



Training Toolkit



*Path
to Success*

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The Training Toolkit is available in open source and free to be used as an educational resource.





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Introduction



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Introduction

Introduction to the Toolkit

Aims and Purposes. The ambition to support high-quality career counselling

„Path to Success” aims to contribute to labor market insertion in a challenging socio-economic context by providing innovative resources for career counseling. In doing so, it addressed young people at large but also youth workers in particular, advancing instruments and solutions which could improve career readiness and employability skills. Our premise is that good quality career counseling should rely on new approaches, on tests and feedback, on exchanges of good practices, providing integrated solutions which could respond to a diversity of situations and contexts.

Through the expertise and research of partner organizations, innovative resources have been developed and piloted in order to be made available to both young people and youth workers. They rely on the latest approaches in career counselling methodology and capitalize on the vast know-how of the partner organizations. The Handbook with Good Practices gathers various experiences and solutions successfully implemented in different contexts. The Job Interview Card game uses gamification in order to simulate real-life situations and prepare young people for professional interviews. The Career Counseling Program provides a vast and diversified list of activities which may be applied with young people according to their needs and expectations. Each of these resources can be used independently or combined according to everyone’s needs.

How this Training Toolkit supports Youth Workers in career counselling

This Training Toolkit is addressed to youth workers and multiplicators in particular and provides them with an adaptable training program on developing competences and using the Career Counseling Program. In many ways, it is a roadmap, enumerating steps and explaining phases, providing tools and instruments for successful implementation. It guides youth workers all the way through the complicated sequences of organizing a training program by anticipating the needs and formulating answers.



The Training Toolkit is organized in modules which explain the methodology, the selection of the target group and the definition of objectives, the role of the trainer in the process and offer tips for debriefing activities. Also, it advances a training program agenda for your consideration. It includes many instruments which are very useful when engaging such a task: pre-training and post training assessment, methodological suggestions, examples of activities, lists of questions and potential answers, concise descriptions of the current challenges on the labour market and ways to address them, instruments of evaluation, lists of open resources available online. The most important benefit deriving from it is that it had been verified in practice and therefore passed the test of target group validation with positive feedback.

Career counselling may be a provocative field of intervention due to fast-changing social and professional environments which require adaptability and flexibility. What was being learnt or taught only years ago may no longer be valid today in both content and methodology. Also, what works with a certain group of young people may not work with another. The diversity of the situations we encounter in real life demands increased receptivity and capacity to innovate, but often youth workers are overwhelmed with tasks and responsibilities, being unable to formulate all the solutions by themselves. Apart from that, feedback and consultation, exchanges of good practices and cross-referencing solutions requires time and resources. It is this task that „Path to Success” assumed in order to facilitate the effort and dedication of youth workers all over Europe.

In this sense, the Toolkit was designed as part of a sequence of resources, independent but articulated in a coherent system. It provides methodological assistance in organizing a training program and suggests ways and forms in which the other components (Handbook, Job Interview Card game, Career Counselling Program) could be integrated in various manners in order to maximize results and correspond to the needs and expectations of each particular target group. We believe that high-quality career counselling does not derive from the catechetic application of pre-determined solutions, but rather from engaging in dialogue with the beneficiaries and shaping approaches according to the rules of a mutually-beneficial partnership. This is why we provide youth workers with an array of different resources which could allow the youth workers to manifest their creativity in multiple scenarios and bring forth a multitude of choices for the target group members.





Module 1



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Module 1

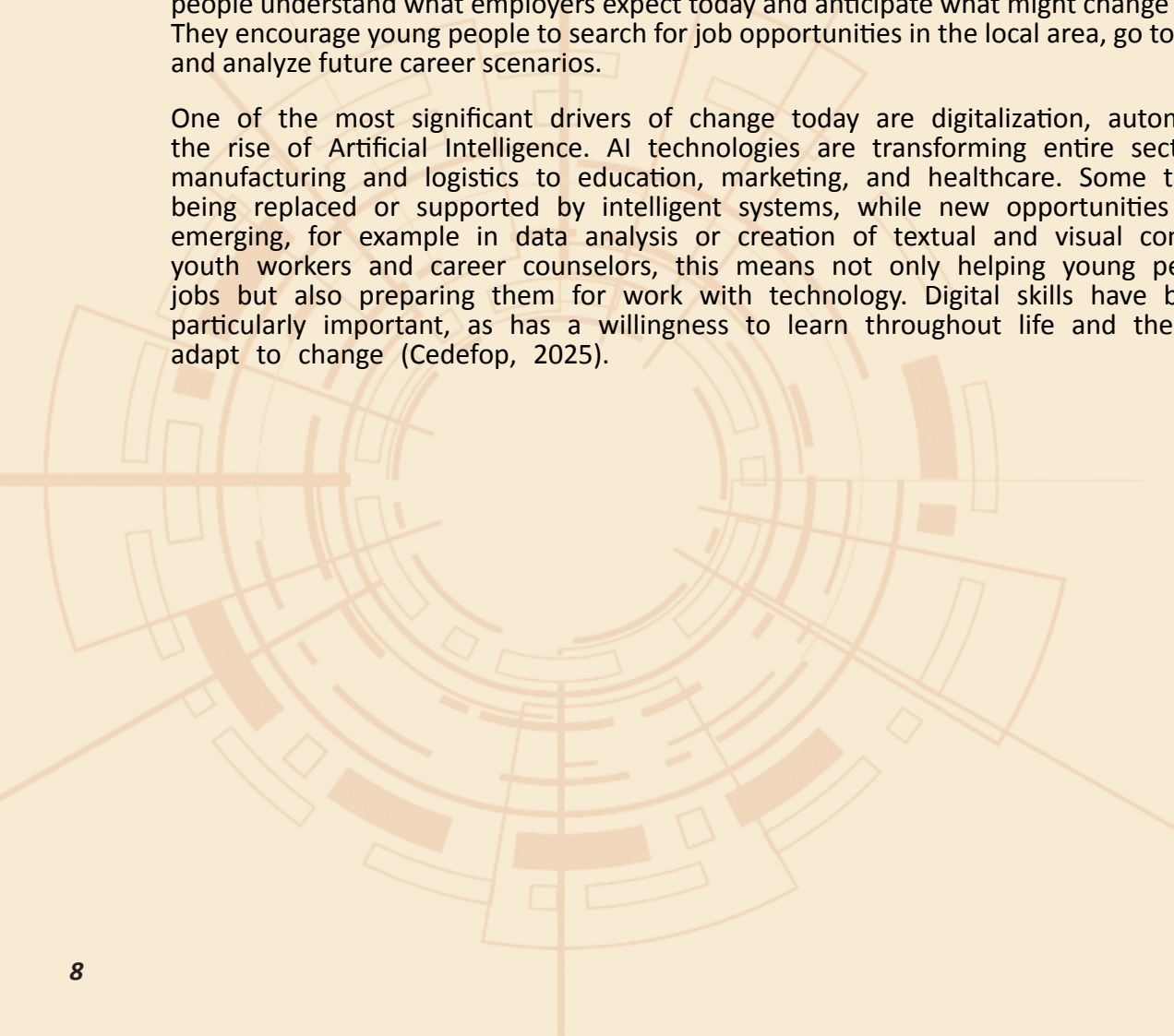
Labour Market Awareness & Career Exploration

Concise descriptions of the current challenges on the labour market and ways to address them

The modern, dynamically changing world makes the labor market increasingly complex and unpredictable. It causes difficulties in pursuing a career, especially for young people starting their professional life. Globalisation, digitalisation, climate transitions and economic changes have reshaped what it means to build a professional career. Many traditional jobs are now disappearing or changing significantly, while new ones are arising in many sectors. This often means for young people problems with choosing the right career path, uncertainty and a constant need to adapt to changes. Youth workers and career counsellors therefore play a very important role in helping youth exist in this environment with awareness, confidence and a proactive attitude.

Many young people struggle with career uncertainty, particularly which skills and competencies will remain relevant regardless of current changes. It became more difficult to identify which professions are sustainable and how to align the education with market needs. Youth workers can address this by guiding youth through structured career exploration activities. They help young people understand what employers expect today and anticipate what might change tomorrow. They encourage young people to search for job opportunities in the local area, go to the interviews and analyze future career scenarios.

