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Towards working life

MENTORING WORKBOOK





This mentoring workbook has been constructed by University of Lapland / BRIDGE-project (ESF).



LAPIN YLIOPISTO
UNIVERSITY OF LAPLAND



Vipuvoimaa
EU:lta
2014–2020



Elinkeino-, liikenne- ja
ympäristökeskus

WELCOME!



You are holding in your hands a mentoring workbook. The main aim of this workbook is to help the user identify the competencies and strengths and how to use them when moving toward working life in Lapland and Finland.

This workbook can be used in multiple ways. It can be used as a tool for individual career planning, it can help career counsellors when guiding international students and/or talents, it can be used as a guidebook in a mentoring programme with physical meetings, it can be part of a mentor-actor programme etc. You choose.

Ideally, it is used as a tool to create conversations about various aspects of working life in a small group with people in quite similar situations. The most important thing in these group conversations is to allow people to think and express themselves freely without restrictions.

This workbook has been developed for the mentoring programme held at the University of Lapland for international students in spring 2022 and then modified based on the feedback. At this point, you might wonder why we use the word mentor here and what we mean by it. During the programme, it was important for us to understand it in many ways. Mentoring can happen between students, employees, employers, colleagues etc. The main point is, that we can all learn something from each other. Every conversation with people in different positions or situations gives us new perspectives on life and career. So pay attention, listen and have fruitful conversations – that is the best way to learn!

All the best,
Heikki, Outi and Jaana

In Rovaniemi, 2022

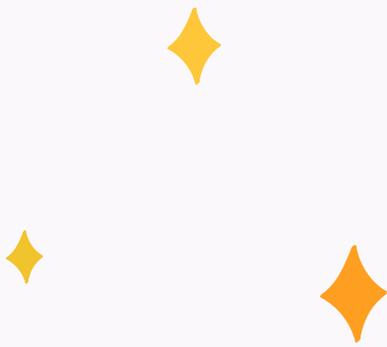




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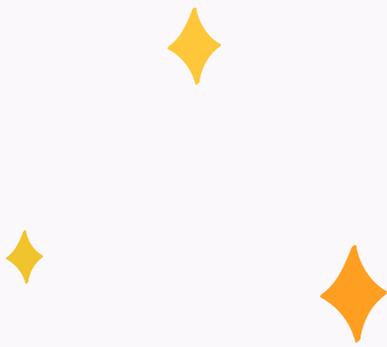
Towards working life

Last tips towards working life with career planning exercise.

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Attachment 1

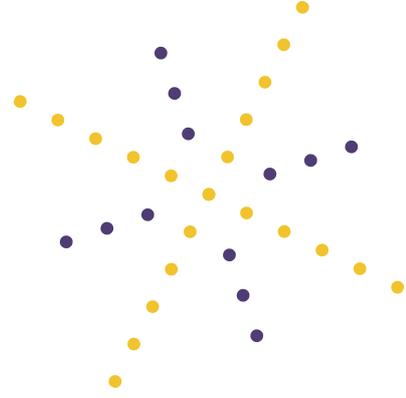
Suggestion for the content of the mentoring programme





NICE TO MEET YOU!

Career planning



“What are you going to be when you grow up?”

This is a question that we Finns quite often ask from each other (and from ourselves), even though we have a career. A career is a big part of who we are, in our own and others' eyes. Is it the same in your home country?

Is career planning a process with a clear start and finish?

Yes, it is a process, but not always a linear and straightforward process. Quite a few of us can plan our careers from beginning to finish, moving forward linearly so that it is a clear process with a start and finish. Even though we might think that way afterward. Often, we might find ourselves floating from job to job, and the decisions might look quite random. Also, many times people might already have a successful career, but still, keep their options open. And that is ok – part of the process! Every job and job interview gives you the possibility to learn something new and guides you on what you (and do not) want to do in the future.

Career planning oversimplified:

- Identify your current situation and future goals
- Know yourself and the reality of (local) working life
- Set concrete goals and think about how to get there.
- See what works or not and update your plan

Knowing yourself is a key to the success

But why is it important to know your current self?

Here is why:

- Helps in planning your next steps and career.
- Gives you confidence in a job interview.
- Helps in spotting the right job opportunities.
- Writing CVs and applications is much easier!



Know yourself!

But remember that people (also you) change!

Therefore, now it is time to get to know yourself. Do the exercise you can find on the next page. This will help you when moving forward.

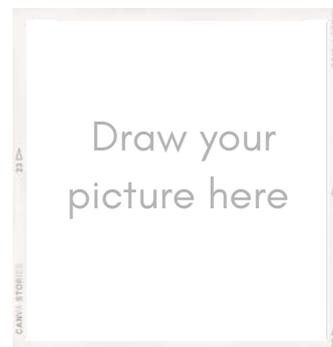


It is good to do this kind of test every year, because we change, as already said before. This is a good way of noticing the change - who I was two years ago might not be the same this year. This helps you when applying for a job also!

My name is:

Age:

I am from:



Career planning starts with self-knowledge, so write here a little bit about yourself.

