



## PLAN AND RECOGNISE THE COMPETENCIES GAINED DURING A TRAINEESHIP

### Why?

The traineeship possibly included in your studies should be thought of as part of the process of becoming an expert. The traineeship allows you to use and deepen your existing knowledge and skills while also learning something new. In addition to subject-specific expertise, you will also use and develop your self-leadership skills, general working life skills and personal strengths.

You are also likely to network and gain new contacts, who may provide collaboration opportunities later on. The contacts and work experience from your own field that you gain during your traineeship are vitally important when you are moving into the world of work.

To make the most of your experience, take some time before your traineeship to consider how you want to apply what you have learned at university and what learning goals and other goals you have for your traineeship. Also take some time after your traineeship – when everything is still fresh in your mind – to identify and articulate the skills and experiences you have accumulated.

### How?

You can complete the assignment either before or after your traineeship. Below is a list of different categories that you are likely to be involved with during your traineeship. To make the most of your traineeship, consider these categories especially from the perspective of your own learning:

- Theoretical and practical learning (knowledge, learning and practical application)
- Building self-confidence
- Career planning skills
- Understanding how organisations work
- Skills required in professional life (general and specific skills and understanding how the world of work works)
- People skills
- Your contribution (your role in professional life and your contribution to the organisation in question)

**If your traineeship is coming up:** What do you want to learn during your traineeship? Write down at least two goals under each category.

**If you have already completed your traineeship:** What did you learn during your traineeship? Under each category, list things that you learned or strengthened during your traineeship. If you want, you can also consider what you would have liked to learn but did not get the chance to. What other ways are there to acquire experience of these themes?



To make the most of your traineeship, use the following questions to reflect on your traineeship after its completion. If you have not yet started your traineeship, consider the questions again during your traineeship.

- What did your duties include and what were you responsible for?
- What skills did you need to perform your duties?
- Which duties did you enjoy the most and which were you the most successful in?
- Which duties did you enjoy the least and what could you have done better in?
- What did you learn about your own field?
- Did the field interest you enough for you to be interested in working in it after graduation?
- What kinds of contacts did you make during your traineeship?
- How did you like your workplace and colleagues?
- What was your role in the work community?
- What kind of feedback did you receive from your employer, supervisor and colleagues?
- How did your employer benefit from your traineeship?

Source: [Aarresaari.net: Internship and job search](http://Aarresaari.net: Internship and job search) (adapted)