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### SELF ASSESSMENT

<b>SELF ASSESSMENT</b>			
<b>Name of the instrument (i.e. "best practice")</b>	THE LADDER (Building up a ladder)		
<b>Description</b>	<p>Through this exercise/game the participants are expected to realise that the achievement of our goals is a step-like procedure that integrates what we want and can do. In a piece of paper where a ladder has been drawn, they interchange and combine their desires (in a horizontal direction) with their abilities (in a vertical direction), while guided by the 'door' of achievement at the first steps of their personal and professional planning. It is noted that the course starts from the top to the bottom, so that the end of the stairs signifies their self at the present condition.</p> <p>There are different ways of using this tool. Given that it aims at supporting the process of self-assessment and at obtaining a realistic point of view, it is suggested that it is used during the first stage of a migrant's life in the receiving country.</p>		
<b>Behaviour to be changed</b>	Low self esteem, disability to put targets in hierarchical order, lack of personal development plan, 'blind' and random decision-making, feeling of disability and failure.		
<b>Expected results</b>	Mapping out a professional and life plan, reinforcement of self esteem, acquisition of orderliness, reduction of risk in the decision- making process, empowerment.		
<b>Materials needed</b>	Note pad, pencil.		
<b>SELF ASSESSMENT</b>			
<b>Steps of the process (Structure)</b>	<b>Content of each step</b>	<b>Time of the process</b>	<b>Assessment (Tools)</b>
Explanation of task	-The trainer asks each of the participants to draw on a piece of paper a ladder that leads to a door. The door is the professional or any other goal that the participant has, and is being defined by him/ her (e.g. opening up a new business).	15 min.	Note pad, pencil



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<b>Steps of the process (Structure)</b>	<b>Content of each step</b>	<b>Time of the process</b>	<b>Assessment (Tools)</b>
	<p>The participants are told that, starting from the 'door' (their final goal), they should start noting down the steps- actions towards the bottom of the stair, like descending a staircase. The trainer sets the following parameters:</p> <p>a) the horizontal lines of the staircase start with the verb 'I want to' and the vertical ones with the verb 'I can'.</p> <p>b) horizontal and vertical lines are interchanged, as each 'I want to' is accompanied by the relevant 'I can'.</p>		
<b>'Climbing the ladder'</b>	<p>Through the guiding of the trainer, the participants complete their ladders individually. The trainer makes it clear that there should be no gaps.</p>	20 min	
<b>Consolidation</b>	<p>When the ladder has been completed, it provides a more or less full plan for life or business. The participants are supposed to realize that the bottom of the staircase represents their present desires and abilities and the distance to the top is, after all, the path that they have to cover in order to reach their goal, nothing that is beyond their reach or abilities.</p>	The rest of the session	
	<p><b>This Self-Assessment tool is considered as the first part / step on the "road of competencies".</b> The trainer then invites everyone to a discussion to reinforce and enrich each personal plan</p>		