**What is your situation
in life at the moment?**

**What is your life
history?**

**What are your goals? For example in life, in
education, in research?**

What kind of skills do you have?

How about your personality?

**What are you interested in?
What is important to you? What are your values?**

Self-Assessment



Knowing one's strengths and weaknesses is a necessity in successful job hunting and in one's self-development.

Learn to know yourself more with this exercise!

Think of your past experiences and list five especially meaningful moments. When have you had a feeling of achievement and felt pride over a job well done? When was the last time you succeeded in something, received positive feedback, or overcame an obstacle?

The experiences can be from any sphere of life. You may consider such achievements as getting your thesis done, the birth of a child, winning a reward, giving a successful presentation, overcoming a stressful situation, or organising a student event.

1.

2.

3.

4.

5.

This exercise is meant to get you thinking about all the things you have already achieved. It is important to realise that doing these things has demanded various skills and qualities from you.



Character strengths

Character strengths are positive personality traits that help define the character of an individual. Highlight your top 5 character strengths and write about how you demonstrate one of them:



PERSEVERANCE



PERSPECTIVE



GRATITUDE



BRAVERY



KINDNESS



JUDGMENT



ZEST



CURIOSITY



LOVE



HONESTY



LOVE OF LEARNING



HUMILITY



CREATIVITY



PRUDENCE



FAIRNESS



HUMOR



TEAMWORK



LEADERSHIP



FORGIVENESS



SOCIAL INTELLIGENCE



HOPE



SELF-REGULATION



SPIRITUALITY



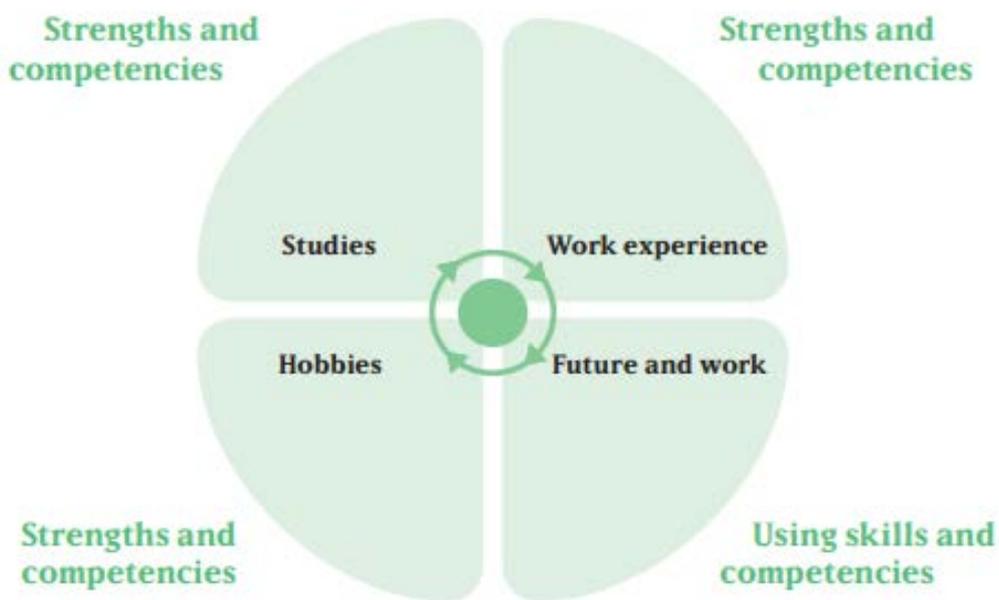
APPRECIATION OF BEAUTY



**RECOGNISING
YOUR
COMPETENCES
AND STRENGTHS**

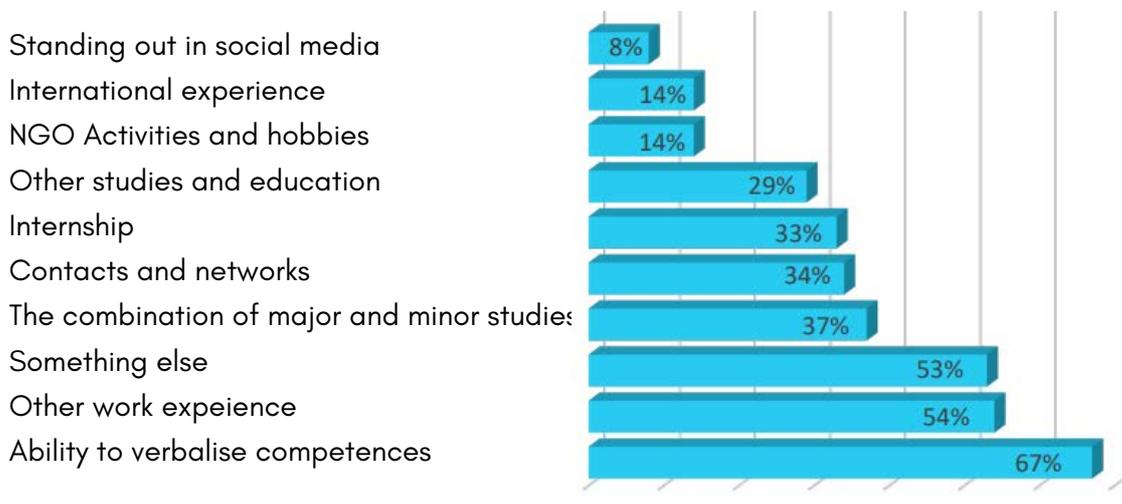
Why competences are important?