One of the most significant drivers of change today are digitalization, automation and the rise of Artificial Intelligence. AI technologies are transforming entire sectors, from manufacturing and logistics to education, marketing, and healthcare. Some tasks are being replaced or supported by intelligent systems, while new opportunities are emerging, for example in data analysis or creation of textual and visual content. For youth workers and career counselors, this means not only helping young people find jobs but also preparing them for work with technology. Digital skills have become particularly important, as has a willingness to learn throughout life and the ability to adapt to change (Cedefop, 2025).





Nowadays, soft skills have also become very crucial. They are often a foundation for employment or promotion. Technical knowledge and digital skills remain important, but it's skills like communication, teamwork, and problem-solving that are incredibly valuable to employers across Europe. Soft skills allow young people to thrive in a changing environment, collaborate effectively with people from different cultures, and meet challenges with innovative ideas. In a labor market increasingly leveraging automation and AI technologies, it is soft skills that distinguish humans from automated systems (AlAfnan, M. A., Dishari, S., & Siti Fatimah MohdZuki, 2024). One way to develop these skills is to use tools and methods based on role-playing, completing specific tasks, group projects, and conducting discussions. Examples of these methods are collected in the handbook "Career Guidance in Action", developed to help youth workers, career counselors and other professionals to enhance this learning process. The handbook offers a collection of best practices and structured exercises that can be used during sessions on employability, self-discovery, and labor market trends. It is particularly useful in the early stages of career exploration, when young people are just identifying their strengths, interests, and skills and then aligning them with the needs of the labor market. Another method is to utilize gamification in skill development. This mechanism is used in the "Job Interview Card Game," developed to help young people prepare for professional situations in a comfortable and stress-free atmosphere. Using these tools helps create a progressive learning path: starting with job market awareness and skills mapping through the exercises in the manual, and then developing readiness and confidence through the use of a card game.

To tackle youth unemployment and job insecurity, it is important to focus on a few main areas:

- First, it is very crucial to match skills to the labor market and help youth connect their personal abilities and strengths with emerging labor market trends;
- Second, it is essential to ensure access, inclusion, and equity. Tools and methods should be accessible to all young people, including those from disadvantaged backgrounds or those not in education, employment, or training (NEET);
- Third, all activities should encourage adaptability and the nonlinearity of careers. Young people should be supported to see their careers as journeys that may take many different paths.

Youth workers and facilitators interested to implement this program would find support and inspiration in the instruments and solutions mentioned above. Their purpose is to help young people to overcome their reticence and adapt to changes and challenges by maintaining a self-confident and pro-active attitude vis-a-vis the dynamics of the labour market. But in order to implement a training program successfully, methodological guidance is required. The next section approaches this topic and advances suggestions and recommendations that you may find useful when planning your work.

References:

1. Cedefop. (2025). Shaping learning and skills for Europe : a time for commitment. Publications Office of the European Union. <https://data.europa.eu/doi/10.2801/2783450>
2. AlAfnan, M. A., Dishari, S., & Siti Fatimah MohdZuki. (2024). Developing Soft Skills in the Artificial Intelligence Era: Communication, Business Writing, and Composition Skills. *Journal of Artificial Intelligence and Technology*, 4(4), 305–317. <https://doi.org/10.37965/jait.2024.0496>



Module 2



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Module 2

Training Program Methodology

This section explains how the selection of the target group should be approached and how their needs and expectations should be taken into account when designing the program. One should bear in mind that youth workers do not only provide knowledge, but also continued assistance to young people in non-formal contexts. Next, it helps you define the learning objectives according to the specificity of the target group and also provides pre- and post- assessment tools that may be helpful when approaching a particular group.

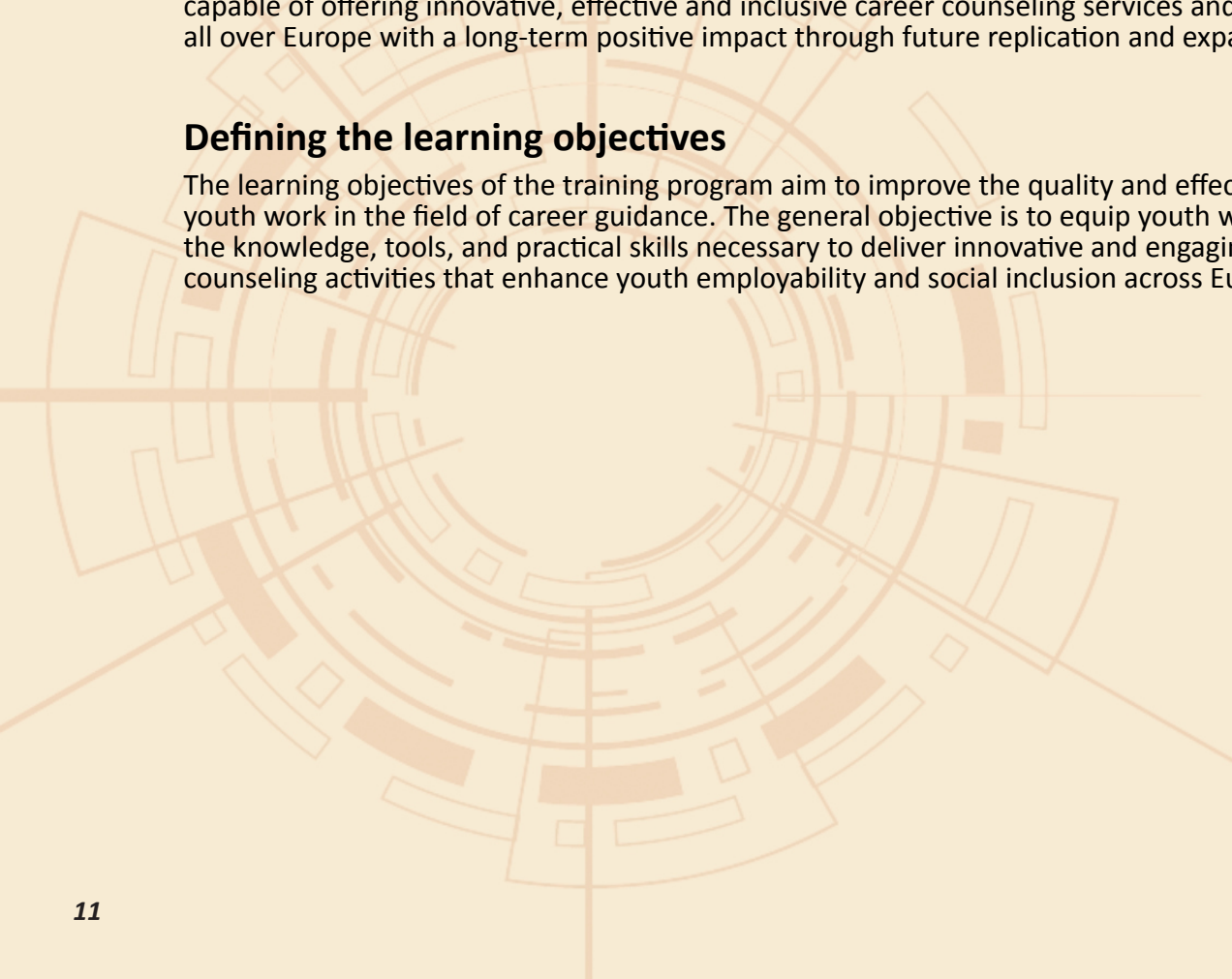
Defining the target group

The target group for the training primarily includes youth workers interested in improving their career counseling knowledge and supporting their competencies in the field of employability. These professionals work with diverse groups of young people, e.g. students, NEETs, and youth with fewer opportunities. They help them identify their strengths, discover career paths, and develop employability skills by using innovative and creative methodologies, such as gamification, interactive workshops and engaging guidance sessions.

