



22nd Career Development Seminar
Empowerment in the framework of Gender Mainstreaming
From 26th to 30th October 2015, Kaunas, Lithuania

PROGRAMME: 22rd EUROPEAN CAREER DEVELOPMENT SEMINAR

Arrival:

The participants should arrive during Monday 26th October 2015, until 16.00 hrs.

Way of working:

The seminar will be highly participative. The participants will be encouraged to engage in all kinds of activities. Questionnaires and exercises will be used to start the exploration of some of the issues. In other cases creative work will help to focus on an aspect of your past and future career-development. Through the seminar, lots of small group discussions will take place in order to help each other understand the issues at stake.

The tutor, apart from designing and leading the event, will give small lectures to connect the experiential learning to more theoretical frames of reference.

- **Session 1, Monday 26th October 2015** (afternoon/evening)

This first afternoon and evening we will simply **get acquainted**. In the evening (20.00 hrs) we will gather for a welcome reception/dinner. Before the dinner, the participants should introduce themselves and inform about their expectations in regard to this seminar. The tutor, Susanne Thalheim, will introduce the working methods for the training.

- **Session 2, Tuesday 27th October 2015** (morning):

The Past. The “**Biography**” – an Inventory:

Participants will be invited to think about their careers up to the present day. In this session we will mainly deal with the past. What were important experiences in your life, what skills did you develop, what were your achievements. Individual training, to obtain an inventory on experiences, successes within your private and working life.

From the past to the present;

Having gained some insight in the past, in this session we will deal with the present. What are your current **satisfactions**, what are your **present skills, strengths and weaknesses**, what is your present life situation, what are your commitments outside work?

- **Session 3, Tuesday 27th October 2015** (afternoon)

The present

Short presentation exercise

Exploring how to **change ineffective behaviour**.

Present challenges, possible barriers and developing ways to overcome them (concerning the situation of policewomen in general, within the police-organisation (structure/culture) and within ourselves). Analysis of your present working situation within the police force and exploring challenges and strategies.

- **Session 4, Wednesday 28th October 2015** (morning)

Energy balance. Attention will be paid to the balance between working and private life.

Then we will explore **values and needs** within your personal Career Development by means of filling in a questionnaire and drawing conclusions.

Analysis of competences and capacities.

- **Session 5, Wednesday 28th October 2015** (afternoon/evening)

Exchanging **job experiences, best practices** and issues about policewomen's **networking** as a part of the policy.

- **Session 6, Thursday 29th October 2015** (morning)

Management. Reflection and discussion.

What are **the implications of a management-position**?

What will a management position mean to you?

What do you have to expect?

What are you possibly afraid of?

Application

Theoretical and practical knowledge in order to establish a proper application.

What is the practice in your organisation? Exchange and mutual advice.

- **Session 7, Thursday 29th October 2015** (afternoon)

The future:

Visualisation of a picture of the future.

Goal setting and personal profile.

In this session we will talk about the future, the difference between wishes and goals and after that the first initiatives will be given for drawing up a personal profile (basis for application) and establishing a "search profile" which implicates: what do I need on **working contents, circumstances, conditions etc.** ...and what am I willing to undertake for another function. Exchange of the personal profiles within small groups.

- **Session 8, Friday 30th October 2015** (morning)

Presentation

Attention will be paid to the issue of "**self-presentation**". Subtle aspects, such as first impression, non-verbal communication etc. are so important in our careers, therefore short self-presentation exercises will be practised to assist with building self-confidence.

Presentation of the **personal profile, feedback** from the participants and the tutor.

- **Session 9, 30th October 2015** (afternoon)

Personal action plan

In the course of the whole training, participants have got a picture of all the ingredients that are needed to make a personal action plan. The outcome of this session last will be to create such a plan and to present some conclusions to the group.

Closure

Summary and evaluation. An evaluation of the event will round off the seminar! The participants are kindly requested to complete the ENP questionnaire. This document will be collected by the tutor.

Closing time: 16.00 hrs

Please note: Parts of the programme may be changed or adjusted during the seminar