Knowledge, that you acquire through education, is only one part of your competencies. Your future employer will be also interested in your working skills (how you interact with other people for example), your experience, and also your personality. Here is how the strengths can be divided into a map of strengths.



Source: Hyvärinen et al. (2021) Workbook of strengths-based future guidance.

But what matters in university graduates' employability?



Source: Perä & Peteri (2021), Viisi vuotta työmarkkinoilla, Uraseuranta vuonna 2015 Lapin yliopistosta valmistuneista maistereista.

→ dream →

If you could choose your next job right now, what would it be and why?





Strengths and competences in working life

Your strengths can be, for example, character traits and characteristics that are representative of you. Your competencies are what you can do (with what you know) during your studies or at work.

It is important to identify those of your strengths and competencies that are the most relevant to your future career.

This homework has two different parts. Read the instructions carefully.

PART 1 Individual work

1. From the lists on the next page, select the strengths and competencies that you are using during your studies. You can also do the VIA character test: <https://www.viacharacter.org/>
2. Then, examine your strengths as they apply to your future career. What strengths will you need in your future work? Which ones of these do you already have and which ones would you like to develop further?
3. Conclude by reflecting on how you will be able to use this compilation of strengths and competencies in career planning (for example, finding a traineeship, preparing job applications, engaging in student associations, and social media).



Strengths

Wisdom and Knowledge

Creativity
Curiosity
Open-mindedness
Love of Learning
Perspective

Courage

Bravery
Perseverance
Authenticity
Zest

Humanity

Love
Kindness
Social Intelligence

Justice

Teamwork
Fairness
Leadership

Temperance

Forgiveness
Modesty
Prudence
Self-Regulation

Transcendence

Appreciation of Beauty &
Excellence
Gratitude
Hope
Humour
Spirituality

Extras

Ability to organise Openness Ambition Sensitivity Hard work

Source: Hyvärinen et al. (2021) Workbook of strengths-based future guidance.

Work life competences

- | | |
|--|--|
| <input type="checkbox"/> presentation skills | <input type="checkbox"/> problem solving skills |
| <input type="checkbox"/> customer service skills | <input type="checkbox"/> listening skills |
| <input type="checkbox"/> group work skills | <input type="checkbox"/> written expression skills |
| <input type="checkbox"/> sales skills | <input type="checkbox"/> mediation skills |
| <input type="checkbox"/> organisation skills | <input type="checkbox"/> logical reasoning |
| <input type="checkbox"/> information search skills | <input type="checkbox"/> independent work skills |
| <input type="checkbox"/> management skills | <input type="checkbox"/> negotiation skills |
| <input type="checkbox"/> conversation skills | <input type="checkbox"/> IT skills |
| <input type="checkbox"/> language skills | |



PART 2 Discussion with your fellow student

Discuss with your fellow student/friend/family member following the instructions presented below. You may use the tools presented before or some other relevant tools that can help you identify and verbalise your strengths.

First task: **Discussion**

1

Based on the reflection you did in the previous part, give an example of a time when you were particularly successful or a time you particularly enjoyed during your life. What was it about the situation that made you feel successful or fulfilled?

2

Second task: **Reflection**

Write down what is your study colleague good at, for example, what strengths, skills, and competencies do they have?

3

Third task: **Discussion**

After having reflected on each other's strengths and competencies, discuss them together.

Source: Hyvärinen et al. (2021) Workbook of strengths-based future guidance.



Map of strenghts



Make a map of strenghts using the example map below.
The map will serve as a basis when contacting potential employers, preparing job applications or getting ready for a job interview.

Studies

What kinds of experiences of joy and success you have had in your studies? What makes you feel successful?

Work experience

How do your supervisor and colleagues have described you and your work contribution?

Hobbies

What strenghts and competencies do you develop in your hobbies and leisure time?

Future

How and in what kinds of tasks can you use your competencies?





Best-reflected Self

With this tool, you will find out how other people see you and your best parts, skills, and strengths.
How?

1

Ask five people you know "What strengths and skills do you see in me?" You can ask your friends, family, colleagues, partner or somebody from your hobby.

2

Collect the answers and reflect: what was new to you, what surprised you, what was already familiar to you?



Discover Your Strengths



Your Strengths

1. What are the strengths you've realized you can't live without? Why?

2. In your current life, how are you utilizing your strengths?

3. What are some of your proudest strengths? Why?

4. What strengths have you combined to accomplish something?

Unexplored Strengths

1. What unexplored strengths would you like to develop?

2. What might you need to change to make it happen?

3. What goal could you set that would encourage you to use them more?



FINNISH CV

CV as part of job hunting

REMEMBER when doing your CV:

- There are no right or wrong answers, only different styles, and perspectives
- You must always make choices about what to include or leave out
- Use different versions for different positions!
- CV is your entry ticket to a job interview

“

CV is not only something that shows what you have done or what you can do. It's also a great tool for thinking and showing what you want to do.

