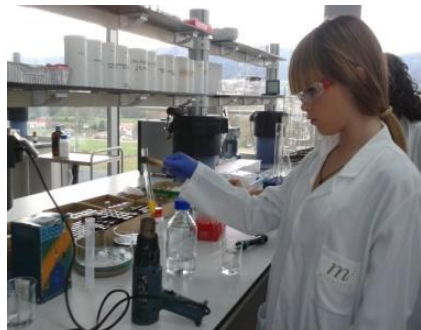


# 2013

## LANALDI – Lanetan Blai!

DOCUMENT WITH INFORMATION OF INTEREST FOR PARTICIPATING PROFESSIONALS



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LANALDI   
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Fundación Novia Salcedo

02/09/2013

## Novia Salcedo Foundation

The **Novia Salcedo Foundation** aims to assist young people in their social and professional integration process. With this in mind, the Foundation has created new ways for individuals, companies, organisations and public institutions to exchange values, of which the Lanaldi programme is an example.

## What is LANaldi. Lanetan Blai!?

Lanaldi is a programme that is being undertaken in the Basque Country from September 2013 to March 2014 to promote the participation of first-year secondary school students, schools, professionals, businesses and organisations through a corporate volunteerism mechanism.

**Its mission is to provide innovative occupational guidance to first-year secondary school students before choosing their higher education studies.**

The 2013 programme features the following key actions:

- **Action 1** - Workshops to develop professional skills with a view to improving the individual competencies and values of a generation that is prepared for change and new ideas, assuming risks and errors as part of the learning process.
- **Action 2** - Hosting by professionals for one day in their professional activities, especially focusing on the fields of science and technology.
- **Action 3** - Workshops where they can exchange experiences from Action 2 and analyse the business models of the professions and organisations visited.

**THE PROFESSIONALS WILL COOPERATE IN ACTION 2 OF THE PROGRAMME**

## What is the general purpose of the project?

**Provide** young people with a new perspective on the importance of education and training, presenting them with different alternatives for their future careers, especially in the fields of science, technology and innovation.

**Introduce** students to the opportunities and demands of employment, preparing them to train as professionals in the twenty-first century. Provide students with a range of experiences and tools that will give them a dynamic and attractive view of science, technology and innovation.

**Develop** skills, such as creativity, innovation, risk-taking, a proactive attitude, the ability to plan and manage, ...

**Close the gap** between the educational and professional fields by providing a more friendly and daily perspective of science and innovation.

## What is expected from the professionals volunteering for the programme?

Professionals will play a key role in Action 2 of the programme. For one workday, they will host a student who will participate in all the activities scheduled for that day.

This will provide students with a new perspective on the importance of education and training, bringing them face-to-face with different future career alternatives, introducing them to the opportunities and demands of employment and preparing them to become 21st century professionals.

The idea of the programme is to expose young people to a typical workday, albeit providing an overview of the sector, of future opportunities and achieving, as far as possible, a connection between education and professional performance. Another goal is to highlight a culture of effort and hard work to achieve goals.

**Your role is critical! The success of the programme will depend to a great extent on the interest, care and dedication you bring to the workday with the student.**

## Before starting

Once you have been assigned a student (after 16 October), the student will contact you via email so that you can both agree on a date for the hosting action.

Please do not forget to enter the date selected on the website, [www.noviasalcedo.es/lanaldiconfirmacion](http://www.noviasalcedo.es/lanaldiconfirmacion) to inform us that you have agreed a date

**It is important to check your mailbox and if you have not received any news by November 4, please notify the Foundation.**

During this first contact via e-mail, it would be advisable to tell the student about the most relevant aspects of the workday, such as the schedule, activities and general plans.

It would also be a good idea if you could introduce yourself and share some information that would make the student feel more relaxed in order to encourage him/her to ask questions.

**Organize the agenda** for that day so that you can dedicate the necessary attention to the student.

The activities you prepare for that day and your ability to transmit the "ins and outs" of the profession will have an effect on whether the students return to their schools with clearer ideas regarding their future.

**Remember that the idea of the programme is to expose young people to a typical workday, albeit providing an overview of the sector, of future opportunities and achieving, as far as possible, a connection between education and employment.** Another goal is to highlight a culture of effort and hard work to achieve goals.

This is not a guided tour of the company, although you could show them other departments during the workday.

## DATES AND TIMES

The specific date (between November 4 and December 5) and schedule for the activity must be agreed between the students and professionals.

We must note that professional schedules do not necessarily coincide with school timetables and, therefore, we would like to ask you to be as flexible as possible.



## SUGGESTED OUTLINE OF THE DAY

Of course, the programme can be changed taking into account the specificities of each profession.

- 10.00 - student arrives
- 10.20 to 14.00 - activities programmed by the professional
- 14.00 - lunch
- 15.30 to 17.00 - activities programmed by the professional
- 17.00 h - 17.30 - final meeting and activity assessment

**In the final assessment meeting, you will have to complete the project satisfaction questionnaire. Annexes I and II include a questionnaire for the student and one for the professional. Both must be completed and then the professional will Fax them both to us at the Foundation: 944240809.**

Remember that the goal of the programme is for students to learn the "ins and outs" of the job. It is not a tour of the company. Major topics to be addressed include the following:

- Core skills required, at a personal and professional level.
  - In my individual work
  - When I cooperate with others and in my relationship with others
  - In my reflective work or learning
- My work integrated within an organizational process/department, in turn, within the organization.
- Most relevant aspects of the profession
- Most relevant aspects of the organisation, system.
- Provide the most realistic work experience, with the organisation of team work meetings, encounters with customers or other departments, visits to specific projects outside the office.

