TITLE: **My Profile as a Consultant / Personality Development**

MODULE: **No: 01**

Objectives:

Participants of the module:

- will be in the position to think over about their own understanding of advisory work and their own behaviour as advisors as well as to recognise the opportunities for further development,
- will expand their ability to perceive themselves and others,
- will deal with different target groups and with the circumstances in their field of service as well as with the framework conditions and different interests in the advisory environment, and treat people in their environment with appreciation and tolerance,
- will be trained for basic communication techniques.

Contents:

- The role of the advisor and advisory work:
  - Goals,
  - Motivation,
  - Role models,
  - Understanding of the role,
  - Advantages and weaknesses,
- Target group/clients,
- Understanding of advisory work/counseling concept/basic models and techniques.

Methodological procedure:

- Group work, group conversation,
- Exercises in groups, role-playing,
- Visualization of the content of – advisory models, demands and skill, on flipchart and pin board,
- Presentation.

Participants: agricultural advisors (approximately 15) Trainers: Slađan Stanković PhD, second CECRA trainer

Location: IPN, Bulevar despota Stefana 68b, Belgrade, Republic of Serbia

Day 1, from 10.00 to 18.00

Time	Phases/Steps	Objective	Details and methods	Material - Visualization	Respons. (Who?)	Comments
10:00	Introduction	Presentation of the trainer. Getting to know the participants with the content of the education. Defining education goals. Presentation of the importance of education for advisory jobs.	Addressing of education organizer. Welcome to the participants. Presentation of trainers. Short presentation of the module. objectives and program.	Flipchart (FC) or pin board (PB). Presentations.		
10:15	Introduction of the participants	Presentation od participants. Getting to know the participants' expectations. Getting to know the participants' opinion about their role as the advisor.	Presentation of participants. Talk with partner and mutual acquaintance: 1. Name, organization, function. First impression about the partner. 2. Expectations and wishes for education. Agreement on rules and working mode. Distribution of education hand-outs and hints on how to use them.	Group work. Oral presentation.		
10:45	Presentation of CECRA organisation and functioning	Content of CECRA organisations and short presentation of modules.	Short presentation – visualisation of program and goals - What is CECRA, CECRA certification in Europe. - The CECRA certificate. - Methodological approach, program concept. - Education aims.	Flipchart (FC) or pin board (PB).		
11:00	Forming of groups and wrap up team	Assignment of participants with exercises, giving responsibility to the group.	Introduction with group work and team aims.	Poster. Markers.		

Time	Phases/Steps	Objective	Details and methods	Material - Visualization	Respons. (Who?)	Comments
11:00	The role of advisor and advisory work	Understanding the role of advisor and advisory work.	Participants own advising experience (exercise is the presentation of one's own experiences: the best and most unpleasant experience). Presenting advisers' opinion on how they can influence negatively and positively on their counseling work. Consideration of the most important attributes of the consultants within the key competences of the agricultural advisors (working in groups, summing up the results of the exercise). Trainer moderates/summarizes and presents the results. Definition of counseling, using the most important elements of advisory work. Insights into the problem network and troubleshooting guidelines (multiple workgroups).	Flipchart (FC) or pin board (PB). Role play		
11:30	**Coffee break**					
12.00	Levels of intensity of advisory work	Reflecting of different levels and intensities of advisory work on counseling.	Multi-level counseling processing: information, professional advice and comprehensive advising. Processing of different levels of communication between the advisor and the client in order to establish a process of consultation. Visualization, discussion.	Flipchart (FC) or pin board (PB). Posters. Power point		
13.00	**Lunch break**					
14:00						