Moreover, the role of youth workers goes beyond offering basic advice to youth. They strive to empower young people to make informed career decisions, develop various sets of skills, and gain confidence in the modern labor market in Europe. By choosing youth workers as the target group for a training focused on career counseling, the project aims to train professionals capable of offering innovative, effective and inclusive career counseling services and programs all over Europe with a long-term positive impact through future replication and expansion.

Defining the learning objectives

The learning objectives of the training program aim to improve the quality and effectiveness of youth work in the field of career guidance. The general objective is to equip youth workers with the knowledge, tools, and practical skills necessary to deliver innovative and engaging career counseling activities that enhance youth employability and social inclusion across Europe.





This is further emphasized by objectives being specifically focused on:

- developing youth workers' competences in career guidance methodologies and counseling techniques;
- introducing the use of gamification as an engaging and effective method for teaching employability and soft skills;
- strengthening of youth workers' understanding of modern labor market trends, challenges, and opportunities available for youth;
- promoting inclusion by ensuring that career counseling activities and approaches are accessible and responsive to the needs of young people from diverse backgrounds and social statuses;
- encouraging the creation of a European network of youth workers specialized in career guidance which enables collaboration and exchange of good practices.

Therefore, through this training program, youth workers will gain practical tools such as the Career Guidance in Action Handbook for Youth Workers, the Career Counseling Program, the Job Interview Card Game, and the Training Toolkit. Also, they will learn to apply these methods and tools in their local communities through various activities tailored to the specific needs of youth. Altogether, the ultimate learning outcome is a more competent and connected network of professionals who can inspire young people to actively work on their own career paths in modern Europe.

Tool for conducting needs analysis: pre- and post-assessment

A comprehensive needs analysis is important for tailoring the training program to participants' needs. The project employs both pre- and post-assessment tools to evaluate progress, ensure relevance, and measure the impact of the training.

Pre-assessment:

Before the start of the training, participants complete surveys, questionnaires, and self-evaluation forms designed to identify their current level of knowledge, skills, and experience in career counseling (Questions in Annex 1). These tools help trainers of the program understand the participants' expectations, recognize areas that require improvement, and adapt the content accordingly.

Post-assessment:

After the completion of the training, participants complete self-evaluation forms, reflection activities, and feedback sessions (Questions in Annex 2). These assessments measure the knowledge and skills gained, evaluate satisfaction with the training content and methods, and collect suggestions for improvement. Post-assessment also examines how participants intend to apply the newly-acquired tools and methodologies in their daily work with youth.

The data collected from both assessments will be used to improve the program and to demonstrate the effectiveness of the training of youth workers in the field of career counseling for youth across Europe.



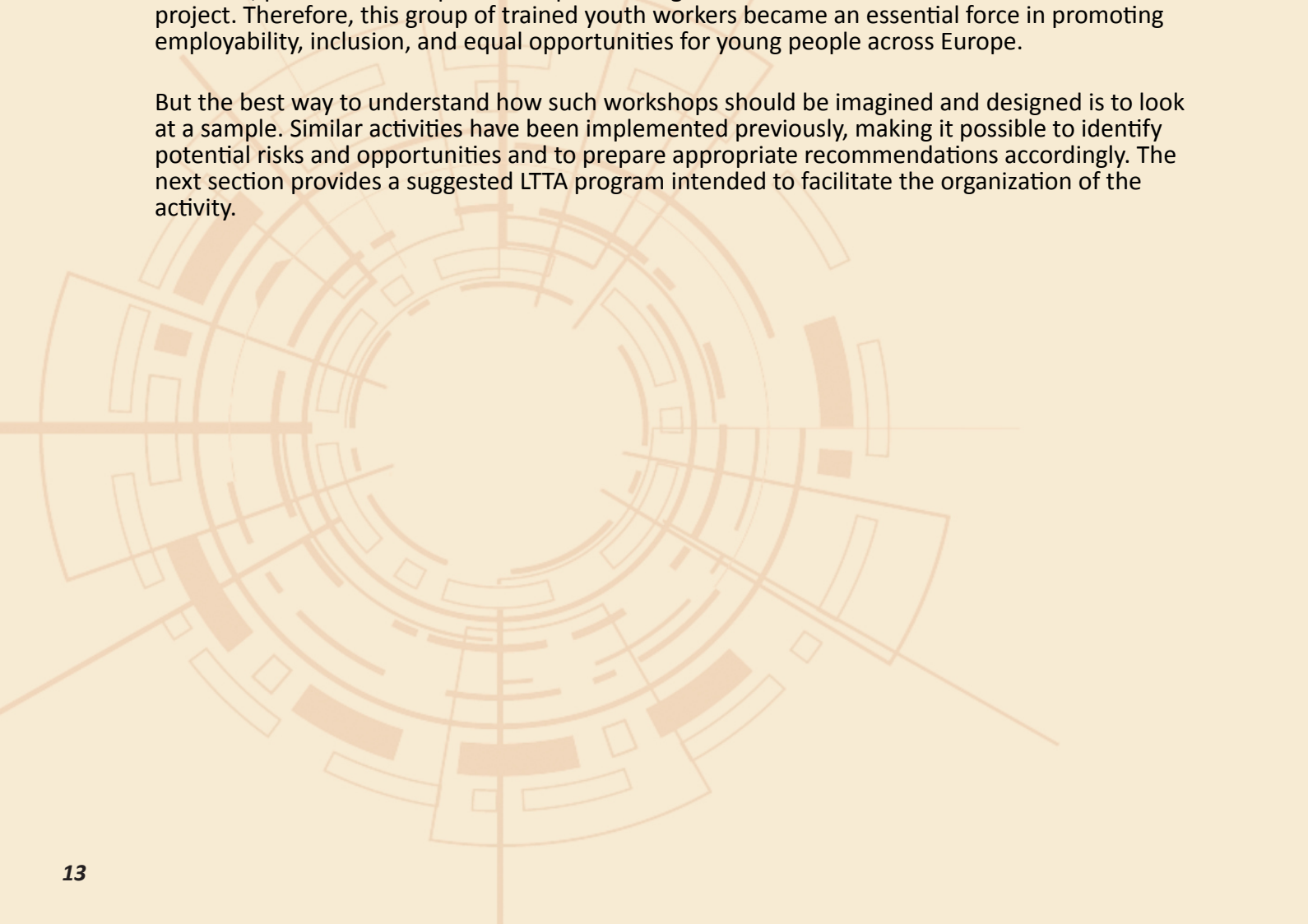
Group of Participants

The group of participants in the Path to Success Learning, Teaching, and Training Activity (LTTA) consisted of motivated youth workers from across the European Union who are committed to enhancing their competences in career counseling. They came from various professional backgrounds, e.g., non-governmental organizations, youth centers, educational institutions, and community projects. What united them was the common goal to support young people in developing employability skills and achieving their career goals.

During the training course, participants engaged in collaborative workshops, simulations, and interactive exercises focused on practical application. They learnt to use the project's key tools: Career Guidance in Action Handbook for Youth Workers, Career Counseling Program, Job Interview Card Game, and Training Toolkit. They gained knowledge on how to implement these tools within their local communities. Also, the LTTA strongly emphasized peer learning and exchange of best practices between participants from various national, cultural and professional contexts. This encouraged the establishment of international partnerships and long-term cooperation networks across European countries.

After the training, youth workers organized local workshops, mentoring sessions, and career activities for youth by using the newly learned tools and by implementing experiences they gained during the LTTA. The period of pilot testing, followed by collecting and processing feedback, presented an important step in refining the tools and materials of the Path to Success project. Therefore, this group of trained youth workers became an essential force in promoting employability, inclusion, and equal opportunities for young people across Europe.

But the best way to understand how such workshops should be imagined and designed is to look at a sample. Similar activities have been implemented previously, making it possible to identify potential risks and opportunities and to prepare appropriate recommendations accordingly. The next section provides a suggested LTTA program intended to facilitate the organization of the activity.