- Heikki Pantsar -

”

Finnish style CV

The CV / Résumé should be no more than 2 pages, easy to read, and visually effective. Use plain language and 'action phrases' (ex. I participated, We initiated, I obtained, etc).



Include to your CV:

- Short introduction of yourself
- Contact information
- Relevant employment history and educational background in reverse chronological order
- Core competencies
- Computer &/or programming skills, language skills, special skills
- Positions of responsibility
- Hobbies (not always necessary)
- Reference contacts.

Please note!

- Do not exaggerate; in Finland, it's virtually the same as lying
- A summary of your life is not required
- A photo is not essential – but may help you stand out from the mass.



For academics, The Finnish National Board on Research Integrity (TENK) has a template for the researcher's CV. It provides guidelines for making the academic CV so that the individual's merits are presented as comprehensively, truthfully, and comparably as possible. Take a look at that in case you need an academic CV! Please note, do not use this for applying for a job in other fields than academic ones.

<https://tenk.fi/en/advice-and-materials/template-researchers-curriculum-vitae> or Google: TENK CV.

Source: https://www.expats-finland.com/employment/finding_work.html

CV examples



ELLI KIPINÄ

KUKA?

Olen 27-vuotias energinen ja uusia ideoita pursuava myyntitytö, joka ei pelkää heittäytyä uusien haasteiden syövereihin ennakkoluulottomuutta ja rohkeutta hehkuvalla asenteella. Luonteeltani olen dynaaminen muuntautuja, joka viihtyy ihmisten parissa ja ui sulavasti erilaisissa bisnesverkostoissa niin virtuaalisesti kuin face to face.

Valmistuin kauppatieteiden maisteriksi joulukuussa 2021 ja etsin nyt uusia haasteita uralleni. Olen erityisen kiinnostunut erilaisista yritysten kansainvälistymiseen ja kasvupotentiaalin kasvattamiseen liittyvistä tehtävistä.

KOULUTUS

KÄUPPATIETEIDEN MAISTERI, 2021
Oulun yliopisto, pääaineena markkinointi, sivuaineena palvelumuotoilu

TRADENOMI, 2016
Lapin AMK, liiketalouden koulutusohjelma

VIIMEISIN TYÖKOKEMUS

MYYNTIKOORDINAATTORI
Dynamic Innovations Lapland Oy | 3/2018 - JATKUU

- Kokonaisvastuu 5 hengen myyntitiimin johtamisesta
- Viestinnän ja markkinoinnin tehtävät
- Yrityksen kansainvälistymiseen ja kasvupotentiaalin liittyvät tehtävät

MYYNTIASSISTENTTI
Dynamic Innovations Lapland Oy | 8/2016 - 3/2018

- Markkinointikampanjojen suunnittelu ja koordinoiti asiakasyritysten kanssa
- Myyntitavoitteiden seuranta
- Viestinnän ja markkinoinnin avustavat tehtävät

MARKKINOINTIASSISTENTTI
Markkinointitoimisto Synergiaetua Oy | 6/2014 - 5/2016

- Johdon assistentti ja markkinointitiimin sihteeri tehtävät
- Asiakastapaamisten bukkautaminen

AIEMPIA KEIKKA- JA KESÄTÖITÄ

- Kioskimyyjä, mökkisilvooja, lehdenjakaja

TIEDOT

Syntäaika: 24.10.1995
040 123 4567
elli@kipina.com
www.linkedin.com/elli-kipina

VDINOSAAMINEN JA VAHVUUDET

Myynti ja markkinointi
Palvelumuotoilu
Innovaatiotyö
Ihmisten johtaminen
Ketterä tiimityöskentely
Yritysten kansainvälistyminen

DIGITAIDOT

MS-Office
Adobe Connect
Google Workspace
Adobe InDesign ja Photoshop
FB, Instagram, TikTok, Twitter

HARRASTUKSET

Pesäpallo
Jooga
Laskettelu

KIELITAITO

Englanti: erinomainen
Ruotsi: kohtalainen
Saksa: hyvä

ANSIOUETTELO

Etu nimi Sukunimi
Syntymäaika
Jäkälösatie
00000 Postitoimipaikka
p. 000 000 0000
sahkoposti@osoitteesi.fi

PROFIILI

Lyhyt esittely itsestäsi ja tavoitteistasi. Esim. "Valmistuin insinööriksi toukokuussa 2018. Omaan kuluunkin jo usean vuoden työkokemuksen alan tehtävistä. Työntekijänä olen tehokas ja tottunut työskentelemään paineen alla. Tavoitteenani on työskennellä mielenkiintoisten ja haastavien ongelmien parissa työtehtävissä jotka tukevat ammatillista kehitymistäni".