**Of course, do not forget to inform/remind your work colleagues about the programme and about the situation you will be experiencing that day. You may seek their complicity and they may contribute suggestions!**

## LUNCH AND TRAVEL TO THE WORKPLACE

**It is advisable to arrange lunch in advance, an issue that will be your responsibility.** It is also advisable to take advantage of lunch to address issues indirectly related to the programme. Aspects such as the student's goals, extracurricular activities, volunteer activities, hobbies, vocational interests and try to analyse how these can be focused towards choosing a profession.

**Regarding travel,** it would be advisable if the professionals could make it as easy as possible for the student to access the workplace, especially in companies or organizations that are less accessible via public transport or in industrial or technology parks where they may be fewer signs.

## INSURANCE

Students participating in the LANaldi. Lanetan Blai!! programme of the Novia Salcedo Foundation are covered by an insurance policy which covers any incidents that may occur during the development of the activity.

**Of course, avoid taking unnecessary risks.**



## LOPD (Data Protection Act)

Students participating in the LANaldi. Lanetan Blai!! programme have granted their permission to be photographed for purposes related to documentation and to the dissemination of the programme.

The NSF encourages you to take pictures or other graphic material and send them to us as we cannot be at all the places where the activities will be taking place.

However, please remember that these students are minors and that their data and image must be handled with care.

### Registering for the programme:

**Professionals who wish to enrol in** the programme may do so via the following website:

<http://www.noviasalcedo.es/lanaldi>

Here you can find information about the programme, manuals to prepare activities as well as reports from previous years in Spanish, Basque and English.

Please pay special attention when entering the following data:

- Specific address where the event will take place. This does not imply that you cannot leave the address during the visit.
- Contact telephone so that the student or the Novia Salcedo Foundation may communicate any contingency.
- Workplace in the company and job description with a view to having as much information as possible when selecting the student.

The registration form includes the student's personal contact details, information on the educational guidance of students and a section on the cover letter.

The data provided will be treated according to the criteria set out in the Data Protection Act and will not be used for purposes unrelated to the programme.

After entering the required data, the Novia Salcedo Foundation will proceed to activate the process designed to implement the hosting activity. This activity will take place between November 4 and December 5, 2013

Once the student has contacted you and the date has been established, the professional must access the confirmation website and enter the date in the system:

[www.noviasalcedo.es/lanaldiconfirmacion](http://www.noviasalcedo.es/lanaldiconfirmacion)

This will confirm that contact has been made and will enable us to improve the follow-up of the activities.

## Assessment - Annex I QUESTIONNAIRE FOR THE STUDENT.

### LANaldi. Lanetan Blai!!! programme assessment questionnaire .

Please rate the following items by placing an X where appropriate.

	Very dissatisfied / Very little		Dissatisfied / Little		Neither Satisfied nor Dissatisfied		Satisfied / Quite		Very satisfied / Very much	
	1	2	3	4	5	6	7	8	9	10
1. Rate the <b>organisation</b> of the programme										
2. Rate the <b>usefulness</b> of the activity.										
3. This activity helped me to clarify ideas about my professional future.										
4. I have developed skills and abilities such as creativity, innovation, risk-taking, initiative, ability to plan and manage...										
5. In general, are you satisfied with how the activity was handled?										
6. In general, has this programme met your expectations?										

Would you recommend this programme to other students?

- ☐ Yes  
☐ No

**COMMENTS** (what you liked best, least ...

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## Assessment - Annex II QUESTIONNAIRE FOR THE PROFESSIONAL.

### LANaldi. Lanetan Blai!!! programme assessment questionnaire .

Please rate the following items by placing an X where appropriate.

	Very dissatisfied / Very little		Dissatisfied / Little		Neither Satisfied or Dissatisfied		Satisfied / Quite		Very satisfied / Very much	
	1	2	3	4	5	6	7	8	9	10
1. Rate the <b>organisation</b> of the programme										
2. Rate the <b>usefulness</b> of the programme										
3. Do you believe that participating in this programme has helped to meet the <b>following objectives</b> :										
3.1. Promote the professional development of the student										
3.2. Support the achievement of personal goals and the acquisition of the skills needed to achieve those goals.										
3.3. Develop employment-related skills, such as creativity, innovation, risk-taking, proactive attitude, ability to plan and manage, ...										
4. In general, are you satisfied with how the activity was handled?										
5. In general, has this programme met your expectations?										

Would you recommend this programme to other people/entities?

- ☐ Yes  
☐ No

**COMMENTS** (what you liked best, least ...)

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We would also be grateful if you could answer the following questions:

	Very dissatisfied / Very little		Dissatisfied / Little		Neither Satisfied or Dissatisfied		Satisfied / Quite		Very satisfied / Very much	
	1	2	3	4	5	6	7	8	9	10
6. To what extent do you think <b>NSF is a revitalising institution</b> regarding emerging topics of interest for society?										
7. To what extent do you see <b>NSF</b> as an organisation that <b>promotes values</b> that favour the development of society?										