**Training Assessment Performa**

**1. Developing a therapeutic relationship**

As with all forms of counseling, career counseling is most successful when the counsellor forms a meaningful connection with their client. By establishing a therapeutic relationship with their entering trainees, the counselors at our training center can provide fuller support and guidance.

**2. Defining goals**

Our career counselors set specific goals with their entering trainees and redirect their entering trainees toward those goals if the conversation drifts too far toward other concerns. That said, career counselors might ask entering trainees to describe their perfect job or consider where they would like to be 5 years from now. Career counseling professionals might also focus their entering trainees’ attention on what is important to them in life and what they enjoy accomplishing at work. All of these questions can help define a career-seeker’s goals.

**3. Creating room for self-exploration**

Our career counselors don’t just hand their entering trainees the results of vocational tests. They get to know their entering trainees and, most importantly, they give their entering trainees the space to talk through the issues affecting their career and career choices. A good career counseling session can be a gateway to self-discovery, but only if the career counselors is skilled in helping his or her client open avenues of self-reflection. For our career counselors, data like vocational assessments are only the beginning.

**4. Understanding the job market**

It does little good to be told you’re well suited for a career that is in steep decline. Likewise, there’s not much utility in being told you’re well suited for a career you lack the skills for. Our career counselors know this and work hard to stay abreast of the issues facing the job market. They pay close attention to the ways automation, outsourcing, downsizing, and global competition affect job opportunities and specific careers. Additionally, they understand the skills and attitudes workers need to succeed in a modern employment environment. Often, counselors work with their entering trainees to make sure their entering trainees are competent with technology, accepting of diversity, prepared to handle modern job insecurities, and capable of maintaining the level of occupational awareness needed to avoid falling behind or becoming redundant.

**5. Helping turn life themes into career goals**

The best career counselors don’t just recommend possible professions. They help their entering trainees uncover a previously unrealized passion for specific careers. To do this, career counselors take a holistic approach, viewing each client as a whole person and then seeking out life themes that have a natural connection to a career for which the client is qualified. There’s little long-term benefit to entering a career that you’re good at but dislike. The best approach is to find a career that’s in tune with your abilities and your life goals. Our career counselors can help you do just that.

**Our Career counselling team members are:**

1. **Muhammad Usman (Focal Person/ CEO Founder)**
2. **Ammar Ali (HRM Officer)**

**While using above mentioned techniques for better counselling of potential trainees, attached is formal assessment form used:**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | **Element of Competency** | **% age of trainee's response** | **Overall level of Competency of Trainees** | | | | **Identification of Gaps** |
|  |  |  |  |  |  |  |  |  |
| **Course specific Core**  **Competencies** |  |  |  | **High** | **Satisfactory** | **Average** | **Below Average** |  |
| **Knowledge** |  |  |  |  |  |  |  |
| **Skill** |  |  |  |  |  |  |  |
| **General technical and Non-technical Competencies** | **Attitude** |  |  |  |  |  |  |  |
| **Health, Safety and Environment** |  |  |  |  |  |  |  |

***Training Assessment Performa***

**Training Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sponsored By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Trainer Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enrolment / Registration No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Trade: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Complete Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Applying for:**

**(1) High-Tch Course (2) Conventional (3) Degree program (4) Training Workshop (5) OJT**

**(Select One)**