

SwissSkills mission future Team - Your induction

Following this guide step by step is the most efficient way to familiarise yourself with mission future Team. All links in **bold and underscored** will take you directly to the respective webpage or document.

We recommend the following procedure: Read each section below, then click on the Tab of the Teachers Portal and implement what you just read. Come back to the guide and go on with the next section.

1. Get Started

1. Go to the tab **Create a new project**. In general: 1 project = 1 class. Exceptions are possible, e.g. the Test Project for this induction.
 2. Click on + to increase the number of participants to 5.
 3. Enter a name for your project, e.g. Test XYZ (in general, please use a fantasy name for your class).
 4. Click on **Create project** and then on to the tab **Manage your projects**, either on the navigation bar or on the window that opens after the project creation.
-

2. Fill out the visual questionnaire: Visual Implicit Profiler (VIP)

1. Click on **Edit** to open your project.
2. Go to a. and click on Download **List of Access Codes** in Excel format and open the file:
 - Select a code and write your name in the corresponding "Name" column.
 - Copy the corresponding access code. It will allow you access to the visual questionnaire.
 - Click on the URL to the VIP and fill out the questionnaire as instructed. You may also use the link to the VIP that you will find under «Manage the Code Name project b.»
 - Please use a PC or tablet (no mobile phone)!
 - Once you filled out the questionnaire, come back to this document before continuing.

List of access codes for filling in the VIP questionnaire and to get to the class website					
Group name	Example Class				swiss skills mission future
Date	9/29/2023				
Participants	5				
Pos.	Code	URL Visual Implicit Profiler (VIP)	Pseudonym	Name	URL class website
1	keeau5	https://service.psyfiers.ch/psyfiersagmft266/675		Hannah Mustermanr	https://mission-future.com/ch/266/675
2	ihrmzn	https://service.psyfiers.ch/psyfiersagmft266/675		Hans Musterfrau	https://mission-future.com/ch/266/675
3	e7dzvp	https://service.psyfiers.ch/psyfiersagmft266/675		N.N.	https://mission-future.com/ch/266/675
4	v8bwnz	https://service.psyfiers.ch/psyfiersagmft266/675		N.N.	https://mission-future.com/ch/266/675
5	bqnwff	https://service.psyfiers.ch/psyfiersagmft266/675		N.N.	https://mission-future.com/ch/266/675

3. Study the result generated by the VIP: your personal strengths profile

- As a participant, you have received an e-mail with links to your personal strengths profile and to the two worksheets **My soft skills** and **SwissSkills Champions**. Your learners will receive the same once they filled out the VIP. We will come back to the worksheets later.
- As a teacher, you have access to all the profiles generated within your project on the Teachers Portal. As described in section 2.2 above click again on Download **List of Access Codes**. You will find your own Pseudonym (4) on the list. By clicking on it, you are able to open your strengths profile. Whenever an access code has been used, the Pseudonym (linked to the corresponding profile) will be shown here.

List of access codes for filling in the VIP questionnaire and to get to the class website					
Group name	Example Class				swiss skills mission future
Date	9/29/2023				
Participants	5				
Pos.	Code	URL Visual Implicit Profiler (VIP)	Pseudonym	Name	URL class website
1	keeau5	https://service.psyfiers.ch/psyfiersagmft266/675		Hannah Mustermanr	https://mission-future.com/ch/266/675
2	ihrmzn	https://service.psyfiers.ch/psyfiersagmft266/675		Hans Musterfrau	https://mission-future.com/ch/266/675
3	e7dzvp	https://service.psyfiers.ch/psyfiersagmft266/675		N.N.	https://mission-future.com/ch/266/675
4	v8bwnz	https://service.psyfiers.ch/psyfiersagmft266/675		N.N.	https://mission-future.com/ch/266/675
5	bqnwff	https://service.psyfiers.ch/psyfiersagmft266/675		N.N.	https://mission-future.com/ch/266/675

- To distribute the links and the access codes to your class, we suggest that you upload the list of the class members on the Excel list and distribute the list to the class. If you are concerned about class members knowing each other's access codes for reasons of confidentiality, please only assign the appropriate line of the Excel list to one class member at a time. The allocation of codes to class members is internal to the class. Only the pseudonyms chosen by the students will appear externally on the website. Only you and the respective learner will know, which pseudonym the learner has chosen.
- Before looking at your profile, please watch the **VIP tutorial video** (see also Downloads section). This explains the foundations of the VIP as well as its potentials and limitations.
- Once you watched the video, read carefully your personal profile and in parallel fill out the worksheet **My soft skills** (which you have also received by e-mail or can find in the downloads section). Please follow the instructions on the profile and the worksheet. The same procedure will apply to your learners. Once you have filled out your worksheet, please come back to this Induction.

