

Training guide

Module 3: Assessment

Module 3 (4 hours):	Assessing the work/learning process
Aim of this module:	This module teaches the company mentor how to assess the work submitted by the employee or the student's learning process, taking into account the wishes and needs of the employee/student and the wishes and needs of the company.
Expected result:	The company mentor can objectively assess the employee's work or the student's learning process in such a way that the wishes and needs of both the employee/student and the company are taken into account. The company mentor can discuss his assessment with the employee/student.

Time:	Subject:	Work structure:	Result:	Materials:
30"	Introduction Module 3 Getting acquainted Managing expectations	<ul style="list-style-type: none"> - The trainer introduces himself/herself. - The trainer briefly outlines the 'Inside-out' project. - The participants introduce themselves. - Expectations are displayed using association charts. 	<ul style="list-style-type: none"> - Participants are familiar with the context of the training. - Participants are clear about their own expectations. 	<ul style="list-style-type: none"> - programme - participant folder - nameplates - pens - association cards - PowerPoint/Prezi - laptop, beamer, screen - felt-tip pens, post-its
45"	Mind-set when making an assessment	- Learning interview: the difficulties when making assessments		
45"	The pitfalls when making an assessment <i>Tips when making an assessment = 3.1</i> <i>Pitfalls = 3.2</i>	<ul style="list-style-type: none"> - The pitfalls in action: <ul style="list-style-type: none"> - <i>first impression effect</i> - <i>prejudices</i> - <i>selective perception</i> The participants complete an assignment and other participants will assess the assignment.		
15"	Coffee and tea break			

Time:	Subject:	Work structure:	Result:	Materials:
30"	<p>What are you assessing?</p> <p><i>Self-analysis 2 = 3.3</i></p>	<p>zero measurement vs. final measurement</p>		
60"	<p>Holding the assessment interview.</p> <p><i>STAR technique = 3.4</i></p>	<p>Presenting your assessment: <i>Participants practice presenting their assessment based on a case that has been worked out.</i> <i>What do you focus on during the interview? What is the correct structure? How do you motivate the employee to do even better or differently the next time?</i></p>		
15"	Evaluation			