Module 3



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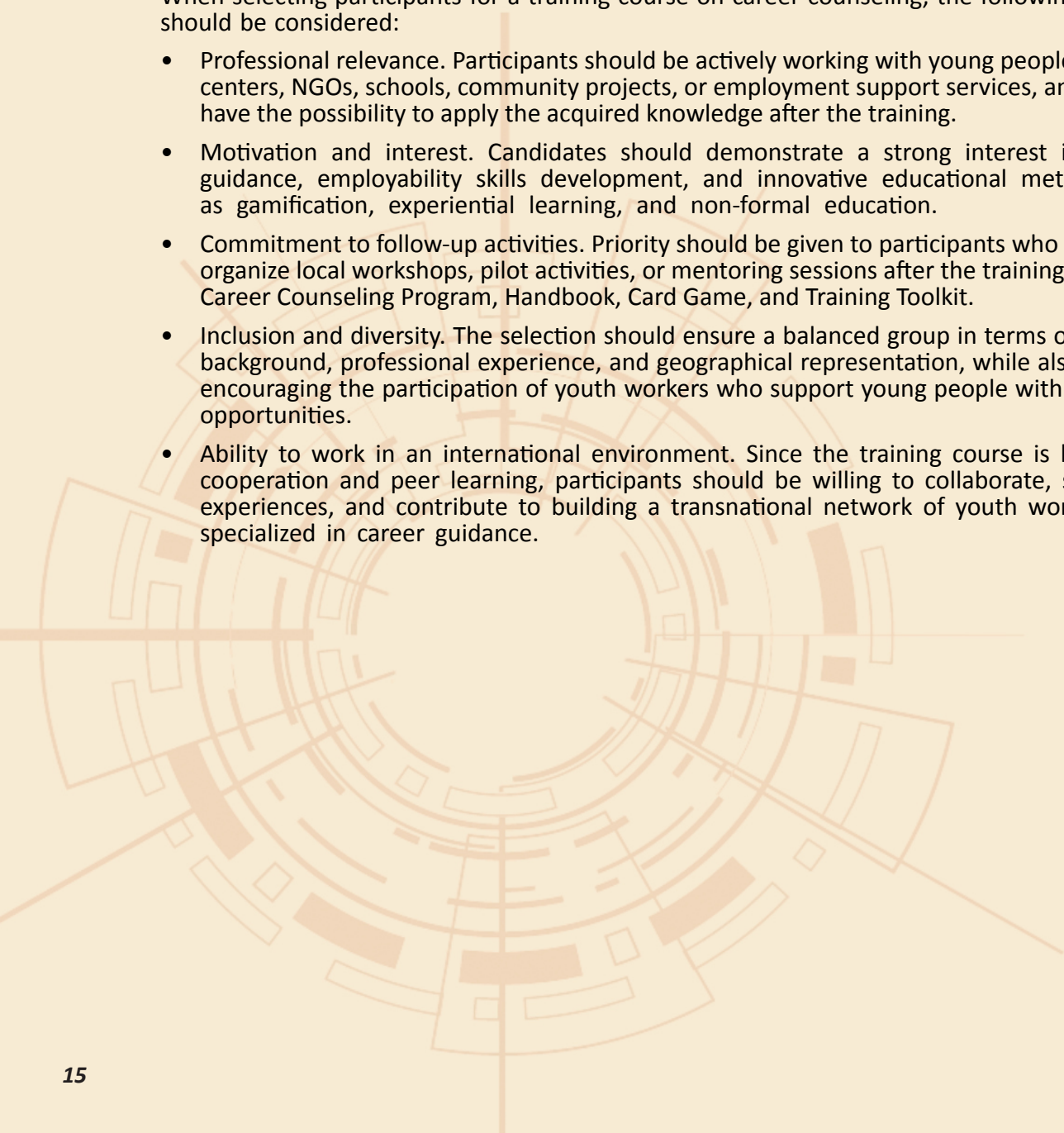
Module 3

Training program

Selection of participants for a training course on career guidance

The quality and impact of a training course in the field of career guidance strongly depend on the appropriate selection of participants. Since the aim of the training is to equip youth workers with practical competences in career counseling, employability support, and the use of project tools, it is essential to ensure that the selected participants are motivated, relevant to the topic, and able to transfer the learning outcomes into their daily work with young people.

When selecting participants for a training course on career counseling, the following criteria should be considered:

- Professional relevance. Participants should be actively working with young people in youth centers, NGOs, schools, community projects, or employment support services, and should have the possibility to apply the acquired knowledge after the training.
 - Motivation and interest. Candidates should demonstrate a strong interest in career guidance, employability skills development, and innovative educational methods such as gamification, experiential learning, and non-formal education.
 - Commitment to follow-up activities. Priority should be given to participants who are willing to organize local workshops, pilot activities, or mentoring sessions after the training, using the Career Counseling Program, Handbook, Card Game, and Training Toolkit.
 - Inclusion and diversity. The selection should ensure a balanced group in terms of gender, background, professional experience, and geographical representation, while also encouraging the participation of youth workers who support young people with fewer opportunities.
 - Ability to work in an international environment. Since the training course is based on cooperation and peer learning, participants should be willing to collaborate, share experiences, and contribute to building a transnational network of youth workers specialized in career guidance.
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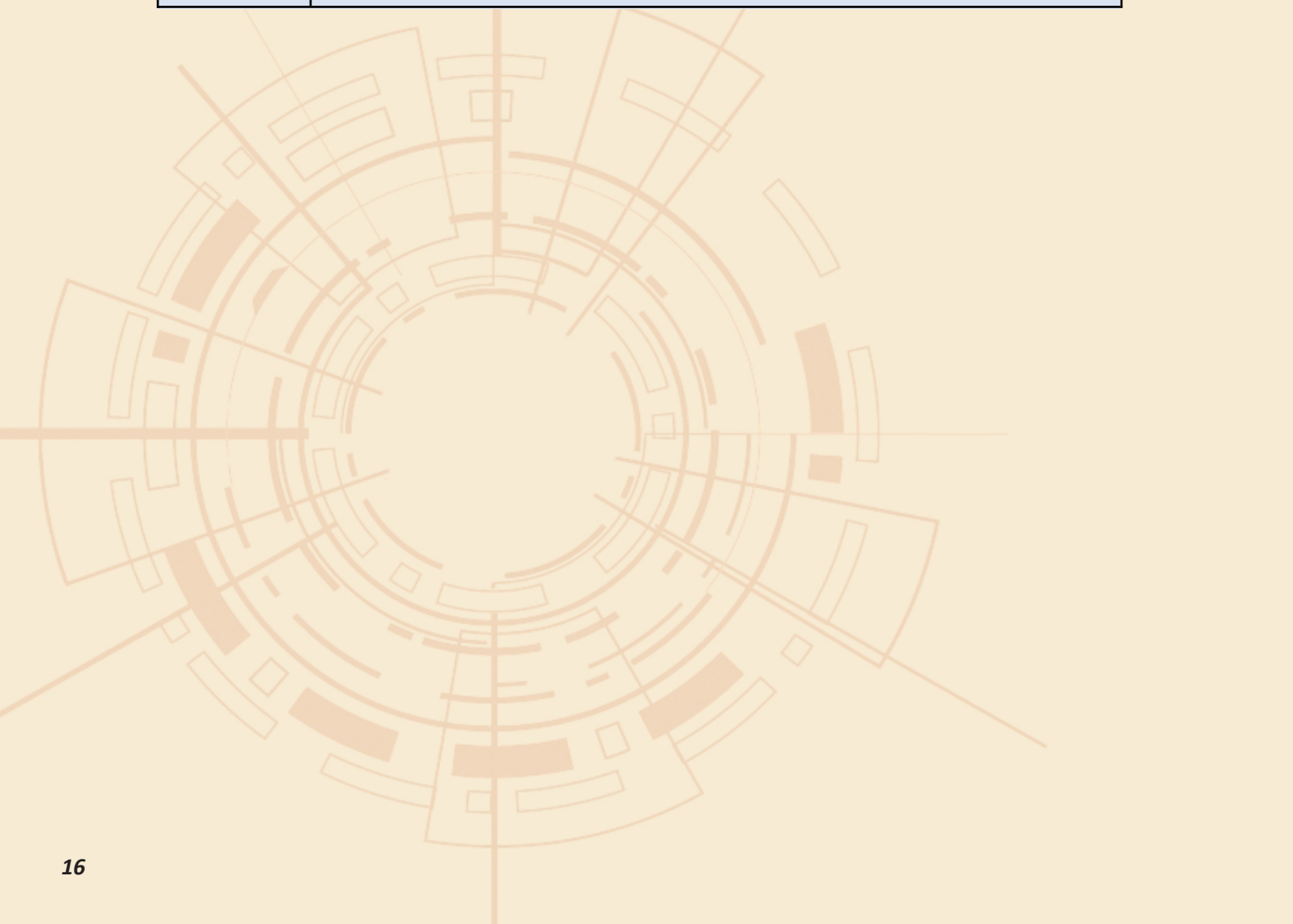


A well-selected group increases the effectiveness of the training process, supports meaningful exchange of practices, and ensures that the project results are further transferred to young people at local and national level.