5. Once you watched the video, read carefully your personal profile and in parallel fill out the worksheet **My soft skills** (which you have also received by e-mail or can find in the downloads section). Please follow the instructions on the profile and the worksheet. The same procedure will apply to your learners. Once you have filled out your worksheet, please come back to this Induction.
-

4. Create your personal web profile and discover the SwissSkills Champions

1. Back to your project on the teachers portal, either go to the Excel file “List of access codes” and click on the URL class website (5) or click on the same link under c.

d. Link to access the class web page

To see an example of a class web page, click [HERE](#)

The following link takes you to the class web page. By clicking on the «Learner login» button at the top right of the page, learners can fill in their preferred strengths and professional roles.

<http://www.exampleclasslink.co.za>



2. On the top right of your class website click on the button “**Learners login**”. Insert your access code (as used for the VIP) and follow the instructions. By validating the choice of your 3 preferred strengths and 3 preferred professional roles, you will create your own web profile. There you will find SwissSkills Champions that prefer some of the same strengths and professional roles as you. Click on at least one of the SwissSkills Champions profiles and find out more about the Champion (do not forget to look at the videos).
 3. Open and read the worksheet **SwissSkills Champions** (which you have also received by e-mail or can find in the downloads section). Select a video that you would like to recommend, but do not yet include it on the class webpage (see 6. below).
-

5. Go through the PowerPoint presentation “Introduction to the Project”

We have prepared two presentations for you, one to assist you in introducing the project to your class and one to assist you in explaining the strengths and soft skills approach of mission future. To

allow you adapting them to your liking, they are in an open PowerPoint format. The presentations are self-explanatory. Whenever a further explanation is needed for a slide, you will find it in the **Speaker notes** below the slide.

For your ease of use, we have also compiled all **Speaker notes** in a Word document that you can also find in the Downloads section.

PowerPoint: Introduction to the Project

1. The presentation **Introduction to the Project** will assist you in introducing the project to your class. It includes slides on the background, the goals and the processes of mission future Team, which you may adapt to your specific needs. Please go through this presentation next. Then come back to this page.

6. Explore the class webpage

Via the **Learners login** (see 4.2 above), each learner can enter his or her access code, choose an icon and select the preferred strengths and professional roles. All learners will then find their icon and pseudonym on the class homepage from where they can reach their personal webpage.

Important: Please note that the learners are allowed to choose from all available strengths and roles. If for any reason a learner wishes to select other strengths or roles then he or she determined up to this stage, we strongly believe that this must be possible. Please make sure that the learners are aware of the fact that their own, carefully taken decision should always prevail.



1. The **word cloud of strengths** and the **collage of images of the whole class's favourite professional roles** help to highlight the similarities and differences between the learners and give a good overview of a class' preferences and ease of perception and decision-making.

1. The **word cloud of strengths** and the **collage of images of the whole class's favourite professional roles** help to highlight the similarities and differences between the learners and give a good overview of a class' preferences and ease of perception and decision-making.
2. The **Inspiration** section allows the learners to recommend a video of a CHAMPION who has particularly inspired or impressed them. Go to your own class website (see 4.1 above) and recommend one video to see how easy this is. Discovering some of the Champions by using this worksheet, is one of the homework tasks that you may assign to your learners.
3. The section **My SwissSkills** shows a number of links where you and your learners can find more information on SwissSkills and on the best way to register for a competition.

In the following presentation "The success of We is a decision!" you will find suggestions on how to use these three elements.

7. Go through the PowerPoint presentation "The success of We is a decision!"

In the following presentation, we first explain the foundations of **mission future Team**. We then address the preferred strengths and professional roles of your class. Next, we show the importance of strengths and their application in successful teamwork, using the SwissSkills National Team as a reference and role model. The final slides show what should happen next and how the teams should deal with their workshops on the interactive development platform.

PowerPoint: The success of We is a decision!

