

Innovative guidance methods to support mobility

How to plan the job shadowing periods

Before the job shadowing

Visitors

- think through what you would like to see/hear/experience during the job shadowing
- **be egoistic but realistic!**

Hosts

- think what you could offer: what is interesting/new/problematic in your own work
- remember that your own daily routines and ordinary work can also be very interesting for the visitor
- **be proud but empathetic!**

- help the visitor to find a hotel and arrange her/his travel (if needed)
- give your visitor practical information for her/his arrival

Together

- agree what could be included in the job shadowing days
- agree which days are the best for both parties
- inform your colleagues about the job shadowing period – they also might find it interesting and useful
- prepare a fact sheet about important issues that support the study visit (population, unemployment rate etc)

- make a written plan what you are going to do during the job shadowing
- **Estonians: send your plans to Kadri**
- **Finns: send your plans to Miika**

During job shadowing

Hosts

- explain the background – a brief overview of the system etc will help to understand the situation better
- show examples of publications, websites and other tools and methods you use
- describe your own cooperation networks
- arrange meetings with key persons
- if possible, arrange meetings with your clients/students
- interview your visitor(s) how they do things at home, how they solve the same problems
- don't overbook the programme!

Visitors

- try to identify things that might work back home
- don't be shy to say if you'd like to hear more on some particular theme
- don't be shy to say if you'd prefer things to be done otherwise

- take notes, write down the things that are of your interest (i.e interesting methods that are used, possibilities for your everyday target group etc)
- make contacts with people to grow your professional network

Together

- take time to analyze your day, reflect – what have you seen, what have you learned
- map some things you would want to remember and share during our second contact-seminar in Jyväskylä