A proposed training course agenda

The following agenda reflects the program implemented during the LTTA of the Path to Success project in Romania. It can be adapted according to participants' profile, background, and prior experience in youth career counseling. Additionally, the duration, daily schedule, and sequence of activities may be tailored to address identified needs, available resources, and contextual constraints.

DAY 1	
9,30	Reception of participants

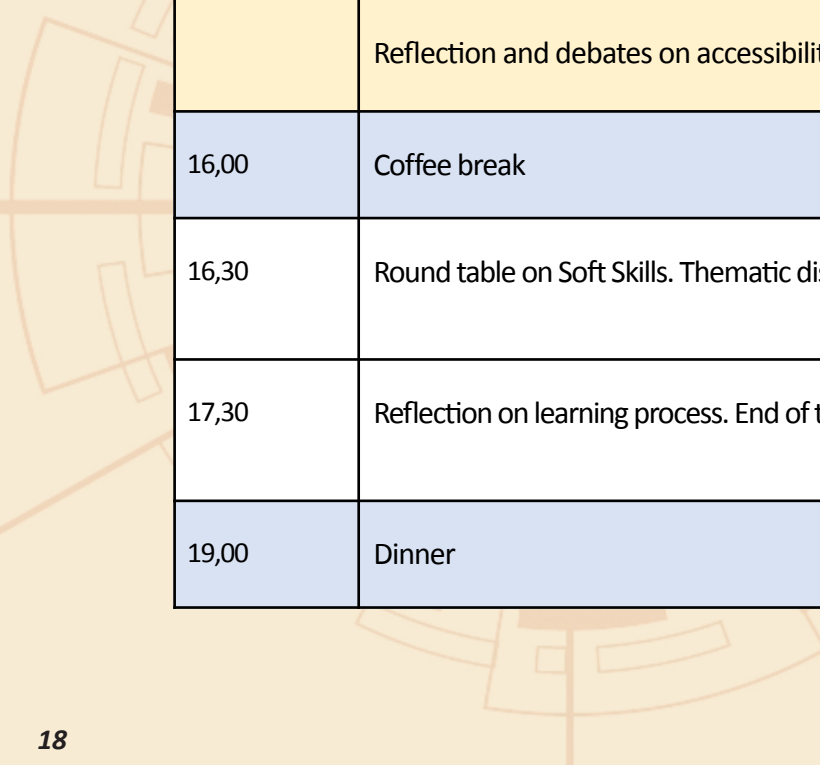




10,00	Welcome and getting to know each other The role and importance of the training course in the framework of this project Pre-Assessment Tool
11,00	Coffee Break
11,30	Self-Reflection Tools. Introduction and objectives.
12,00	The Twenty Statements Test. Practical activity from Handbook with Good Practices Reflection and debates on accessibility and usefulness in youth career guidance
13,00	Lunch break
14,30	Blob Tree. Practical activity from Handbook with Good Practices Reflection and debates on accessibility and usefulness in youth career guidance
16,00	Coffee break
16,30	Round table on Self Reflection Tools and their usefulness in youth career guidance
17,30	Reflection on learning process. End of the day
19,00	Dinner



DAY 2	
9,30	Soft Skills Exploration. Thematic introduction and objectives.
10,00	Soft Skills – Communication. Practical activity from Career Counseling Program
11,30	Coffee Break
12,00	Soft Skills – Teamwork and leadership. Practical activity from Career Counseling Program Reflection and debates on accessibility and usefulness in youth career guidance
13,00	Lunch break
14,30	Soft skills exploration: Problem-solving. Practical activity from Career Counseling Program Reflection and debates on accessibility and usefulness.
16,00	Coffee break
16,30	Round table on Soft Skills. Thematic discussion on soft skills and labour market
17,30	Reflection on learning process. End of the day
19,00	Dinner

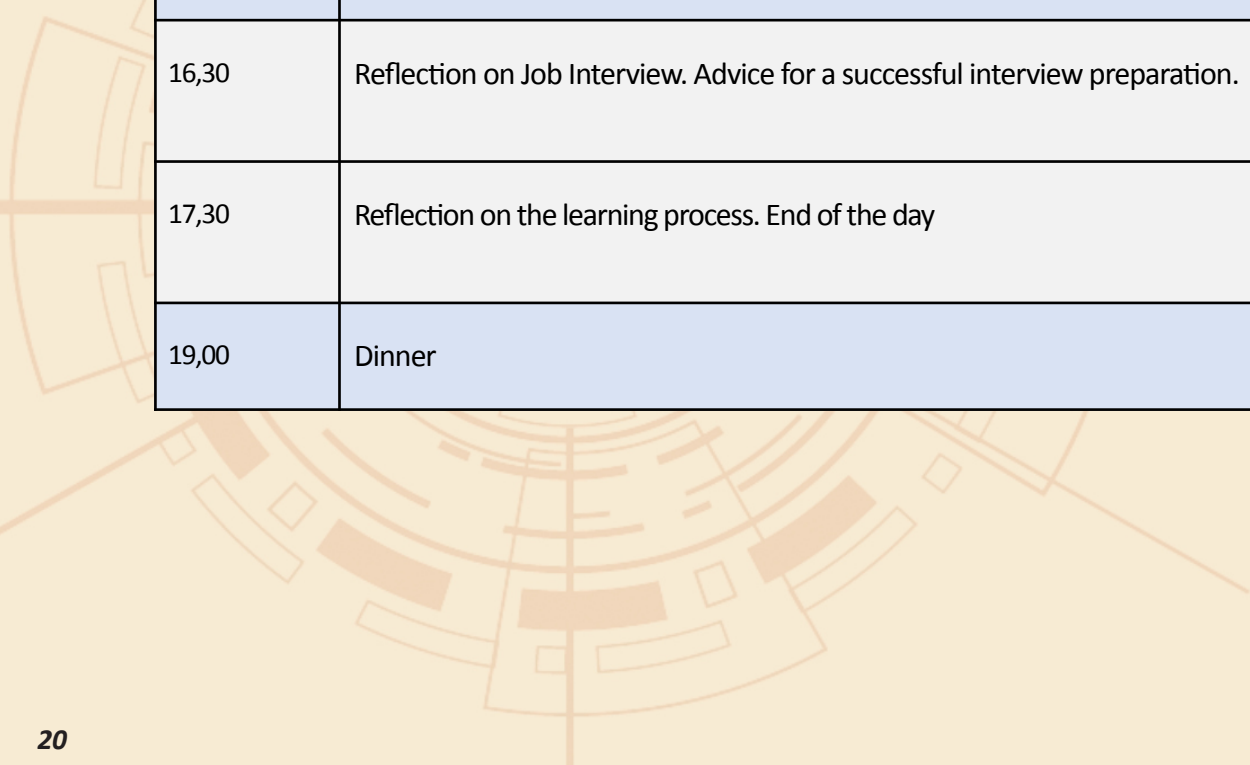


DAY 3	
9,30	Thematic visit - "Career & Innovation Journey"
10,00	Theme "Visionary leaders and innovation in Europe". Practical activity: Defining your own vision for your career and contribution to the community (for young people).
13,00	Lunch break
14,30	Debates and roundtable. Challenges of the present-day labor market. Debates on the role of career counselling for young people constructing their vision for a future career.
16,30	Returning from the thematic visit.
17,30	Reflection on learning process. End of the day
19,00	Dinner

DAY 4	
9,30	Job Interview Card Game. Introduction and objectives Presentation of the cards and rules of the game. What is the role of the card game and how can it assist young people in familiarizing themselves with job interviews?