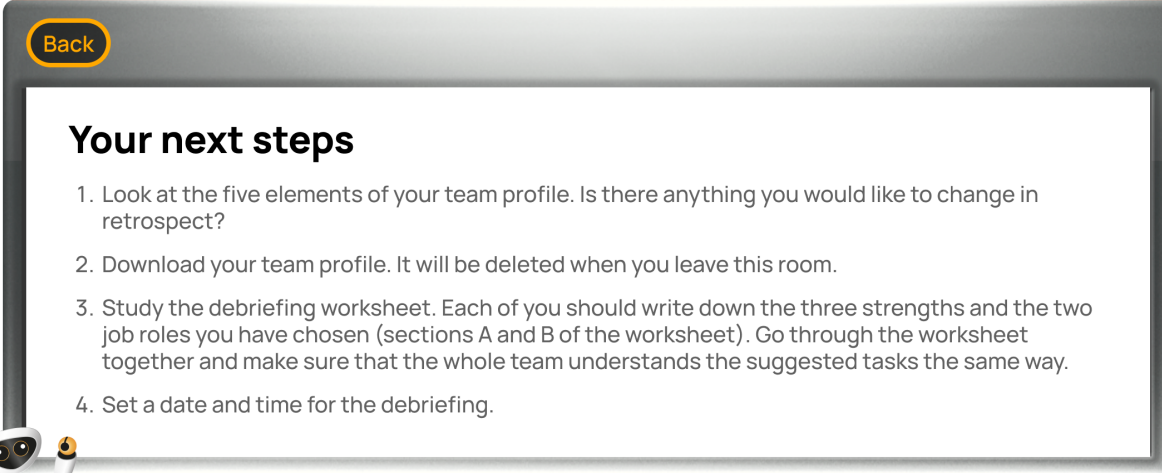
1. Go through the presentation **The success of We is a decision!** and then come back to this induction.

8. The interactive team development platform

The dynamic, **interactive team development platform** helps the learners to develop a better understanding of their soft skills in the context of a project or group work. Any form of group work in which the learners can and should use soft skills for the success of the team is suitable. The video in the presentation **The success of We is a decision!** (section 7 above) gives you an overview of the functionalities of the platform. To not spoil the surprise, we do not show all the

group rooms in this video. However, you as a teacher certainly wish to know what happens in this workshop from a content point of view. The following video will explain what tasks the teams are requested to fulfil in the eight group rooms.


And here is a copy of the instructions that the teams are shown at the end of the workshop.



Back

Your next steps

1. Look at the five elements of your team profile. Is there anything you would like to change in retrospect?
2. Download your team profile. It will be deleted when you leave this room.
3. Study the debriefing worksheet. Each of you should write down the three strengths and the two job roles you have chosen (sections A and B of the worksheet). Go through the worksheet together and make sure that the whole team understands the suggested tasks the same way.
4. Set a date and time for the debriefing.



9. Adapt mission future Team to the needs of your class

You are free with regards to the implementation of mission future Team in your class. You can

- split the work to be done in class and at home as you wish.
 - adapt the presentations and tasks (e.g. number and mix of SwissSkills Champions to be looked at; debriefing process) as you see fit; modify, delete or add slides.
 - adapt the self-recognition process to the level of the class and the time available. For example, you can ask your class to focus mainly on the imagery of strengths and professional roles. See also section 10. Bonus feature: Download VIP profiles.
 - use the interactive team platform as often as you wish. The more often apprentices need to select their soft skills for a particular task and agree on a common approach as a team, the more effective mission future Team will be.
-

10. Bonus features

Under “**Manage the Code Name project d. Bonus feature: Download VIP Profiles**” you will find different options to download the strengths profiles of your class. This feature is mainly of interest if you wish to use all the profiles or parts of them (i.e. the strengths and professional roles) in a print version.

Under “**Manage the Code Name project e. Bonus feature: Learner > Teacher profile converter**” you may insert your own VIP access code and obtain a Teacher Profile.

While the profile is the same as your participant profile, you will find more information and explanations on the strengths profile in the sections marked with the i symbol.

d. Bonus feature: Download VIP Profiles

Download all complete VIP profiles of a project:

↓ **All Complete VIP profiles in one PDF**

↓ **All Complete VIP profiles in separate PDF**

Download the strengths profile (1 page) of each learner:

↓ **All strength profiles in one PDF**

↓ **All strength profiles in separate PDF**

Download the profile of the professional roles of each learner:

↓ **All professional role profiles in one PDF**

↓ **All professional role profiles in separate PDF**

e. Bonus feature: Learner > Teacher profile converter

The **Teacher profile** provides you with more in depth information on the strengths profile.

Insert your VIP access code to convert your profile!

Convert

11. Next steps: Booking & managing the Mission Team workshops

Please go back to the main menu of the Teachers Portal and in the section User Guides click on the link **Booking & managing the Mission Team workshops**.
