



Designing a Competence-Building Plan

Type of event: Online reflective workshop

Target group: Trainers, educators, and youth workers interested in developing personal and professional competences

Short description:

The Designing a Competence-Building Plan workshop supports trainers, educators, and youth workers in translating self-assessment insights into practical development actions. Participants reconnect with their earlier competence reflection, identify areas for growth, and design realistic, actionable steps to strengthen their professional capacities. Through guided reflection, peer feedback, and collective sharing, the workshop promotes accountability, motivation, and a continuous learning attitude.

Framework (structure)

Before the session (online):

Pre-workshop preparation: Participants complete or revisit their competence self-assessment form and note 1–2 key competences they wish to strengthen. The facilitator shares a short introduction email with a link to the self-assessment tool and a reflective prompt: "What changes would you like to see in your professional practice?"

During the session (online or in-person)

1. Reconnecting with Self-Assessment (10 min)

Trainer invites participants to reopen or recall their earlier competence self-assessment. A quick reflection follows: "Which 1–2 competences do you most want to strengthen?" Visualize common themes using Mentimeter, Zoom poll, or chat word cloud.





2. Individual Drafting – Personal Development Plan (15 min)
Each participant drafts a short Competence-Building Plan with 2–3 concrete actions for the next three months. The trainer provides a guiding template with four guiding questions: (1) Competence to improve, (2) Why it matters, (3) 2–3 practical actions, (4) Resources or support needed. Participants work individually, optionally with light background music.

3. Pair Exchange in Breakouts (25 min)
Participants join breakout pairs to share their plans and provide supportive feedback. Prompts: “What sounds realistic?”, “Any risks or barriers?”, “What could make it stronger?” The trainer visits a few rooms and invites pairs to note one ‘golden advice’ from their discussion to share later.

4. Plenary Sharing of Insights (15 min)
Back in plenary, participants share highlights from their discussions. The trainer collects common themes on a shared board (Jamboard, Padlet). 3–4 volunteers share verbally, others post in chat. Trainer clusters themes such as practice, peer support, or time management.

5. Commitment & Accountability Step (15 min)

Participants select one key action they commit to implementing. They can post in chat ('I will...'), write on a shared Jamboard, or record a short ‘commitment sentence’ in pairs. Trainer emphasizes small, realistic steps and possible accountability mechanisms like peer check-ins or journals.

6. Wrap-Up & Closing Reflection (10 min)
Trainer summarizes the session and the importance of translating reflection into action. Closing prompt: “In one word, how do you feel about your plan?” Responses collected via Mentimeter word cloud or chat. Facilitator shares follow-up resources (toolkits, templates).

After the session (online)

Follow-up email with thank-you note, session summary, and templates for ongoing reflection. Participants are encouraged to revisit their plan after one month and share progress updates in the community of practice or peer group.

