



# Personal Transcript & Guideline for the Expert Talk

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# Personal Transcript & Guideline for the Expert Talk

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## SymfoS Personal Transcript

for Trainers participating in the TTT Course

Contact details of trainer	
Name of trainer	
Organisation	
Address	
Telephone	
E-mail	
Website	

### My experiences:

#### Lessons learned, my impressions, questions and suggestions:

***There is no right or wrong!*** Use the personal transcript as a "diary" to which you entrust your experiences during the SymfoS TTT course.

***Here are some examples of questions for yourself which might be of use to fill in your diary:***

- *What worked well, what did not work out?*
- *Ideas for Improvement?*
- *Did you feel confident working with the interventions (reflect on own role, the different steps in the counselling process, the atmosphere, group dynamics, materials...)?*
- *Were you able to stay true to the client-centered approach and the ethical guidelines?*
- *What are your personal obstacles in practice?*

**My lessons learned:**

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### My impressions:

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### My questions:

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### My suggestions:

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*Feel free to expand your “diary” following your needs.*

## Learning Outcomes – Self assessment:

### Acquired knowledge, skills and competences

*Describe and assess your learning outcomes as defined in Annex 12 – “EQF – Description of Learning Outcomes” of the Curriculum. First study both documents and then share your individual progress with us:*

*Please follow the structure below, even if there might be overlaps.*

**I know how to:** *[focus on the knowledge you acquired during the TTT course]*

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**I am able to:** *[focus on ‘specific SymfoS skills’ you acquired]*

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**I acquired competences on how to:** *[Describe the competencies that make you a professional SymfoS trainer.]*

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### Annex of three Case Studies

Case Study 1: <Title>

Case Study 2: <Title>

Case Study 3: <Title>

SymfoS Personal Transcript signed by <participant>:

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Name of Participant/Organisation, Date

## Guideline SymfoS Expert Talk

### for Trainers participating in the TTT Course

The Expert Talk (see Unit 10) serves for the final assessment at the end of the Train-the-Trainer course after completion of Unit 1 to Unit 9. This discussion between the TTT participant and one experienced SymfoS trainer serves the exchange of knowledge and is the prerequisite for the certification of the participant.

In the following, we describe how the participants should prepare for the discussion:

#### You need these documents:

- Learning Agreement: duly signed by you and the SymfoS training provider
- Personal transcript: in as much detail as possible as described above
- Three Case Studies: send all three and **select one** for the discussion; based on this case we will reflect on the individual working steps

These documents are to be sent to the SymfoS expert one week before the discussion.

#### Please answer the following questions:

1. How often have you worked with the SymfoS interventions so far?
2. Which interventions did you use? In what context did you use them?
3. How do you plan to use the SymfoS method in the future?
4. Do you feel well prepared for the practical implementation after the training? Do you have concrete suggestions for improvement?
5. From your point of view: What are the strengths and weaknesses compared to other counselling methods you know?

To be sent to the SymfoS expert one week before the discussion.

Thank you for your contribution!

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