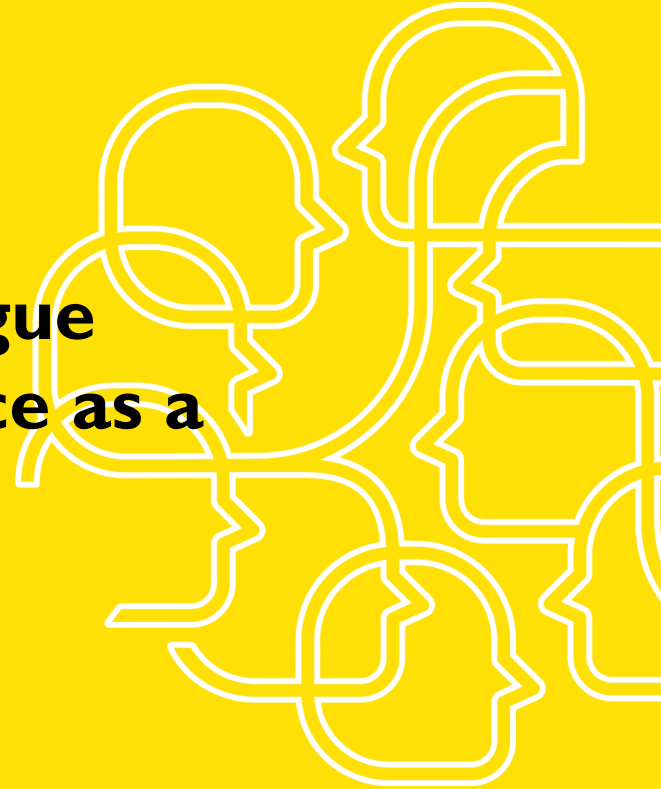




Script for Timeout dialogue – Recognising competence as a theme

Duration 90–120 min

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Principles and script of Timeout dialogue

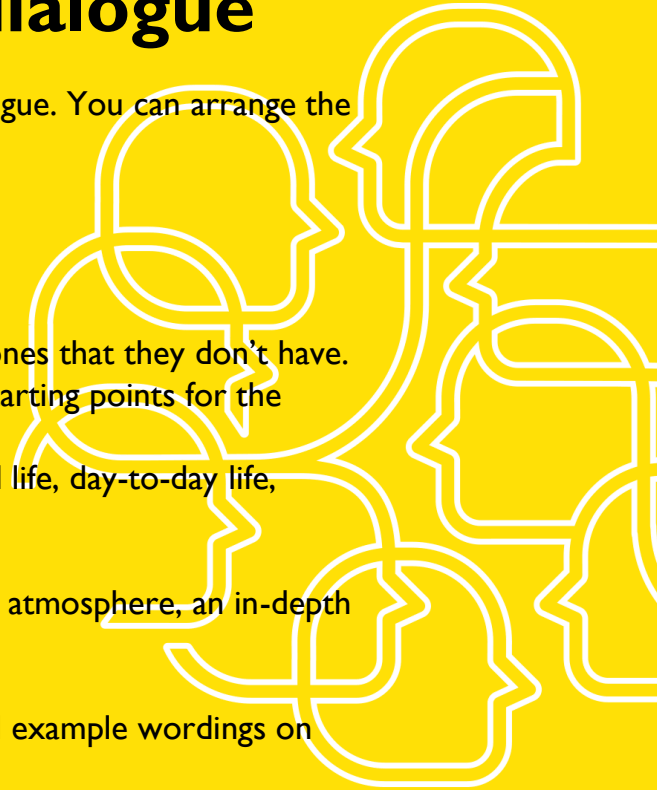
This discussion script helps you in facilitating a Reveal Your Skills -Timeout dialogue. You can arrange the discussion online or face-to-face.

The Timeout dialogue to reveal skills is guided by the following principles:

- Positivity and appreciation of people
- Focusing on the competencies that the participants have – rather than the ones that they don't have. Assessing, comparing and ranking the importance of skills are not suitable starting points for the discussion.
- All skills are valuable, regardless of where it comes from – be it professional life, day-to-day life, hobbies, leisure time, family life, education etc.

Important things in each discussion include tuning in to an equal and confidential atmosphere, an in-depth discussion and ending.

You can find the progress of the discussion on the left-hand side of the page and example wordings on the right. Use the script and adapt it to your own discussion!



