



VOCIS IO5

Vocational education and training (CVET) Program

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A methodological and pedagogical framework for continuous vocational education and training (CVET) of the Inner Self will be developed. This training program will be composed of different modules and will include methods and contents especially relevant for professionals in management and/or middle-management, teaching and training positions.

Group dimension	8 to 12 participants per group
Prerequisites	Participants should be selected among target group (see below). They should be encouraged to read all relevant information about the project before the training modules
Target groups	<p>Professionals in management and/or middle-management, teaching and training positions</p> <ul style="list-style-type: none"> 🕒 managers 🕒 middle-managers 🕒 teachers 🕒 trainers 🕒 work group coordinators 🕒 adult and young adult group facilitators in charge of improvement of individual and organization performance
Duration	Approximate duration for presence pilot training: 3 modules, 4 hours each (during two or three days totally)
Expected Learning Outcomes	<ul style="list-style-type: none"> 🕒 Know the origins of the VOCIS project 🕒 Understand how and why the project has been developed (e.g. needs analysis) 🕒 Understand the VOCIS model at its core 🕒 Understand the opportunities offered by the role of the coach 🕒 Get an overview of the methodologies involved in coaching 🕒 Know the tools proposed by and in the VOCIS project 🕒 Experiment tools in the protected environment of the training setting 🕒 Treasure all aspects of reflection, experimentation and evaluation of the course's experience through peer-to-peer comparisons



Module 1 – INNER COACH IN VOCIS

Issues/ Aims/	Contents/framework	Useful materials
<p>Welcome/ Welcome the participants and introduce the path / 20 minutes</p>	<ul style="list-style-type: none"> ○ Greetings to the participants ○ Presentation of the trainer(s) and colleagues attending, anticipating that more presentations will follow during the training ○ Thanks for the participation and illustration of the purpose of the meeting that is the understanding of the VOCIS model ○ Organizational and logistic information (timetables, breaks, etc.) 	<p style="color: red;">Slide 1 is on at participants' arrival</p> <p style="color: red;">Slide 2</p> <p style="color: red;">Slide 3</p>
<p>Structured introducing / Icebreaking by inviting the group to reflect on aspects of coaching and, in particular, the inner reflection of the individual. At the same time, create a communicative climate that fosters the exchange and fluidity of communication on the subject (45')</p>	<p>I – Couple (or groups of three), confront each other on the experience of coaching both as coach and coachee.</p> <p>II - They develop a synthesis of main aspects of the internal reflection (with oneself) in the coaching experience.</p> <p>III – Each couple or small group present in plenary the main concordant evidence</p>	<p style="color: red;">Slide 4 – Our experience in inner coaching</p> <p style="color: red;">Flip Chart to note key words for any couple or small group</p>
<p>Presentation of VOCIS project</p> <p>Introduce purposes, target, main phases, tool set, expected results.</p> <p>Introducing the VOCIS approach to coach</p>	<p>The aims</p> <p>The motivations</p> <p>Network partnership</p> <p>Main target groups and objectives</p> <p>Coaching: what is it, what is not</p> <p>The roles of coach and client</p>	<p style="color: red;">Slide 5-6</p> <p style="color: red;">Slide 7-8</p> <p style="color: red;">Slide 9</p> <p style="color: red;">Slide 10-11</p> <p style="color: red;">Slide 12-13</p> <p style="color: red;">Slide 14</p>



Experiment the VOCIS Diagnostic Tool for Self-regulation. Self-evaluation and learn how to propose to clients. Recognize the dimension of Self-regulation in VOCIS Coaching	Participants are invited to fill the Diagnostic tool and comment results Trainer(s) offer(s) clarification and feedback on how to read and use the results	Slide 15 Evaluate your self-regulation Diagnostic Tool http://vocis.org/methodology-tools/diagnostic-toolkit/evaluate-your-self-regulation/
Deepening in Coaching	Approach and basic rules	Slide 16
Exercise “Bodyscan”/ A short exercise to develop self-awareness skills Remind of main contents	Participants are invited to try the exercise “Bodyscan” and to comment their thoughts on posture	Slide 17 Source: Developing self-regulation skills (IO3 Individual Coaching), Bodyscan, page 7 (EN version)
Evaluation of the Module 1 Anticipating Module 2	Open discussion. Collecting improvement suggestions	Slide 18 Flip chart and notes by trainer(s)



Module 2 – FROM THEORY TO PRACTICE

Issues/ Aims/	Contents/framework	Useful materials
Structured introducing to Module 2 Motivation of Participants	Short recap of module 1 and framework of Module 2	Slide 19 is on at participants' arrival Slide 20
Why the “inner coach” is important today	Centrality of the person in post-industrial society Centrality of the reflection approach	Slide 21-22 Slide 23-24
Exercise “Calm your mind”/ An auto-reflection exercise to develop autoregulation skills	Participants are invited to try the exercise “Calm your mind”	Slide 25 Source: Developing self-regulation skills (IO3 Individual Coaching), Calm your mind, page 6 (EN version)
Recognize the dimension of Self- regulation in VOCIS Coaching	Review of our own biography Self-regulation Dimension in the VOCIS model	Slide 26 Slide 27
Get aware of relevant conditions in relation for coaching as a preventive approach to support individual change	Core conditions in all interactions within the Individual Coaching Coaching as a preventive approach Individual change and external help	Slide 28 Slide 29 Slide 30 Source: Developing self-regulation skills (IO3 Individual Coaching), Methodological Guidelines for Individual Coaching, page 30 and page 1 (EN version)
Using case studies to better understand usefulness of inner coach and Self-regulation exercises	Trainer illustrates the case studies utility in VOCIS and invite participants to choose two of them, to identify self-regulation dimensions involved, identify proposed exercises from the VOCIS Toolkit, read them and get confident to them. They can also reflect on them, think about similar situation among their friends and	Slide 31- 32 Source: Developing self-regulation skills (IO3 Individual Coaching, Four Case Studies/ Case-examples page 33 (EN version)