Time	Phases/Steps	Objective	Details and methods	Material - Visualization	Respons. (Who?)	Comments
14:00	Systemic understanding of advisory work	Bringing participants into complex working situation of an advisor. Finding different characteristics of the farm and reflection on consequences for advisory work.	Real working situation of an advisor (role play). Assess of the farm needs. Consequences for advisory work. Discussion.	Posters. Flip chart. Role play		
15:30	Advisor's skills	Defining the attitudes and skills that advisor should have.	Defining the most important criteria to be developed by the advisor.	Pin board. Flip chart Posters.		
16.00	**Coffee/tea break**					
16:30	Advisor's functions	Understanding specificity and consequences of advisory work.	Basic models and counseling techniques.	Posters. Pin board. Flip chart Power Point		
17.00	Target group	Contact with a client. The importance of active listening.	Development of a professional relationship. Active listening and paraphrasing methods (exercise).	Pin board. Flip chart Power Point		
17:45-18.00	End of the first day	Discussion.	Conclusion.	Pin board.		

Day 2, from 10.00 to 18.00

10:00	Introduction	Contents of the first day are presented and available.	Wrap up team creates short innovative presentations of the first day.	Poster.	Wrap up team	
10:15	Group conversation - group work	Roundtable as a group conversation type.	Round table moderating.	Pin board. Flip chart Power Point Role play		
11:30	**Coffee/tea break**					
12:00	Group conversation - group work	Discussion as a group conversation type.	Group conversion/conversation moderating - Discussion	Pin board. Flip chart Power Point Role play		
12:30	Group conversation - group work	Conference as a group conversation type.	Conference organization.	Pin board. Flip chart Power Point Role play		
13:00	**Lunch break**					
13:00	Work objectives in the economy	Significance of well formulated goals.		Pin board. Flip chart Power Point		
14.00	Conditions and contributions for achieving goals	• Understanding the importance of a good specification of goals for working on the farm and for better understanding of the subject, • Understanding principles for determining goals.	Assess of the farm needs and setting the farm development goals. Discussion. Poster session.	Pin board. Flip chart Power Point Posters		
15:00	**Coffee/tea break**					
15:30	Exercise Module 1, Subgroup sessions	Strengthening knowledge about Module 1.	Flip chart-Discussion What I have learned: - In my role as advisor, - About the role as a client as the target group, - About the relationship with the clients.	Pin board. Flip chart Posters		

16.45	Evaluation and finalization of Module1	All participants express their own assessment of Module 1.	Individual summation of each relevant education element. From desire to reality: Trainers input on the topic: deepening and inhibitory factors for the performance of competence. Consultative conversation (pair exercise) to formulate concrete goals and steps for the execution of your own findings.	Pin board. Flip chart Mood meter		
17:30	Completion	Thanksgiving, exchange of information between the participants to stay in touch.				

Literature rewievs for Module 1

- Participatory Learning and Action: A trainer's guide, Jules N Pretty, Irene Guijt, John Thompson, Ian Scoones, London, 1995, web page www.iied.org/participatory-learning-action
- Facilitation – the art of making your meetings and workshops purposeful and time-efficient. Ernst Bolligerm Tonino Zellweger, Agridea, 1995
- Adviser Facilitation Handbook, Teagasc
- Handout from CECRA Train the Trainer Seminares
- Svetovalni pripomočki v izobraževanju odraslih, Andragoški center Slovenije, dr. Sabina Jelenc s sodelavci
- Andragoško svetovalno delo kot dejavnik spodbujanja družbene vključenosti odraslih, Filozofska falulteta, dr. Sabina Jelenc Krašovec

Websites:
https://sixth.ucsd.edu/_files/_home/student-life/icebreakers-teambuilding-activities-energizers.pdf
https://www.mindtools.com/a72g4xbonus/TeamBuildingActivitiesToolkitCLUB.pdf
https://www.psss.rs/strucni-tekstovi/download/52-materijali-sa-edukacija/3697-2015-modul-11.html
http://arhiva.psss.rs/dokumenta/Savetodavne_vestine_2010.zip
https://www.cecra.net/index.php/en/
http://www.eufras.eu/index.php/activities/cecra/99-what-is-cecra
http://www.goodgamesbydesign.com/Files/WhyGamesWork_TheScienceOfLearning_CMurphy_2011.pdf