

COMPETENCE COACH

Survey to collect information and case studies on practices and experiences of coaching among the countries of project partners

GRID FORMAT – DRAFT VERSION

THIS FORMAT HAS BEEN FILLED IN BY:

AUTHOR(S)	
ORGANISATION	
COUNTRY	
DATE	

Based on the study "Skills for competence coaching" and the study "Best practices of training for guidance practitioners across Europe" the "Competence Coach project Partnership" decided to develop a new curriculum for practitioners active in the field of sustain and help people in the re-insertion in the labour market phase.

The starting point for such an activity consists in mapping existing experiences and projects showing effectiveness and relevance with the aforementioned objectives. The experiences considered in this exercise must be recorded according to a common format, in order to allow comparability and to facilitate their stocking in a database.

Thus, to facilitate the researchers and fieldworkers work, it is very important to entirely fulfill the following format, in English.

The format is divided in three main sections:

1. Main data of the practice/experience (descriptive)
2. Description of objectives, target groups, results, methods and tools, activities (descriptive);
3. Comments and/or assessment (relevance and coherence level with respect to Competence Coach objectives).

The methodological approach chosen answers to the necessity of identifying strategic lines, methodological approaches, tools and competences useful to define the curriculum contents of a training path that can enable operators involved in coaching actions.

The identified practices should be characterized by:

- ⇒ High transferability and reproducibility;
- ⇒ Medium-long term sustainability;
- ⇒ Evaluability of outcomes achieved;
- ⇒ Processes clearness;
- ⇒ High involvement of all Actors (beneficiaries, operators, institutions, social partnership);
- ⇒ Exemplarity;
- ⇒ Comparability;
- ⇒ Cost/benefits balanced ratio

✎ **For each Country please provide at least 2, up to 4 (max) case studies.**

Please remind that to each case study must correspond one table.

Section I - GENERALITIES		
1	Project / Intervention Title
2	Project/Intervention context	National Local Sectorial
3	Organisation Applicant/Contractor	<p>3.1 Organisation Name:</p> <p>3.2 Typology:</p> <p>Schools Social Services Guidance Centres Employment Services Health Services Third Sector Social partners Enterprises Local authorities National authorities Self help groups Others (specify)</p> <p>3.3 Project Responsible (if possible):</p> <p>3.4 Organisation full Address and website:</p> <p>3.5 Project website (address):</p> <p>3.6 Other useful contacts (telephone, fax, etc.):</p>
4	Other Actors involved (network)	<p>Schools Social Services Guidance Centres Employment Services Health Services Third Sector Social partners Enterprises Local authorities National authorities Self help groups Others (specify)</p>

5	Financing Typology	Ad hoc Settled, permanent Not foreseen
6	Source of resources	Public Private Mixed Voluntary
7	Funds	Total Budget (if available) <i>This information is useful for the analysis of the reproducibility and sustainability of the intervention.</i>

Section II - DESCRIPTION OF THE EXPERIENCE		
8	Reason why	<p><i>With respect to the curriculum expected in the project, please indicate to which area/areas the experience chosen refers:</i></p> <p>8.1. coaching 8.2. competence assessment (about assessment tools of competences for guidance practitioners) 8.3. change management 8.4. guidance of groups at risk of social exclusion 8.5. ICT based guidance for groups at risks of social exclusion 8.6. intercultural counselling</p>
9	Target group (intermediate actors) <i>(it is possible to select more targets)</i>	<p>Teachers Trainers Coaches Tutors Guidance counsellors Families School-University Headmasters Training agencies managers Others (specify)</p>
10	Beneficiaires – end users	<p>Adults Unemployed/Job seekers Job changers Migrants early school leavers Low or poorly qualified people Other at risk groups (specify.....)</p>
11	Please indicate the range of age considered.	<p>15-18 19 – 25 26 - 35 36 – 45 46 - over Not specified</p>
12	General Aims	<i>Please provide a short description (max 10 lines)</i>
13	Specific Goals	<i>Please provide a short description (max 10 lines)</i>

14	Methodologies applied	<i>Please provide a short description (max 10 lines)</i>
15	Human resources involved	<i>Please provide a short description (max 10 lines)</i>
16	Quantitative outcomes	<i>Please provide a short description (max 10 lines)</i>
17	Qualitative outcomes	<i>Please provide a short description (max 10 lines)</i>
18	Evaluation - follow up	Available Not available Not foreseen

Section III - ANALYSIS AND EVALUATION ASPECTS		
19	Strengths	<i>Please give a short description of all factors contributing to consider positively the experience chosen (e.g. effectiveness, efficiency, necessary, innovative, etc.) Max 15-20 lines</i>
20	Weaknesses	<i>Please indicate shortly all factors representing the weak points of the experience chosen (e.g. poor reproducibility, very high cost, organizational limits, inadequate logistic, too restricted with respect to real needs, etc.). Max 15-20 lines</i>
21	Transferability (within the same country, within other territorial contexts)	High Medium Low <i>Please indicate why.....</i>
22	Transferability (towards other target groups)	High Medium Low <i>Please indicate why.....</i>
23	Reproducibility (within other territorial contexts, Countries)	High Medium Low <i>Please indicate why.....</i>

24. OTHER ASPECTS TO BE MENTIONED (optional)

If you wish to stress other elements of the experience described not foreseen in the table Format, please indicate them or, if you wish, just provide a general comment.