10,00	Job Interview Card Game. Practical activity – playing the card game on groups.
11,30	Coffee Break
12,00	Job Interview Card Game. Practical activity. Reflection and debates on accessibility and usefulness in youth career guidance.
13,00	Lunch break
14,30	Job Interview preparation. Practical activity from the Career Counseling Program.
16,00	Coffee break
16,30	Reflection on Job Interview. Advice for a successful interview preparation.
17,30	Reflection on the learning process. End of the day
19,00	Dinner





DAY 5	
9,30	Self Reflection Tools. Introduction and objectives
10,00	Personal branding. Practical activity from Career Counseling Program Reflection and debates on accessibility and usefulness in youth career guidance
11,30	Coffee Break
12,00	Socio-emotional learning. Practical activity from Career Counseling Program. Reflection and debates on accessibility and usefulness in youth career guidance.
13,00	Lunch break
14,30	Feedback and Evaluation of the Program – Post Assessment Tool
16,00	Coffee break
17,00	Ending Ceremony of the training course

This program offers a glimpse into the balance that needs to be maintained between different sections of training, the succession of workshops and the diversity of topics in order to make sure that the participants' interest remains at a high level. Keeping the group active and interested is fundamental for a successful outcome. A right balance is kept through the program, but also through the talent and involvement of the trainer who represents the guarantee that the training process would go in the right direction.



Module 4



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Module 4

Training process

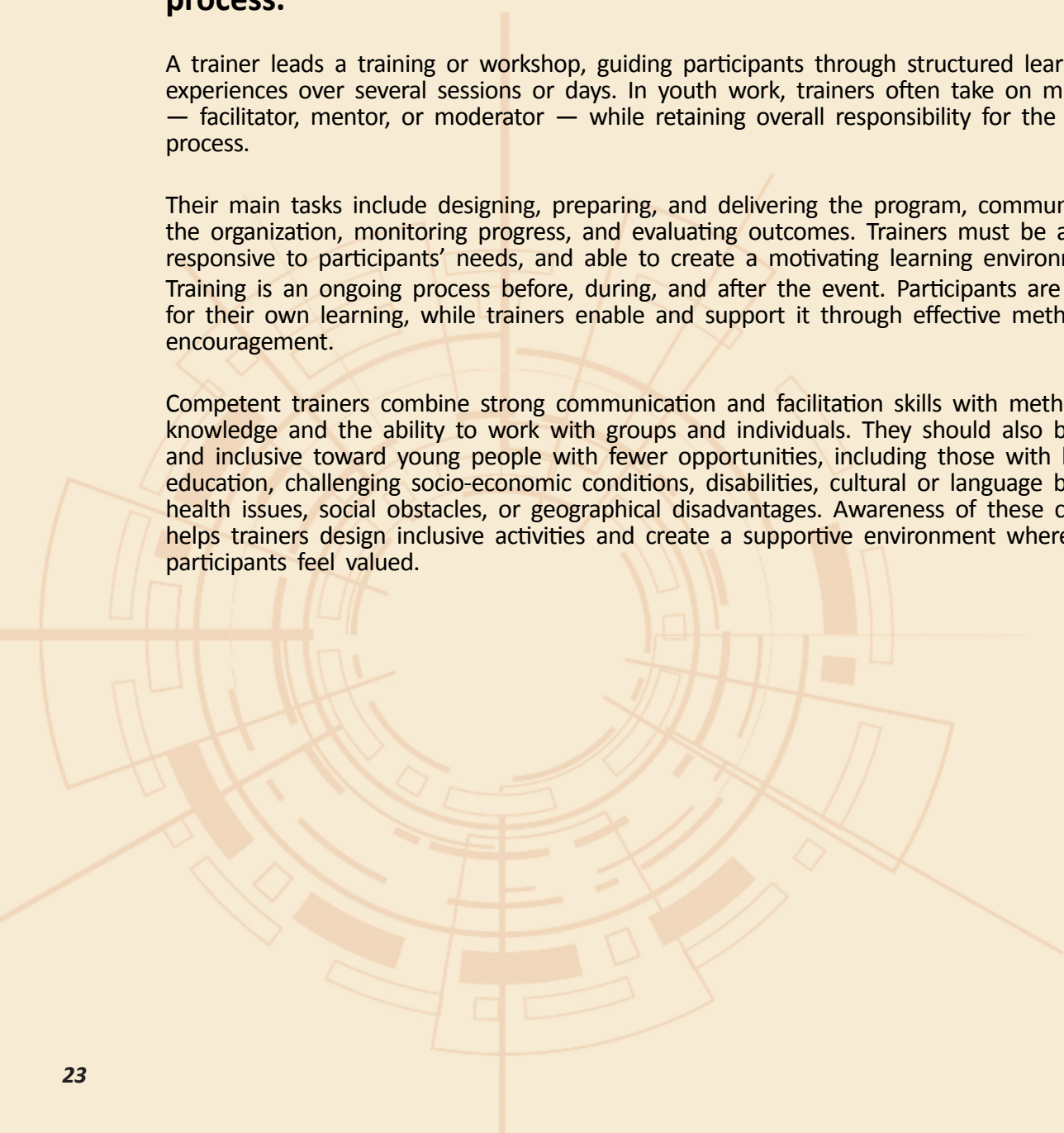
This section describes the role of the trainer/facilitator in the process as a key resource for transferring knowledge to the participants, but also as guide in their journey to gain new abilities, leading the way and showing the direction according to the needs and expectations of each participant. Furthermore, this section includes a series of tips and recommendations for conducting successful debriefing activities.

Methodological suggestions. The trainer as the leader of the training process.

A trainer leads a training or workshop, guiding participants through structured learning experiences over several sessions or days. In youth work, trainers often take on multiple roles — facilitator, mentor, or moderator — while retaining overall responsibility for the learning process.

Their main tasks include designing, preparing, and delivering the program, communicating with the organization, monitoring progress, and evaluating outcomes. Trainers must be adaptable, responsive to participants' needs, and able to create a motivating learning environment. Training is an ongoing process before, during, and after the event. Participants are responsible for their own learning, while trainers enable and support it through effective methods and encouragement.

Competent trainers combine strong communication and facilitation skills with methodological knowledge and the ability to work with groups and individuals. They should also be attentive and inclusive toward young people with fewer opportunities, including those with low education, challenging socio-economic conditions, disabilities, cultural or language barriers, health issues, social obstacles, or geographical disadvantages. Awareness of these circumstances helps trainers design inclusive activities and create a supportive environment where all participants feel valued.





The role of the facilitator

A facilitator helps groups and organizations function more effectively by encouraging cooperation and creating synergy among members. Acting as a catalyst of the process, the facilitator ensures open and safe communication while remaining neutral and objective. This neutrality allows them to guide the group toward its goals without imposing personal opinions or influencing the content.

Facilitators support group processes aimed at generating ideas or making decisions. Trainers can also act as facilitators, especially when they want participants to learn from their own experiences. Facilitation methods are equally valuable for leading organizational meetings or structured dialogues between young people and decision-makers.

A skilled facilitator listens actively, observes group needs, manages conflicts, encourages reflection, and adapts methods to the group's dynamics. They pay particular attention to inclusivity and actively support young people with fewer opportunities, ensuring that participants facing educational, economic, social, cultural, health, or geographical barriers can fully engage and benefit from the learning process. Key competencies include empathy, flexibility, credibility, and strong communication skills, along with the ability to work effectively with both individuals and groups.

Trainers as a key resource for transferring knowledge to participants

Trainers are essential in transforming theoretical knowledge into practical learning experiences. They act as the bridge between information and application, guiding and motivating participants to use new knowledge in real-life situations.

Knowledge transfer is an interactive and reflective process. Trainers design engaging learning experiences that address cognitive, emotional, and practical dimensions. By selecting suitable methods — such as discussions, simulations, case studies, and experiential activities — they help participants not only understand what to do, but also why and how to do it.

Adaptability is a key element of successful training. Effective trainers adjust their methods to participants' needs, simplify complex ideas, and create a safe environment that encourages participation and learning from mistakes.

