



LEARNING MATERIALS for Vocational Mentors in Creative Work

Unit 1

Partner name: NGO PROSTOR PLUS

<https://www.prostorplus.hr/blog/profesionalni-standardi-za-osposobljavanje-i-zanimanje-strucnog-mentora-u-kki>

Professional Standards for Training and Vocation of Professional Mentors in CCI

As part of the Talent Matching Europe project we have developed professional standards for the training and vocation of professional mentors in cultural and creative industries. Official Website of the Project: talentmatchingeurope.com.

TALENT MATCHING EUROPA

Professional Standards for Training and Interests of Professional Mentors in CCI

STANDARDS FOR PROFESSIONAL MENTORS IN CCI			
1. Work with creative young people			
Area of activity 1 - Creative young people	SKILLS		
	Knowledge	Skills	Attitudes
<ul style="list-style-type: none"> Placing on the market and promoting the launch of creative business and young talents, including social networks Organizing workshops and conferences Collaboration and effective communication, counseling with young people Providing support to ensure memory, conflict resolution, problem solving 	Understanding the environment of younger people and how to reach them	Planning and managing activities from simple to complicated situations (collaboration, teamwork, creative collaboration)	Respect and include diversity
	Health and safety	Building networks with other organizations, building a bridge	Develop reliability, accuracy and persistence
	Networks of associations working with young people	Conflict resolution	Professional behavior as well as experience
	The advantages or disadvantages of different	Be able to form programs and regulations and / or	Positive about partnership and cooperation

<ul style="list-style-type: none"> • Planning and realization of various events, workshops and creative events • Build links with interested people (from and outside the agency), managers • Manage and store information and data • Assess the levels of employment and internship 	communication methods	reach together to decisions, conclusions, or solutions	
	Protect young people	Ability to involve young people in creative activities	Enthusiasm and ability to inspire and motivate
	Understanding the importance of a safe and adequate location where young people want to be	The ability to communicate effectively with young people	Ability to separate professional and personal difficulties
	Understanding the expectations of young people who are at the beginning of their career	Ability to communicate with different audiences - language, style and tone	Believe in the value of creative expression
		Use the peer support method Use the ICT communication tools that young people use Use of basic computer software, IT communication and the Internet	A positive look at them and confidence in their strengths and skills

1. Mentoring, counselling and guidance for preparing young people for a creative career

Activity area 2 - Mentoring, counseling and guidance	SKILLS		
	Knowledge	Skills	Attitudes
<ul style="list-style-type: none"> • Make the network and expectations for mentoring • Discuss barriers and facilitate the development of strategies to reduce them • Analyze needs, produce a talent plan 	Basic psychology and counseling techniques	Efficiently, openly and frankly communicating	Provide the support environment
	The advantages and disadvantages of various communication methods	Active listening and paying attention to the tone, emotion and body language and words	Awareness of personal and professional strengths, values, and goals
	Trends and preferences in communicating with young people using	Make an understanding	Be aware of personal and professional limitations and challenges

<ul style="list-style-type: none"> • Identify special needs and refer to support services • Develop social self-awareness, build self-confidence, motivation and communication skills • Developing readiness for business, job search counseling, job descriptions, job descriptions and project content, filing requirements, interview skills, negotiating skills, health and safety, and social and labour legislation • Provide mentor advice to support personal and creative development • Direction towards further creative education and training • Work on opportunities for work experience and continue to support young people once they are employed • Advise with young people and use assistants in working with young people • Collect constructive feedback to improve services and support effective progress • Manage customer data • Evaluation and testing of effects and results 	technology and social media		
	Understand the eight-step "talent match" journey through the changes	Problem solving	Emotional intelligence, initiative, independence and organization
	Further support sources to meet customer needs	Develop relationships with mentored people	Empathy
	Understand the approach to youth orientation	Communicate efficiently with people who have or express different values and opinions	Respect and include diversity
	Ethical code, principles and policies related to how your association exercises mentoring	Identify and recognize the attitudes of young people	Feeling of responsibility
	How to make an initial needs assessment	Skills estimates	Flexibility
	Understand the style of learning and mentoring	Ability to effectively describe, analyze and evaluate different and / or challenging situations	Support young people to mentor each other
	Knowledge of experiential learning and ethical behavior	High introspection capability and desire to develop and the criterion of self-efficacy.	Do not judge and encourage
	Health and safety	Negotiate or exchange ideas, opinions, and information with others	Believe in the capabilities, skills and positive aspects of young people
	Protection of young people	Develop self-confidence and motivation for a mentored person	Show warmth and positive attitude
	Thoughtfulness	Use of basic computer software, IT communication and the Internet	