KOULUTUS

Oppilaitos, valmistusvuosi

Tutkinto
Erikoistuminen, pääaineet, sivuaineet, loppu työn aihe.

Oppilaitos, 100/120 op. (suoritetut/vaadittavat opintopisteet, mikäli kesken)

Tutkinto
Aloitusvuosi, erikoistuminen, pääaineet, sivuaineet, loppu työn aihe, ansiotut valmistusvuosi.

Kurssi tai muu vastaava, kesto

Kurssin kuvaus

TYÖKOKEMUS

Työnantaja, 09/2017 –

Työnimike
Työnkuvaus yhdellä kahdella lauseella.
Mahdollinen saavutus ja/tai erikoisaaminen työhön liittyen.

Työnantaja, 01/2016 – 08/2017

Työnimike
Työnkuvaus yhdellä kahdella lauseella.
Mahdollinen saavutus ja/tai erikoisaaminen työhön liittyen.

Työnantaja, kesätyö 2016

Työnimike (esim. freelancer, vapaaehtoistyö)
Työnkuvaus yhdellä kahdella lauseella sekä työn kesto.

KIELITAITO

suomi	äidinkieli
englanti	erinomainen
ruotsi	sujava
saksa	perusteet

Lisätietoja esim. opiskelijavaihto, ulkomaille käytettyä työkieltä tai ammattisanaston erikoisaaminen.



OMA NIMI



SÄHKÖPOSTI



PUHELIN



LINKEDIN-OSEOITE

LINKKI MUIHIN VERKKO-
OMINAISUUKSIIN:
PORTFOLIO/SIVU/BLOGI

TAVOITE

Aloita valitsemalla paikkamerkkitekstiä ja kirjoittamalla sen päälle. Kirjoita lyhyesti korkeintaan kaksi lausetta.

TAIDOT

Kerro erityisosaamisistasi. Mikä erottaa sinut muista? Käytä omaa kieltä; vältä erikoilmaisuja.

TYÖKOKEMUS

TYÖNIMIKE/YRITYS

Ajanjako
Kirjoita yhteenveto keskeisistä työtehtävistäsi ja tärkeimmistä saavutuksistasi. Älä kirjoita kaikkea; kirjoita vain kiinnostavimmat tiedot, joista näkyy oma työpanoksesi.

TYÖNIMIKE/YRITYS

Ajanjako
Mieti johtamasi ryhmän kokoa ja hallitsemiesi projektien tai kirjoittamiesi artikkelien määrää.

KOULUTUS

TUTKINTO / VALMISTUMISPÄIVÄ

Oppilaitos
Voit lisätä tähän esimerkiksi arvosanojen keskiarvon ja yhteenvetoon olennaisista kursseista, tunnustuksista ja koulumenestyksestä.

KOKEMUS VAPAAEHTOISTYÖSTÄ TAI JOHTAMISESTA

Oletko ollut mukana yhdistystoiminnassa, koulun lehden toimituksessa tai hyväntekeväisyysjärjestön projektissa? Kuvaa johtajuusosaamisiasi ja kokemuksiasi.



Use visual tools for creating the CV. One good tool for this is CANVA, a free tool for graphic design. Also, PowerPoint gives you possibilities for adding visual elements to your CV.



CV exercises

1

First task: **Do the FIRST DRAFT of your CV**

What to include there? What information do you want and is needed to share in your CV? Find inspiration from Google - what kind of visual look suits you the best? Remember - the CV should represent you also visually!

2

Second task: **Peer learning**

Ask your fellow student/friend/colleague/family member if you could take a look at their CV. What can you learn from them? What is the best part of your fellow students' CVS? Give comments! Remember positive feedback. Show them also your CV and ask for feedback.



**WORKING IN
LAPLAND AND
FINLAND**

Facts about livelihoods in Lapland

Clean nature and abundant natural resources provide a unique, solid foundation for the business sector in Lapland:

- In 2020, there were 12,800 enterprises in Lapland
- Industry is the largest field with a turnover of €6,339 million in 2020
- Lapland strongly specialises in minerals, tourism, and forestry, and the region produces a significant part of Finland's total turnover through them
- Lapland is also the 5th strongest export region in Finland and has significant growth potential as a part of the Barents region

Main industries in Lapland



Forest industry



Metal industry



Tourism



Trade



Mining industry

Working culture

The Finns usually make sensible use of their time. They follow schedules, meet deadlines, plan in advance, and expect the same from others. At work, Finns expect well-defined targets and processes, while taking authority and responsibilities seriously.

Did you know that equality is at the very heart of Finnish society?

Finland is one of the most gender-equal countries in the world (The Global Gender Gap) and was the first country to grant full political rights to women in 1906. Women have already served as President of the Republic and President of the Supreme Court. A female professor, executive, or CEO is nothing exceptional in Finland and, overall, 49% of all employed people are women.

Regardless of their position in the company, most people are on a first-name basis. Finnish companies generally have a flat organizational structure and informal work relationships are commonplace.