	colleagues and imagine how they might help them as a coach. They might be also asked to write one case of their own to present to other participants.	
Preparing to next module	Trainer(s) present participants the exercise to do between second and third module following instructions in the VOCIS Toolkit,	Slide 33 Source: Developing self-regulation skills (IO3 Individual Coaching), "Your inner coach", page 24 (EN version)
Evaluation of the Module 2 Anticipating of Module 3	Open discussion. Collecting improvement suggestions from participants and trainers and agreement for following module.	Slide 34 Flip chart and notes by trainer(s)



Module 3 – ENHANCING INDIVIDUAL AND PEER COACHING SKILLS

Issues/ Aims	Contents/ Framework	Useful materials
Structured introducing to Module 3 - Motivation of Participants	Short recap of Modules 1 and 2 and framework of Module 3	Slide 35 is on at participants' arrival Slide 36
Experiment a dimension of Motivation development using the VOCIS Model	<p>Motivation Development: dimensions, definition, definition of one of them, support from coaching, experiment a tool</p> <p>Participants are invited to examine the Collection and choose 2 exercises for self-reinforcement they could better manage as coaches. Than they are invited to tell other participants their reasons.</p> <p>Participants are invited to do the exercise, guided by the key questions proposed, and to write down their personal answers, in a private way. Than they can reflect together how this exercise can be useful to them as coaches.</p>	<p>Slide 37 Slide 38</p> <p>Source: Developing self-regulation skills (IO3 Individual Coaching), Short description – “diagnosis”, Self-Reinforcement, page 32 (EN version)</p> <p>Slide 39</p> <p>Source: Developing self-regulation skills (IO3 Individual Coaching), Collection of exercises”, page 3-28 (EN version)</p> <p>Slide 40</p> <p>Source: Developing self-regulation skills (IO3 Individual Coaching), Evaluation of the day with your five fingers, page 15 (EN version)</p>
Experiment a dimension of Development of the Self-concept using the VOCIS Model	<p>Development of Self-concept: dimensions, definition of one of them, support from coaching, experiment a tool</p> <p>Participants are invited to examine the Collection and choose 2 exercises for self-perception they could better manage as coaches. Than they are invited to tell other participants their reasons.</p> <p>Participants are invited to do the exercise, guided by the key questions proposed, and to write down their personal answers in the table. Than they can reflect together how this exercise can be useful to them as coaches.</p>	<p>Slide 41 Slide 42</p> <p>Source: Developing self-regulation skills (IO3 Individual Coaching), Short description – “diagnosis”, Self-perception, p. 32 (EN version)</p> <p>Slide 43</p> <p>Source: Developing self-regulation skills (IO3 Individual Coaching), Collection of exercises”, page 3-28 (EN version)</p> <p>Slide 44</p> <p>Source: Developing self-regulation skills (IO3 Individual Coaching), “Tough and easy situations”, page 24 (EN version)</p>



<p>Experiment a dimension of Personal Development using the VOCIS Model</p>	<p>Personal development: dimensions, definition of one of them, support from coaching, experiment a tool</p> <p>Participants are invited to examine the Collection and choose 2 to 4 exercises for self-development they could better manage as coaches. Then they are invited to tell other participants their reasons.</p> <p>Participants are invited to source a partner and conduct a mutual interview, guided by the key questions proposed in the exercise. Than they can reflect and write down how this exercise can be useful in their working areas.</p>	<p>Slide 45</p> <p>Slide 46</p> <p>Source: Developing self-regulation skills (IO3 Individual Coaching), Short description – “diagnosis”, Self-development, page 32 (EN version)</p> <p>Slide 47</p> <p>Source: Developing self-regulation skills (IO3 Individual Coaching), Collection of exercises”, page 3-28 (EN version)</p> <p>Slide 48</p> <p>Source: Developing self-regulation skills (IO3 Individual Coaching), Partner-Interview Self-leadership, page 28 (EN version)</p>
<p>Understand and get confident with a peer coaching path</p>	<ul style="list-style-type: none"> ○ Definition of Peer coaching ○ What is a peer coaching process? ○ Positive attitude in a peer coaching process ○ Peer coaching formats ○ VOCIS Peer Coaching Step by Step ○ How to prepare yourself for a peer coaching session ○ Practice a Peer coaching session preparation 	<p>Slide 49</p> <p>Slide 50</p> <p>Slide 51</p> <p>Slide 52</p> <p>Slide 53</p> <p>Slide 54</p> <p>Slide 55</p> <p>Source : Start a peer coaching process (IO4 Peer Coaching) Guidelines (EN Version)</p>
<p>Evaluation of the Module 3 and CVET Program</p>	<p>Open discussion</p> <p>Questionnaire</p> <p>Proposal of future meeting and training programs</p>	<p>Slide 56</p> <p>Source: VOCIS – Vocational education and training (CVET) Program – IO5 Feedback Questionnaire</p>
<p>Closing Module and Program</p>	<p>Thanking for taking part in the training program.</p>	



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OF THE INNER SELF



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