Kick-off

INSTRUCTIONS FOR READING

Basic font = say this, for example

Italicised font = facilitator's aids for the discussion

Red = change as necessary

<u>Time</u>	<u>Duration (min)</u>	<u>Part</u>
(fill in)	2	Kick-off
	3	Rules
	5	Introduction
	5	Getting to know each other
	5	Tuning in
	15	Starting the joint discussion
	40 (+30)	In-depth discussion
	4	Writing down the insights
	9	Sharing the insights
	2	Thank you and ending

The schedule is only approximate!

Total 90 min (120 min)

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Kick-off



Welcome to a Timeout discussion about recognising competence!

The aim of this discussion is to identify your competence, which can include knowledge, skills, strengths, attitudes and other things that you are good at. We all accumulate competences in various environments, but recognising our own skills and strengths is not always easy. Interaction and other people play a key role in recognising one's competence. Participating in equal and confidential discussions is, in fact, a good way to recognise your own strengths.

In this discussion, we will be talking **about competence extensively, meaning you can talk freely about anything (OR ...we will discuss competence, especially regarding X).**

I will be the facilitator of the discussion. We will not be aiming at a unanimous conclusion today, but at understanding the subject and each other better.

2 min

Rules of constructive discussion

1. **Listen** to the others, do not interrupt.
2. **Join** others' talks.
3. **Tell** about your own experience.
4. **Ask** if you don't understand something.
5. **Be present** and **respect** others and the atmosphere of trust.
6. **Take your time to think.** Forgive imperfection.

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In this discussion, we will use the Rules of constructive discussion, let's quickly go through them now...
(the rules are items 1–6 on the left, with additional wording below)

1. *If you are organising an online discussion: Let's keep our microphones switched off and only open them when we are speaking. I am encouraging you to continue after each other's turns, even if there might be some overlap in a remote discussion. I will give turns during the discussion. If it's by any means possible, keep your cameras on.*

2. Use colloquial language – try to connect what we say to what has been brought up by others in the discussion.

3. We will share our own experiences in this subject. You can continue from another person's experience and tell us how your own experience is similar or different.

5. Let's focus on each other and this event. Do not browse social media or do anything else during the discussion, focus on this moment. We will also be talking confidentially today. You are free to tell people that you have taken part in this discussion, but only quote others with their permission.

Are we committed to these rules together?

Great, let's continue.

3 min

Introduction

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Introduction



You can use this video in the introduction ([LINK youtu.be/B6kkPI73i8s](https://youtu.be/B6kkPI73i8s)). If you are organising an online discussion, we recommend sharing the video link to the participants and letting everyone watch it independently to avoid technical problems.

The facilitator can also give an introduction to the subject themselves (example wording on the next slide). You can tailor the content to suit your discussion.

You can also use a topical news piece, article, snapshot, experience or study in the introduction

5 min

Introduction

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Example wording for the introduction

A few words about our topic of the day: even though we learn throughout our lives in diverse situations, it is not always easy to identify your own competence or talk about it. You might not always see your own strengths, instead focusing on what we can't do or thinking that others do it better anyway. However, all skills are valuable! Everyone acquires competence in diverse environments – sometimes even without noticing it! Besides courses and training, we learn things in our work, hobbies and personal relationships, among other situations. Competence can include professional skills, smooth day-to-day life, gardening, work or club activities. You should ask yourself: what am I good at? What do people ask me to help them with? What do I get praised for? Often, competence also emerges in interaction with others.

Getting to know each other

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Getting to know each other



Let's get to know each other. Let's do a quick round: tell the group your first name and one thing that you're good at with a single sentence or word.

Thank you for sharing!

Alternatively, you can also divide the group into pairs and do the getting to know each other and tuning-in in pairs, after which every pair tells the whole group their names, one thing that they're good at and what thoughts did the introduction give rise to.

5 min

Tuning in

<u>Time</u>	<u>Duration (min)</u>	<u>Part</u>
(fill in)	2	Kick-off
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Total 90 min (120 min)

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Tuning in: Own reflection of experiences

Now, take a moment for yourself. Write down on your computer or a piece of paper which experiences or thoughts the introduction and/or getting to know each other round aroused in you.

You will have approximately five minutes for this. You can now begin...
...Now it's time to stop.

Alternatively, you can also divide the group into pairs and do the getting to know each other and tuning-in in pairs, after which every pair tells the whole group their names, one thing that they're good at and what thoughts did the introduction give rise to.

5 min

Starting the joint discussion

<u>Time</u>	<u>Duration (min)</u>	<u>Part</u>
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Total 90 min (120 min)

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”

Starting the joint discussion

Now, I'd like to hear about the thoughts and experiences that emerged. Who would like to start? ... And what about the rest of you, did you have similar or different things? What ideas and experiences emerge now that you're listening to each other?