Beyond delivering content, trainers inspire and empower participants. Through empathy, encouragement, and strong communication, they foster confidence, curiosity, and a commitment to continuous learning. Ultimately, trainers act as catalysts for growth — turning information into understanding and learning into lasting personal and professional development.



Tips for trainers to conduct successful debriefing activities

Introduction

Debriefing is one of the most important steps in experiential learning. It helps participants make sense of their experience, reflect on their behavior, and identify lessons for the future. Without debriefing, even the most creative activity remains just an experience — not learning. Effective debriefing transforms “what happened” into “what I learned” and “what I will do differently.”

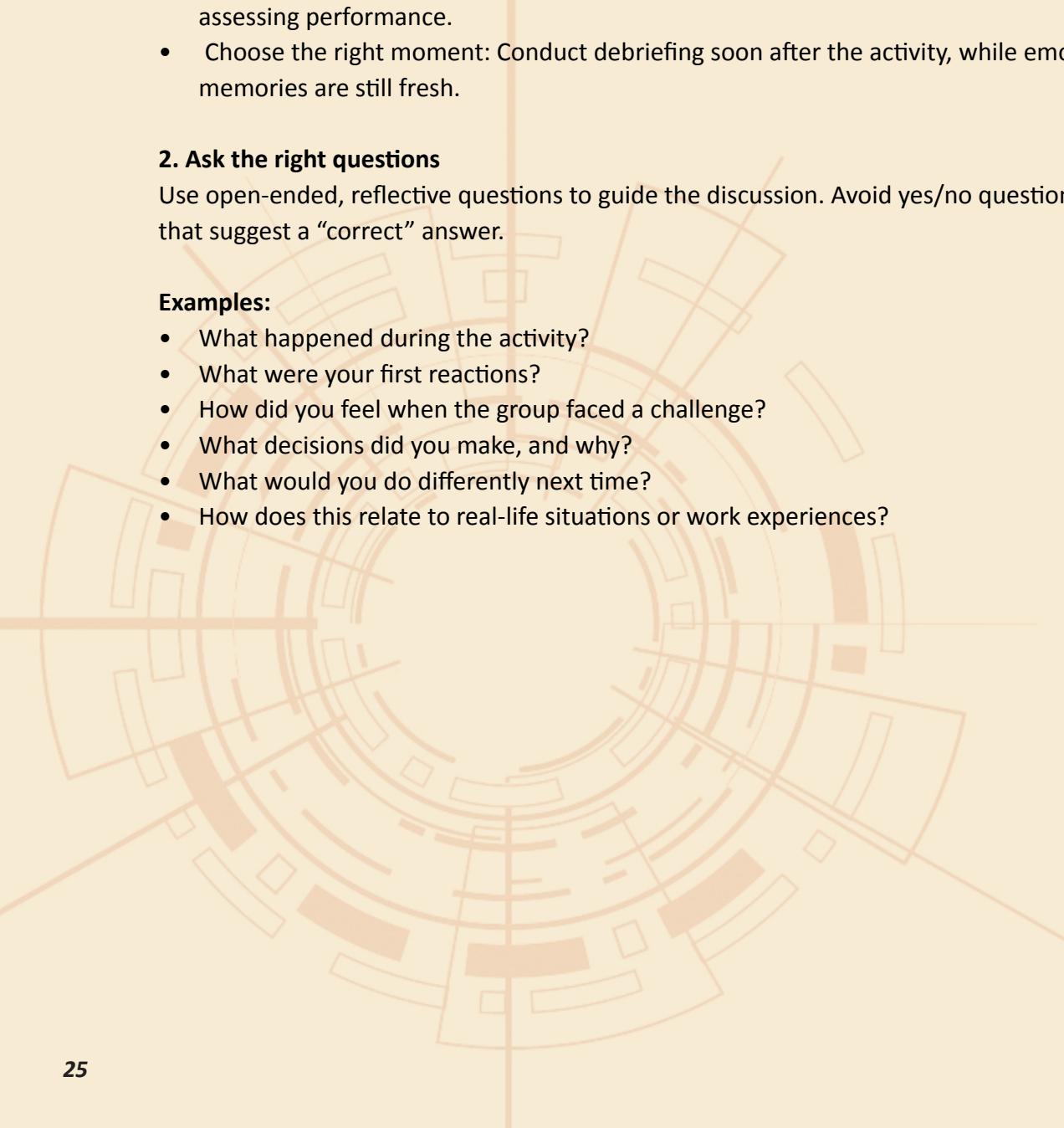
1. Prepare the Ground

- Set the tone: Create a supportive and non-judgmental atmosphere. Let participants know that every opinion is valued.
- Clarify the purpose: Explain that debriefing is about reflection and learning, not about assessing performance.
- Choose the right moment: Conduct debriefing soon after the activity, while emotions and memories are still fresh.

2. Ask the right questions

Use open-ended, reflective questions to guide the discussion. Avoid yes/no questions or ones that suggest a “correct” answer.

Examples:

- What happened during the activity?
 - What were your first reactions?
 - How did you feel when the group faced a challenge?
 - What decisions did you make, and why?
 - What would you do differently next time?
 - How does this relate to real-life situations or work experiences?
- 

3. Follow a Structured Approach

A simple yet powerful structure for debriefing is the “What? – So What? – Now What?” model:

Phase	Focus	Example Questions
What?	Facts & events	What happened? What did you observe?
So What?	Emotions & meaning	Why did this happen? What did you learn from it?
Now What?	Application	How can you use this learning in the future?

This model helps participants move from describing the experience to interpreting it and finally applying the insights.

4. Manage group dynamics

Give everyone the chance to speak.

Use small groups or pairs for more personal reflection.

Keep an eye on emotional reactions — acknowledge them respectfully.

Encourage active listening and mutual respect.

5. Link back to learning objectives

Always connect the discussion to the training goals. Summarize key takeaways and highlight how the insights support participants’ personal or professional development.



6. End positively

- Conclude with appreciation for the group's openness and participation.
- Ask each participant to share one sentence about what they are taking away.
- Emphasize that learning continues beyond the session — through application and reflection.

Trainer's checklist for a successful debriefing

- Safe and supportive environment established.
- Purpose of debriefing clearly explained.
- Open-ended questions prepared in advance.
- Balanced participation encouraged.
- Discussion linked to training objectives.
- Key insights summarized and recorded.
- Positive closure provided.

Text is relied upon the ideas of Manual for Trainers, Youth Council Slovenia, 2014.

ToolKit:

Effective Debriefing Tools and Techniques; <https://training-wheels.com/wp-content/uploads/2022/04/Effective-Debriefing-Tools-and-Techniques-pdf-for-website.pdf>

Manual for facilitators in non-formal education; https://site-484428.mozfiles.com/files/484428/Manual_for_facilitators_in_NFE.pdf#:~:text=Facilitators%20in%20relation%20to%20%E2%80%9Cdebriefing%E2%80%9D%3A,exercise%20and%20doing%20a%20debriefing

Debriefing method / Learning cycle model; https://www.salto-youth.net/downloads/toolbox_tool_download-file-879/t-ACT%20-%20The%20Experiential%20Learning%20Debriefing%20Tool.pdf

Youthpass Unfolded - Practical tips and hands-on methods for making the most of the Youthpass proce; https://www.salto-youth.net/downloads/4-17-3553/Publication_YP-unfolded_online.pdf



Conclusion



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Conclusion

The Training Toolkit developed within the Path to Success project provides youth workers, trainers, and career counselors with practical guidance, methodologies, and tools to support young people in navigating the modern labour market. In a time marked by rapid technological change, digital transformation, and increasing uncertainty about career paths, structured and accessible career guidance has become more important than ever.

Throughout this toolkit, the focus has been placed on strengthening the capacity of youth workers to guide young people through career exploration, skills development, and employability preparation. By combining theoretical insights with practical exercises and interactive methodologies, the toolkit promotes a learning approach based on participation, reflection, and real-life application.