A healthy sense of humor is an asset in the workplace. The Finns work hard but also greatly value their free time with family and friends. The best way to experience Finnish culture is to join in the many activities, events, and celebrations that take place throughout the year.

Source: Business Finland



**Is Finnish working culture
different from the other
cultures?**



Meet your working life mentor!

As part of career planning or job hunting, it is important to discuss with someone who is already working (or has been for years). From this kind of meeting, you can get to know what working in different positions and companies mean.

Therefore, find someone to whom you could talk! You can find a person from a company you would like to work in, or someone who works in a position you would like to work in the future. BUT - think widely, you can learn so many things also from people working in a different field.

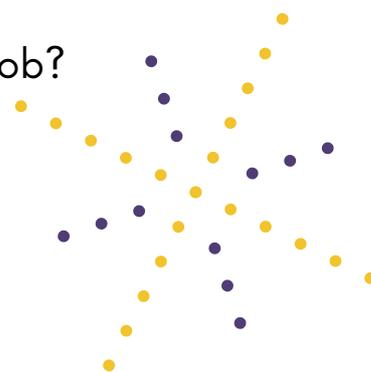
Here are a few themes you could discuss with your working life mentor:

- Why did you apply to work in this field? Did it match your expectations?
- Was there something that surprised you?
- What have you enjoyed the most in your career?
- What things have helped you in your career? What about then when you have decided to apply for a new position?

You can also create your questions on those topics that interest you the most.

Write down your thoughts during the meeting. After the meeting, reflect on your thoughts:

- What did you learn?
- What surprised you the most?
- What insights will you use when applying for a job?



Do more of what you love



List 3 things you would love to do MORE



List 3 things you would like to do LESS



1. Which of your strengths support you the most in doing what you love?

Blank response area for question 1.

2. Do any weaknesses affect you to do more of what you love?

Blank response area for question 2.

3. What strengths drive you towards doing strenuous activities?

Blank response area for question 3.





HOW TO FIND A JOB IN LAPLAND

Heikki's tips for applying a job

- Check open positions daily
 - You can also ask if those companies have other open positions
 - Gather contact information from recruitment ads!
- Think about what you can offer, don't just monitor what's open
- Be brave! Ask your friends and former employers if they know something
 - Nobody knows of your existence if you don't tell them!
- Be systematic, use Excel or diary or something else
- Face the fact that there will be disappointments
 - Learn what works or not!
 - Something needs to be changed if your tactic doesn't work

You also need a bit of luck, but you can't rely on it!

“

The harder I practice,
the luckier I get.

- Gary Player -

”

Hidden jobs

Interesting fact:

An estimated 70-80% of employment opportunities in Finland are not advertised publicly, but remain “hidden”. So be active, get to know people, and build networks!

Therefore, read an interesting article about hidden jobs:

<https://www.tek.fi/en/news-blogs/hidden-jobs-what-are-they> or Google TEK Hidden jobs.

Did you learn something new?

Also remember to take total pauses,
give yourself some time to relax and
reflect!



Something to think about:

Should you look for a company or organization instead of a job?



Where would you like to work?

List 5 interesting companies or organizations

and think what you would do there,
or what kind of expertise you could offer them!

1.

2.

3.

4.

5.



UPDATE YOUR CV

Now it is time to update your CV (never delete old versions). Did you learn something new from working life mentors? Do you want to emphasize some of your strengths more?

This time also, ask for comments from your peers.

Earlier you also reflected of your dream job. What would it look like now?

→ dream →

If you could choose your next job right now, what would it be and why?





