

PERSONAL GOALS AND ABILITIES

Module 1

Facilitators Guide

Aim: To help the participants in making an assessment of their skills and abilities and outline personal goals for their personal and professional lives.

Objectives : By the end of this session participants will have:-

- Made an honest assessment of their short and medium term goals.
- Completed a review of their skills & abilities.
- Have a better understanding of the values that are important to them.
- Outlined new goals for the future.

Outline of Session

1. Introduction
2. Personal Goals Exercise
3. Skills & Abilities Assessment
4. Top 10 Skills Summary
5. Completion of Values Matrix
6. Personal Goal Setting
7. *Conclusion*
8. *Questions & Feedback*

Suggested Timings:

(Total time for Session = 1.5 hours (90 mins))

- Introduction - 3 Mins
- Complete the Personal Goals Exercise - 15 Mins
- Skills & Abilities Assessment- 20 mins
- Top 10 Skills - 10 Mins
- Completion of Values Matrix - 25 mins
- Personal Goal Setting - 15 mins
- *Conclusion 3 mins*
- *Questions & Feedback up to 10 mins*

1. Introduction

- A) Welcome Everyone to the Group.
- b) Get people to introduce them selves.

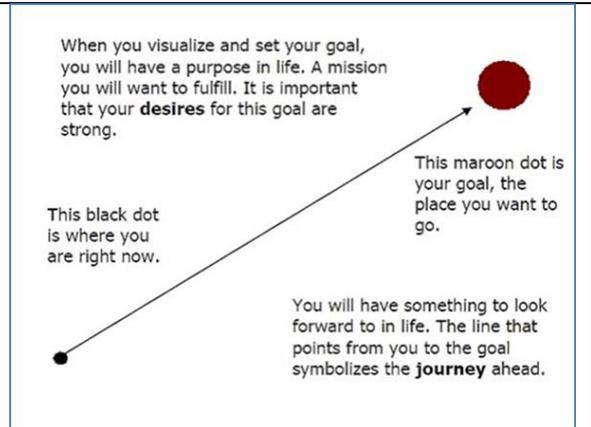
C) For You To Say As Facilitator – Whether you are poor or rich, we are all created by God with different abilities, experiences and giftings and can do some things well and others not so well. It is often said that the poor and the oppressed are the most creative and hard working people as they have to be, to survive in very difficult circumstances.

You could find it helpful in this course to think about yourself and plan how you might develop your goals, using your best skills and experience to enable you to better meet your personal needs for you and those of your family.

2. 'My Goals'

Using This Slide or Picture from Workbook – encourage participants to highlight their goals for the medium and long-term . This will be important for them to not limit their dreams but to be courageous and 'think big'.

Then invite the participants to complete the 'My Goals' Exercise from the Workbook.



3. Skills & Abilities Assessment

Outline the pages in the Workbook that ask for a personal assessment of their abilities. It will be important to stress that this is a personal assessment and not what others might think are the abilities of the participant.

I CAN/CAN'T DO

4. Top 10 Skills Summary.

Encourage an honest assessment about how participants rate themselves in the following task.
 If some or all of the participants are happy to share their top 3 say answers. Ask if their were any surprises or is it just what they expected?

5. Completion of Values Summary

Explain that his is a quite different exercise, and is asking about their values rather than skills. This is about what is important to them personally, but it can be linked into how they might conduct themselves in business and communication. Be ready to answer any questions that might arise, as this is a highly personal exercise

6. Personal Goal Setting

Invite the participants to reflect on all this course has led them to think about.

Putting it all together with Goals, Abilities, Values, what is it that they will take away from this course IN TERMS OF A GOAL?

Of course it might be something that is not in this list. That is ok.

If participants are happy to share their 'Goals' then this will be helpful.

- Improving my literacy and numeracy**
- Gaining further education or training**
- Voluntary (Unpaid) work experience**
- Finding paid work**
- Starting my own income generating activity**
- Growing my own existing income generating activity**
- Working together in a group to start an income generating activity**

7 & 8 Conclusion and Feedback

Consider what you have done – Have you met the AIMS of the course? Open the group to ask questions and provide feedback if appropriate.

Was the information useful and at the right level?

Thank everybody for coming – Encourage the group to network and share contact numbers or emails (if appropriate) and to keep in touch.