1. Provide entrepreneurial support			
Area of Activity 3 - Entrepreneurial Skills	SKILLS		
	Knowledge	Skills	Attitudes
<ul style="list-style-type: none"> Developing entrepreneurial skills and attitudes for creative career, match talent to opportunities and open jobs Consultancy on portfolio development, promotion, networking, application development, job search, presentation skills, answering orders, competitions and calls for talent competitions Advise on prices, sales, product distribution and marketing, including international markets Advise sources of financing, investment and profit creation Support young people to develop and demonstrate creative, productive and technical skills Look for feedback from young people and creative business to improve and adapt services Provide start-up planning and advice on legal, financial and intellectual property issues 	Copyright / Intellectual property knowledge	Communicate efficiently with people who have or express different values and opinions	Avoid prejudices, stereotypes, and judgment
	Ability to evaluate creative products and their relationship with potential markets and the public	Time management and resources	Flexibility and openness
	A set of rules and planning tools for start-up business and self-employment in the CCI	Research skills	The desire to learn and improve
	Health and safety	Education or experience in the creative field	Accept change and enjoy diversity
	Protection of young people	Problem solving	Stay calm in difficult and insecure situations
	How is mentoring similar and / or different from other business roles	Encourage creative growth	Stimulate self-confidence, persistence and reality
	Code of conduct, principles and policies that are the grounds of organizational entrepreneurial support	Develop the enthusiasm, dedication and trust of a mentored person	Provide encouragement for action and change
	Business context of creative industries	Identify the effect of your actions and behaviors on others	Appreciate creativity and cultural production
	Understand the reasons of a mentored person to create a creative business	Listen actively and observe the tone, emotions, body language, and words	Ability to recognize creative talent
	Sources of further support and counseling	Check the understanding	Positive approach to

<ul style="list-style-type: none"> Maintain up-to-date and accurate records of clients and data Estimate and evaluate the effects and results 			solving problem solving
	Privacy policy and data protection	Develop relationship with mentored people	Active inclusion in cultural and creative activities
	The advantages and disadvantages of various communication methods	Identify and recognize the attitudes of young people	
	Fundamentals of financial planning	Skills estimates	
	Knowledge of sources of finance and investment	Negotiation	
		Development of self-confidence and motivation of a mentored person	
		Use of basic computer software, IT communication and the Internet	

1. Work efficiently with creative employers			
Activity area 4 - creative employers	SKILLS		
	Knowledge	Skills	Attitudes
<ul style="list-style-type: none"> Building networks, inclusion and efficient communication with CCI employees Investigating employers' needs and gaps in creative skills, identifying job opportunities and career opportunities, 	Understand the employer's needs and expectations, market, production and employment trends in CCI	Network and Communication Skills	Relationship building
	Understand the education and training network at CCI	Education or experience in the creative field	Appreciation of creativity and production in culture
	Understanding of general characteristics,	Monitoring and monitoring skills	Design solutions focused on

<ul style="list-style-type: none"> and how they differ in different sub-sectors Organization of job searching and training, placement, work experience and other opportunities for young people to meet employers and gain work experience Use employer feedback to improve services and focus on equal opportunities and diversity issues Counselling creative businesses on employment and supporting methods and alignment with young talents Be up-to-date about culture recruitment procedures (law, rights, trade, poor job offerings) Utilizing public grants for employers Record and evaluate outcomes and effects 	industrial subsectors, work processes and roles of specific sectors in CCI		addressing employer problems
	Keep data on employer and contact information	Creative thinking and problem-solving	Openness towards innovation
	Protection of young people	Negotiation	Encouraging partnerships and cooperation
	The basics of important labor laws and the legislative structure	Data and information management	Persistence in unexpected situations
	Health and safety	Ability to plan events	Curiosity
	Legal employment practices	Proactivity in sharing information and resources	
	The advantages and disadvantages of various communication methods		

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Project partners:

- [Collage arts, London](http://www.collage-arts.org), UK - www.collage-arts.org
- [Rinova, London](http://www.rinova.co.uk), UK - www.rinova.co.uk
- [Fundacja Arteria](http://www.fundacja-arteria.org), Poland - www.fundacja-arteria.org
- [Mulab](http://mulab.it), Italy - mulab.it
- [CEPS](http://asceps.org/en), Spain - asceps.org/en
- [EASP](http://easp-youth.weebly.com), Macedonia - easp-youth.weebly.com