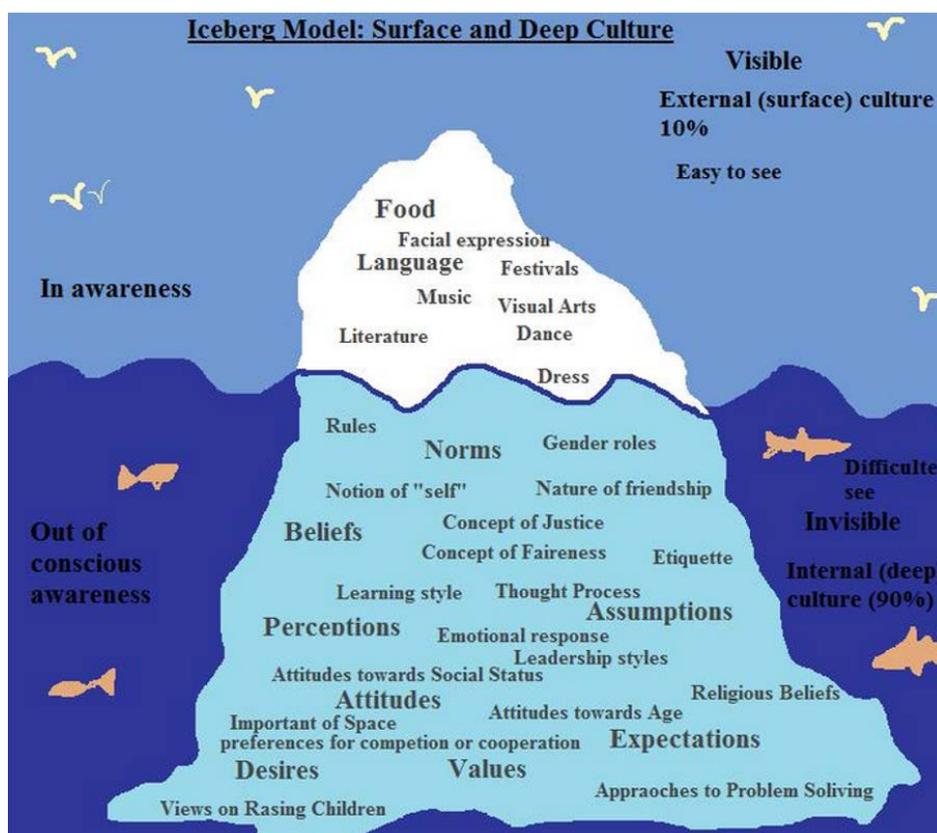
CULTURAL DIFFERENCES

Cultural awareness

The starting point for creating cultural understanding is to become aware of your own culture: your learned behaviors, thoughts, beliefs, and motivations. Understanding your own culture as something you learned growing up, creates the basis for understanding and accepting the culture of others.

Cultural Iceberg Model

The Cultural Iceberg Model by Edward T. Hall describes culture as consisting of external, surface culture and internal, deep culture. According to the model the external, visible aspects of a culture – for example, food, music, and facial expression – are easy to see and we are aware of these. The internal, invisible aspects – for example, beliefs, norms, values, and expectations – however, are difficult to see and they are out of our conscious awareness. According to the model, 90% of our culture is an invisible, deep culture.



Source: Trainers Library, the Iceberg model

Cultural shock

When entering a new country, we are necessarily uncertain about what behaviors are acceptable. Such uncertainty is due to the loss of familiar signs and symbols of social intercourse (both in the studies/work and non-study/work environment), most of which are not carried out on the level of conscious awareness.

We tend to start in the so-called honeymoon stage: excited to be here! However, most of us will sooner or later run into unpleasant surprises: our usual behaviors don't seem to generate the reactions we expect them to have. And not only that, but people around us behave in ways that we find hard to interpret, or even to predict. The ensuing psychological stress is the crisis of culture shock. We will have to arrive at an understanding of our new cultural environment to work our way out of it.

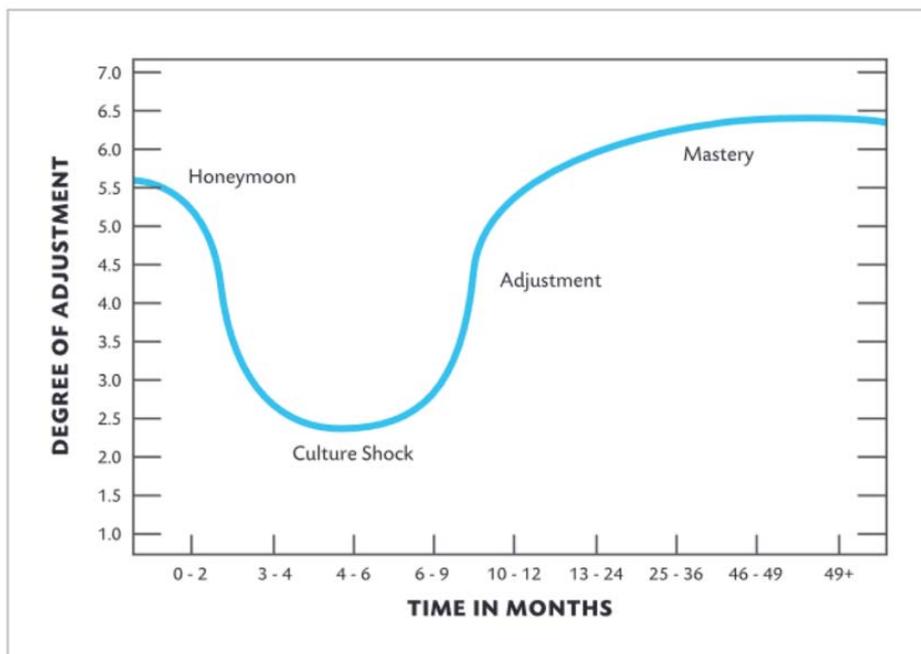


Figure 1: U-curve model by Lysgaard

Source: Marek Kocak, *Management of cultural shock*



Your home culture and Finnish culture

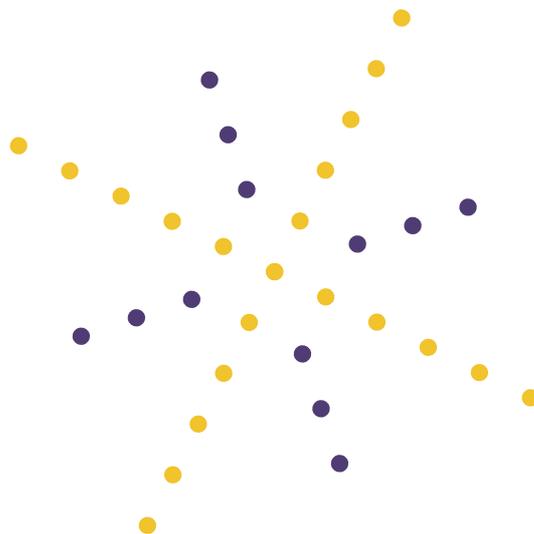
Look in more depth at the Iceberg model of culture:

1. Can you describe visible parts of your own culture? What might a visitor to your country notice to be part of your home culture?
2. What about your own culture's invisible parts? Are you aware of your own culture's values, beliefs, or assumptions?

