 „Forming Opinions“), the „Hand Print“ method can be used here.

- + Asking participants to write down a (short) statement will help prevent any heated final discussions erupting.
- + Each participant will get a final say.
- + Each participant can be presented with a photograph of his/her final statement presentation.

Preparation

Participants will grasp the concept of the task much faster if you prepare a quick drawing outlining the duties of each individual finger.

Materials

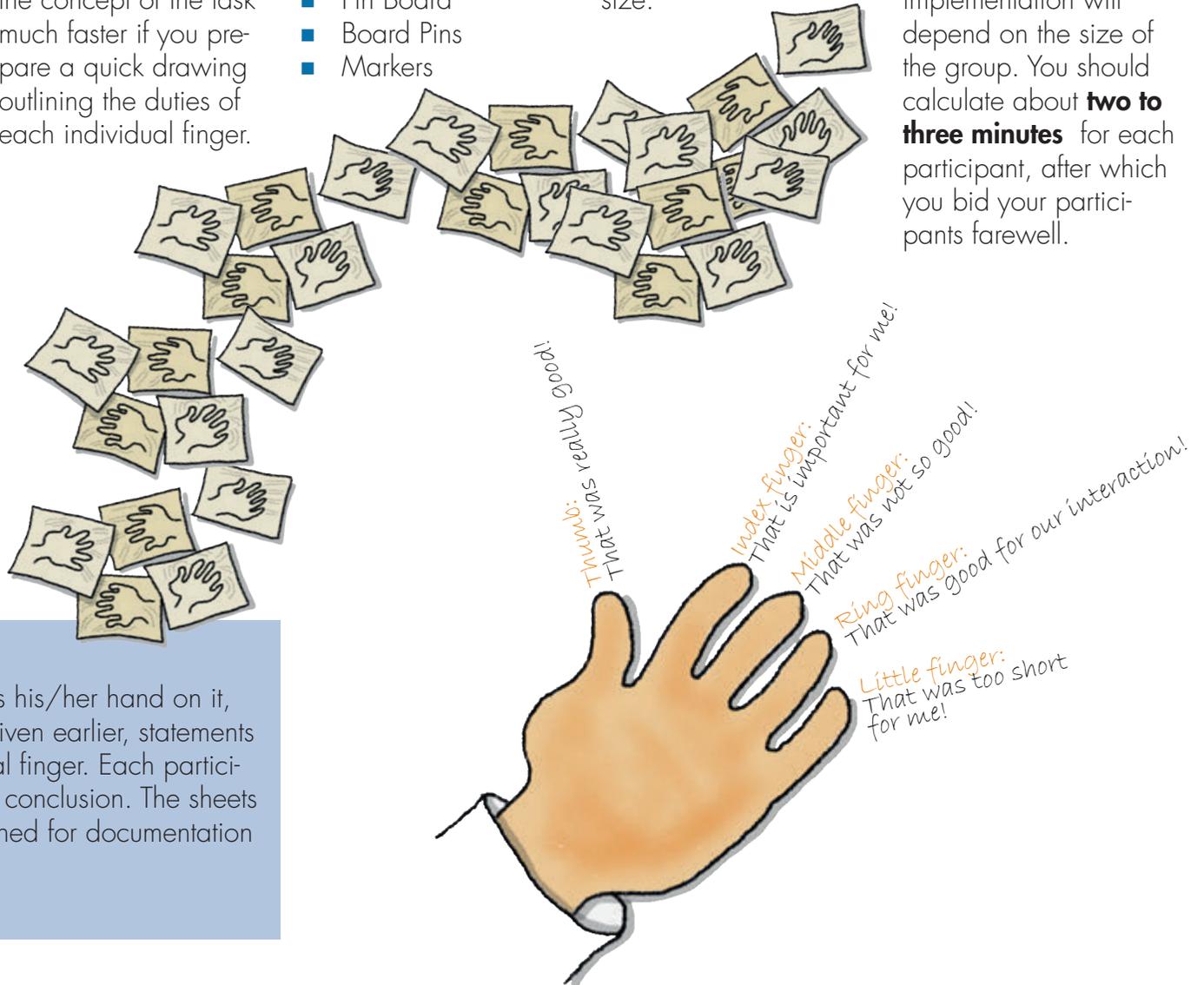
- A4 Paper
- Pin Board
- Board Pins
- Markers

Group Size

Suitable for any group size.

Time

The time needed for implementation will depend on the size of the group. You should calculate about **two to three minutes** for each participant, after which you bid your participants farewell.



Implementation

Each participant will receive a sheet of paper, places his/her hand on it, and traces the outline. In line with the explanations given earlier, statements from the seminar are now assigned to each individual finger. Each participant will then introduce his/her hand to the group in conclusion. The sheets are then pinned to the board and can be photographed for documentation purposes.

Goodbyes

Use

Zum Schluss einer Veranstaltung.

- + The participants are given an opportunity to comment on the overall event.
- + All participants receive a memento of their group work.
- + You (the coach/moderator of the workshop) get an idea of how the seminar was received plus feedback on the content.

Preparation

Hang up some paper on the wall or on a pin board and use a black marker to trace the outline of a map. A river running from left to right across your map could, for example, signify the time spent working as a group. Add some „locations“ to your map, e.g. „Island Task“, „Competence Review“. (Preparation time approx. 15 minutes)

Materials

You will need

- Pin Board
- Pin Board Paper
- Markers
- Pushpins for pin wall or sticky tape

Group Size

Suitable for groups of any size.

Time

The time needed for implementation will depend on the size of the group. At least **30 minutes**. Each small group is given **10 minutes** for their presentation.

Implementation

Prepare a map on a pin board. The participants draw details on the map, and add their final remarks in writing. A photograph of the completed map can later be emailed to all participants.

Tip: Round off this final activity with a „Snapshot“ (Section 08).



Honing Perception

Use

Advisors must have very keen perception. This is a skill that is never complete, and can be improved upon indefinitely.

Anything that can help hone perceptiveness is a bonus for ProfilPASS Advisors. Try to put your thoughts into words or images as often as possible, and verify that others understand your message the way you meant for it to come across.

Preparation

Compile keyword lists on topics that form part of ProfilPASS work. Research each keyword extensively to come up with meaningful definitions.

Materials

- Flipchart
- Flipchart paper
- Markers

Group Size

The group should not have more than 12 or 15 participants to allow sufficient time for reflection.

Time

The total time required will depend on the number of topics and individual small groups. Around **15 to 20 minutes** for working, **5 minutes** per topic for the presentation, and time for evaluation and discussion (**5 to 10 minutes**).

Implementation

Allow the participants to select keywords from the list. Participants can now work individually or in groups of two on how they understand each keyword, and subsequently present their findings. The overall group will then offer feedback on whether or not the topic was comprehensively and correctly understood. Offer additional information where that is not the case.