The modules presented in this document offer a comprehensive framework for delivering effective career counseling training:

- Labour Market Awareness and Career Exploration presents key challenges young people face and highlights the importance of understanding labour market trends, including digitalization and artificial intelligence.
- Training Program Methodology explains how to define the target group, set learning objectives, and assess participants' needs and progress.
- Training Program provides a practical agenda for a multi-day training course with activities youth workers can later apply in their communities.
- Training Process highlights the role of trainers and facilitators in creating inclusive learning environments and supporting reflection through debriefing.

An important element of the toolkit is the integration of innovative and interactive tools, such as the Career Guidance in Action Handbook, the Career Counseling Program, and the Job Interview Card Game. These resources encourage experiential learning and gamification, making career guidance activities more engaging and accessible for young people with diverse backgrounds and learning styles. All resources can be found at <https://pathtosuccess.beyoueurope.eu/>.

Ultimately, the goal of this toolkit is not only to enhance the professional competences of youth workers but also to empower young people to become active participants in shaping their own career paths. By developing self-awareness, soft skills, and an understanding of labour market dynamics, young people can build resilience and adaptability in an increasingly complex professional environment.



This Training Toolkit was developed within the Path to Success project through the collaboration of dedicated partner organizations and youth work professionals. We sincerely thank all partners, trainers, and participants who contributed their experience and feedback to the development of these materials. Special appreciation goes to the project partners:

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Youthfully Yours SK (Slovakia – Nižný Klátov),

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The Path to Success project demonstrates how cooperation between organizations across Europe can contribute to stronger support systems for youth employability and social inclusion. The knowledge and practices presented in this toolkit are intended to be adapted, replicated, and further developed in different local contexts, ensuring a lasting impact beyond the project itself.

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Annex 1

Path to Success - pre-assessment survey for the training

This pre-assessment survey helps to assess your current skills related to the topic of career counselling and later aids us in evaluating how effective our training has been in enhancing your skills.

By taking part in this survey, you will be introduced to the program's core focus areas: Career Counseling for Youth, Youth Employability Practices and Tools, Challenges in the Current Labour Market, and Gamification in Youth Work and Career Guidance Field. This will give you a clearer understanding of what to expect and what we aim to teach you throughout the training program.

Your honest responses will be valuable in adapting our sessions to meet your needs and ensuring you get the most out of the program. All responses are confidential and will be used solely for the purpose of improving the quality of our future activities.

Thank you for your participation and contribution in the Path to Success training program for youth workers!



Name

Email address

Country

Career Counseling for Youth

How confident do you feel in guiding young people to identify their interests and career goals?

Not at all confident 1 5 Extremely confident

How comfortable are you in adapting your counseling to meet the needs of diverse youth?

Not at all comfortable 1 5 Extremely comfortable

How effectively can you use various tools and practices that help youth explore their potential careers?

Not at all effective 1 5 Extremely effective

Youth Employability Practices and Tools

How familiar are you with the current requirements that employers seek in young people?

Not at all familiar 1 5 Extremely familiar

Are you experienced in developing employability tools such as CVs, cover letters, and interview skills?

Not at all experienced 1 5 Extremely experienced

Are you comfortable in using digital tools, social media and online networking platforms to help youth improve their employability skills?

Not at all comfortable 1 5 Extremely comfortable

Challenges in the Current Labor Market

How aware are you of the main trends and challenges young people face when entering today's labor market?

Not at all aware 1 5 Extremely aware

Are you capable of helping youth navigate current labor market issues like unemployment and lack of opportunities in certain fields and sectors?

Not at all capable 1 5 Extremely capable

How often do you analyze the labor market and transfer your findings into career counseling for youth?

Almost never 1 5 Very often



Gamification in Youth Work and Career Guidance Field

How familiar are you with the concept of gamification and its potential applications in youth work or career counseling?

Not at all familiar 1 5 Extremely familiar

How experienced are you in using gamification tools to help youth in exploring their potential career paths?

Not at all experienced 1 5 Extremely experienced

Do you feel the need to add games or gamelike elements to your career counseling for youth to increase its effectiveness?

Not at all 1 5 I feel extreme need

Expectations

1. What skills, knowledge, and competences do you feel you currently need to strengthen in order to provide effective career counseling to young people?
2. What are your expectations for this training course, and what would you like to achieve or improve by the end of the program?

Annex 2

PASS post-assessment survey for the training

Thank you for completing the Path to Success training program!

This post-assessment survey allows us to measure the effectiveness of the training contents you've just completed and to evaluate the impact on your career counseling skills.

By taking part in this survey, we are asking you to reflect on your experience and improvement in the training program's core focus areas: Career Counseling for Youth, Youth Employability Practices and Tools, Challenges in the Current Labour Market, and Gamification in Youth Work and Career Guidance Field. This will give you a chance to evaluate your progress and skills after completing the program.

Your honest responses will help us understand what went well and identify areas where we could enhance the training and materials. All responses are confidential and will be used solely for the purpose of improving the quality of our future activities.

Thank you for your participation and contribution in the Path to Success training program for youth workers!.



Career Counseling for Youth

I feel confident in guiding young people to identify their interests and career goals.

Not at all confident 1 5 Extremely confident

I feel comfortable in adapting my counseling to meet the needs of diverse youth.

Not at all comfortable 1 5 Extremely comfortable

I can effectively use various tools and practices that help youth explore their potential careers.

Strongly disagree 1 5 Strongly agree

Youth Employability Practices and Tools

I am familiar with the current requirements that employers seek in young people.

Not at all familiar 1 5 Extremely familiar

I am experienced in developing employability tools such as CVs, cover letters, and interview skills.

No improvement 1 5 Major improvement

I am comfortable in using digital tools, social media and online networking platforms to help youth improve their employability skills.

No improvement 1 5 Major improvement

Challenges in the Current Labor Market

I am well-informed about the main trends and challenges young people face when entering today's labor market.

Strongly disagree 1 5 Strongly agree

I am capable of helping youth navigate current labor market issues like unemployment and lack of opportunities in certain fields and sectors.

Not at all capable 1 5 Extremely capable

I can better analyze the labor market and transfer my findings into career counseling for youth.

Strongly disagree 1 5 Strongly agree

Gamification in Youth Work and Career Guidance Field

I am familiar with the concept of gamification and its potential applications in youth work or career counseling.

Not at all familiar 1 5 Extremely familiar



I am experienced in using gamification tools to help youth in exploring their potential career paths?

No experience 1 5 A lot of experience

I feel the need to add games or gamelike elements to my career counseling for youth to increase its effectiveness.

Strongly disagree 1 5 Strongly agree

Opened Ended questions:

What was the most useful tool or method you learned in this training?

What areas do you still want to improve when providing career counseling for youth?

How do you plan to integrate the tools and methods from this training into your daily work with youth??



Annex 3

Here are some Frequently Asked Questions (FAQ) in interviews.

1. Tell me about yourself

Tip: Keep it short—who you are, what you’re studying/doing, and your goals.

2. Why do you want this job?

Tip: Show interest in the role and how it connects to your future.

3. What are your strengths?

Tip: Pick 2–3 strengths and give quick examples.

4. What is a weakness you’re working on?

Tip: Be honest, but show improvement and effort.

5. Why should we hire you?

Tip: Highlight what makes you unique—skills, attitude, or willingness to learn.

6. Tell me about a time you worked in a team

Tip: Use a real example (school, sports, projects).

7. Describe a challenge you faced and how you handled it

Tip: Focus on problem-solving and what you learned.

8. How do you handle stress or pressure?

Tip: Share healthy coping strategies (planning, staying calm, asking for help).

9. What are your career goals?

Tip: It’s okay if they’re not fully clear—show direction and curiosity.

10. Do you have any experience?

Tip: Include school projects, volunteering, hobbies—everything counts.

11. How do you manage your time?

Tip: Talk about organizing tasks, deadlines, or balancing school and activities.

12. What motivates you?

Tip: Mention personal growth, helping others, achieving goals, etc.



13. Tell me about a time you made a mistake

Tip: Focus on what you learned and how you improved.

14. How do you deal with feedback or criticism?

Tip: Show openness and willingness to improve.

15. Do you have any questions for us?

Tip: Always say yes—ask about learning opportunities, team culture, or growth.