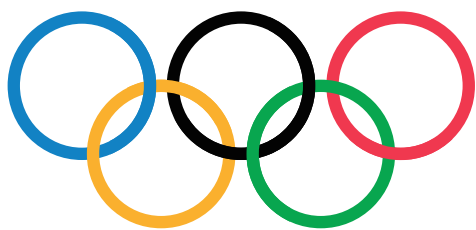
The logo features a large white arrow pointing upwards, which forms the letter 'U' in the word 'UP'. The word 'GRADE' is positioned above 'UP', and '2WORK' is below it, with the '2' in orange and 'WORK' in white.

GRADE
UP
2WORK



OLYMPIC TOOL



OLYMPIC TOOL: The essence

“The Olympic Games are a symbol of respect, sportsmanship and friendship. They also stand for effort and results. And for ‘excelling’: getting better and better. That is exactly what we want to achieve with this tool: make our coachee’s grow, so that they have a better chance on our Flemish work floors.”

The Olympic tool: 5 exercises leading to a CV-narrative

The Olympic tool supports you and other job coaches, mentors and employment mediators who guide jobseekers with a migration background towards employment.

This tool guides you in building a CV-narrative tailored to your coachee. This CV-narrative concisely describes the strengths of your coachee and what he needs to perform optimally in a Flemish workplace.

It is the short, powerful elevator pitch at the beginning of the CV that convinces the employer to invite your coachee for a job interview. The narrative is therefore the attention-grabber in your coachee’s CV.

To arrive at the CV-narrative, the Olympic tool provides a total of five exercises.

There is an exercise for each of the following themes that are relevant for your coachee in his or her journey to work:

1. My life needs
2. My cultural preferences
3. My work attitudes
4. My preconditions
5. My survival skills

The themes are deliberately chosen.

- Insight into the coachee’s life needs is not the first exercise by chance. After all, it makes clear whether he is sufficiently ready for the path to work or whether there are other items in his life that require attention and guidance first.
- The other exercises focus on themes that today very much determine the chances of employment on our Flemish work floors.
- The classics include: appropriate cultural preferences, appropriate work attitudes and preconditions that are in order. These items are strongly emphasized in HIVA’s survey on the arguments of employers for employing people with a migrant background. HIVA conducted this survey as part of the Upgrade2work project. You can find the survey on the Upgrade website under ‘inspiration’.
- New are the ‘survival skills’; these are becoming increasingly relevant in a job market that is becoming increasingly volatile, uncertain, complex and unclear.

Coaches who guide jobseekers to work face challenges. For you, guiding jobseekers with a migration background, the challenge is usually even bigger today.

After all, you know that migration also brings pains (grief, trauma, acculturation, etc.), which you must transform in your coaching into job opportunities.

The Olympic tool can help with this challenge.

Building the CV-narrative with the harvest from the five exercises

In each exercise of the Olympic tool you look for the strengths and growth potential of your coachee to increase the chances of employment on the Flemish work floor. It is the harvest from each exercise.

Collect the results of each exercise on the board: 'Me at work'.

- The **strengths on the work floor** comprise everything the coachee spontaneously does, can do, has, etc. in order to increase the chances of employment on the Flemish work floor.
- The **growth margin on the work floor**: everything he can and wants to tackle, change, improve, learn, etc. in order to increase the chances of employment on the Flemish work floor.

It concerns items that he can change himself, possibly with your help or that of others from his network.

For example: child care, transport, rest, house, diploma, network, ...

The growth margin is also what he needs from his employer and colleagues.

Examples are: appreciation, time to work in, moments of rest, being able to work together with a buddy, not having to participate actively in discussions about subjects that are taboo for him, ...

Writing out the essence of the harvest into a powerful statement: the CV-narrative

You use the harvest board 'Me in the workplace' to write out the CV-narrative.

From that harvest of strengths and growth potential you extract the characteristics that particularly characterize your coachee and are essential for him.

You select specific elements from the strengths that are a match for the Flemish workplace. And, you choose specific elements from the growth margin that he needs from the employer or from colleagues on the work floor.

You take these to the board 'My CV-narrative' and write them out as a powerful statement. On this board there are some tips on how to do this as successfully as possible.

Five exercises: an introspective inquiry

The five exercises in the Olympic tool take your coachee into an introspective inquiry.

Such an inquiry fits into our Western way of thinking and acting as a coach. Realize that such an introspection is not always evident for coachee's with an immigrant background.

You may encounter resistance from the coachee during exercises. In that case, discuss that resistance. What is the need behind it? Ask what the coachee needs in order to give it a chance. What must he do himself to do that? What can others do? And what can you do as a coach?

With all the exercises, you can of course opt for a shorter, more direct inquiry. Feel free to be creative in this. Make choices tailored to your coachee, your coaching style and the supervision time you have. Make sure that such a shorter survey still yields sufficient results for the CV-narrative.

Guide to the five exercises

We wrote out the exercises in great detail. That gives the impression that it is a straitjacket. However, the Olympic tool does not want to be like that. On the contrary.

In each exercise, we provide a number of phases that you can go through. With the first two phases, you stay on the surface in every exercise. With the next phases, you can go to depth. The deeper you go, the more input you will get from the exercise.

Be sure to supplement the exercises from the Olympic tool with other exercises from your rucksack, whenever this will benefit the coachee.

Each exercise has its own specific materials. There are one or more boards and cards with items related to the theme. We also provide blank cards, so that you can supplement the theme with other items that you think are relevant and want to question.

Do not use the material, the manual, the exercises from the Olympic tool as an end in themselves. Use them as tools to build a strong CV-narrative, which can increase your coachee's chances of employment on the Flemish work floor.