Next, think of the Finnish culture

1. Which visible parts of Finnish culture are you aware of already?
2. Do you have any knowledge of deep Finnish culture (i.e. values, beliefs, assumptions)?

Write your reflections down and think how much the visible and invisible parts of your own culture might affect the ways you experience the new culture and ways of behaving.





Culture shock and how to get over it. Or should you get over it?

Think of the time when you arrived in Finland / some other country that is not familiar to you. What were the most shocking things you discovered? What kind of feelings did you have? How did you get over those feelings? How long time did it take?

If you have returned to your home country for a holiday or longer period, what kind of experiences and feelings did you have then? Was there something surprising in your home country? Did you get a culture shock again?

Reflect your thoughts and share your memories with fellow students/friends/family members.



Start following Very Finnish Problems in Instagram, Facebook, Tiktok. Can you relate the things share in those channels?



**TOWARDS
WORKING LIFE**

Heikki's confusing pondering

Nothing is permanent!

- You always learn something from trying something new
- Don't think a career as a linear forward going process

Do what feels good and right for you!

- But remind yourself regularly of reality and cold hard facts!

It's pointless to think too much about "what if..."

- Learn from the past but look for the future!

Never underestimate the power of randomness

- You never know what event or person from your past may prove essential for your career!
- We are responsible for our actions but eventually, things go as they go

“
Nothing is impossible,
the word itself says
'I'm possible'!
-Audrey Hepburn-
”



Achieving your Goals



This exercise will help you to understand how your strengths can help you achieve your goals and how to overcome difficulties. There are two pages for this exercise, so you can think of two different goals. For example, one for your personal life and the other one for your career.

Goal :

Strengthening your goal

What strengths would support your goal?

How would it support your goal?

What actions will lead you towards your goal?

Challenging your goal

What weaknesses can impact your goal?

How would it affect your goal?

What strengths will support you?



Goal :

Strengthening your goal



What strengths would support your goal?

How would it support your goal?

What actions will lead you towards your goal?

Challenging your goal

What weaknesses can impact your goal?

How would it affect your goal?

What strengths will support you?

What's next?

Fill in the career planning template. The completed form helps discussion about your future career and related measures, such as information search needs, educational or job opportunities, or further career planning advice.

Career planning

Education

Dreams and interests

Skills and competencies

Strengths

Important job qualities

Life situation and health

Competence needs and development targets

Hobbies and leisure time

Future (education/job)

Attachment 1



Suggestion for the content of the mentoring programme



This suggestion for the content of the mentoring programme is based on the pilot organized by the University of Lapland in spring 2022 and modified based on feedback and development ideas.

The programme consists of six group meetings, peer-to-peer mentoring, personal career reflection, individual and group tasks, and meeting with employers. In the beginning, private meetings between students and the organisers should be organised where the aim of the programme and the general feelings of the participants can be discussed. In between, we highly recommend also organizing so-called office hours, where students can come and have a private discussion with the mentors.

One-to-one discussions between organizers and participants before the programme starts.

1

Let's meet and get to know each other!

Discussion of the purpose of the mentoring programme, how we understand mentoring, and little games on how to get to know each other.
Workbook pages: 7-14
Homework: page 12

2

Recognise your competence, knowledge and areas of expertise!

Discussion based on the homework - how relevant were the profiles?
Discussion of the importance of competencies and strengths in general and in working life.
Workbook pages: 15-23
Homework: page 29, commenting on the homework on the digital platform in between the meetings

3

Meet the working life mentors and hear their career stories

Two or three working life mentors present their career stories. Discussion based on the presentations
Homework: page 34, visiting the working life mentors in their workplaces.

4

Meet the working life mentors and hear their career stories

Two or three working life mentors present their career stories. Discussion based on the presentations
Homework: page 34, visiting the working life mentors in their workplaces.

5

Get to know the work culture in Lapland and in Finland

Discussion of the working culture in Lapland, job applications, cultural differences, and culture shocks.
Workbook pages: 32-33, 38-39, 44-45
Homework: page 40

6

Further career planning and possibilities of career coaching

Discussion of the future, how to apply for a job, and where to find career coaching.



Hopefully, this workbook has helped you to identify your competencies and strengths and how to use them when moving toward working life.

All the best for your future!

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LAPIN YLIOPISTO
UNIVERSITY OF LAPLAND



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2014–2020



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ympäristökeskus