15 min

In-depth discussion

<u>Time</u>	<u>Duration (min)</u>	<u>Part</u>
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In-depth discussion:



Themes x, y, z have now emerged, do you have any other thoughts or experiences concerning them?

- *You can continue the discussion on these themes or choose questions from pages 11–13 next. The aim is not to ask all of them, but to choose 4–5 questions. You can repeat the most important questions a couple of times. You can use individual consideration for a new question at times.*
- *You can ask someone directly if it is difficult to get the discussion going.*
- *If necessary, remind the participants of the rules of constructive discussion, to which they have jointly committed.*
- *Guide the participants to joining in after the previous speaker and talk about their own experience.*
- *Make sure that the more quiet ones also get to talk and that the active ones do not take up all of the space.*

40 (+30) min

HELPFUL QUESTIONS 1/3

Importance of competence and diverse connections - Think about competencies in different contexts, such as work, relationships, hobbies, studies. In which contexts is competence particularly important to you?

Energy

- In which context did you last feel that you were in your element or were doing something that came natural to you?
- What gives you energy?
- What has made you notice that you can do something or are good at something?

Praise and others as a mirror - Often, you take your own competence for granted, but it is easier for someone else to notice it.

- What kind of praise or encouragement have you received from your boss, colleague, friend or family members, for example?
- What would your best friend or someone who knows you well say you are good at?
- Has someone else noticed your competence? Tell us about this situation.
- When did you last feel that your competence was appreciated? Tell us about this situation.
- With whom have you talked about your competence? Tell us about this situation.
- Do you have some special competence that someone else might not have? Have you realised that you can do something that someone else can't?

HELPFUL QUESTIONS 2/3

Importance of interest and motivation

- Are the things that you can do often things that you are also interested in?
- Is there something that you are interested in but do not yet master that well?

Wording

- How do you feel about wording your own competence?
- How does it feel like to talk about your own competence?
- Is it easy or difficult to find suitable descriptive words for competence? To your mind, what is the reason for that?
- In which situations has talking about your own competence been difficult?

Emotions

- How does it feel to deliberate on your own competence?
- What seems difficult and why?
- What kind of emotions does identifying your own competence give rise to?
- Have there been any situations in which you have felt like your competence is not enough?

HELPFUL QUESTIONS 3/3

Transportability

- Have you noticed that you are using a specific competence in different areas of life? (relationships, work, hobby, leisure time, studying...)
- Has competence in a specific area of life been beneficial in others? Or have you thought that you might be able to use it in another area of life in the future?
- How could you use this competence that you already have?

You can also use the exercise listing competencies

- Take a pen and some paper.
- Write a list of all the things you are good at. They can be connected to your day-to-day life, work, relationships, hobbies, studies, anything. Don't be shy or self-critical, just go ahead and list all the things you can think of.
- Let's then share them.

In-depth discussion

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How to guide towards experience talk

Tell us about your own experience, an event or situation that has led to what you think about the topic. Who would like to start?

What kinds of experiences did the rest of you remember while you were listening?

You can show an example yourself, if necessary. Talk about your personal experience that has influenced your insights into the topic at hand.

How to activate the quiet ones

At this stage at the latest pay attention to the persons who have been talking less. Ask them what they think about the matter or the discussion.

Now, we have already heard some of you. I'd like to ask what those of you who have not talked that much have in your minds?

3 min

Writing down the insights

<u>Time</u>	<u>Duration (min)</u>	<u>Part</u>
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Writing down the insights

Thank you for the good and constructive discussion! We are now approaching the end of the discussion. Next, I'd like to ask everyone to think for a moment alone and write down on their own papers or computers:

(Choose 1–2 of these)

- An insight, emotion or idea that you will take along from the discussion, relating to identifying competence?
- What has emerged regarding your own competence with this discussion?
- What do you now understand better about your own competence?
- What has been meaningful to you in the discussion?

Now, write down your own insights or thoughts. You will have a few minutes for this. Choose one of them that you would like to share with the rest of us now

4 min

Sharing the insights

<u>Time</u>	<u>Duration (min)</u>	<u>Part</u>
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Sharing the insights



I'd ask every one of you to share one insight or thought that you remember from this discussion or relating to this topic, in one sentence.

Who would like to start?

How do you feel about our discussion? How did this Competence Timeout dialogue and topic feel like?

Which thing said by someone else in the discussion today helped you to gain an insight into something or become area of your own competence?

9 min

Thank you and ending

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Thank you and ending



Thank you everyone for taking part! If some of you want to agree on follow-up discussions, either one-on-one or in a group, this could be a good time for that.

Bye bye!

2 min