

2.1.1. Technical Sheet Individual Contract

Activity Identification	Dimension	Number of Participants	Duration (minutes)
1A Individual Contract	Pre-tools	1 – 12	10 – 15

The aim of the activity

The **Individual Contract** is one of the pre-activities in the programme.

The role of the facilitator is to give the participants an introduction to, and to enable reflection on, expectations and goals for participation in the global L2W programme or a selection of activities.

The Individual Contract explores the individual's perceptions, expectations, and preferences to the programme, as a way to enable reflection and enhance the sense of commitment to the programme.

Reflecting on one's own perceptions, expectations, preferences, and commitment before starting a new process in life, enables each participant to have a clear idea of where they are heading, why they are going there, and how. This knowledge can serve as a motivation for active participation, contribution and creating ownership in the process. This is a necessary step to achieve the goals they have set out for themselves.

When working with a group of participants it is beneficial for the overall group dynamics, to let each participant share one or two of their reflections. When expectations and goals are shared, it boosts the sense of community and commitment, because the participants have the possibility to motivate and support each other.

Preparation

Print out one **1A Individual Contract** for each participant.

Instructions

Before starting a process of reflection, make sure the participants have a good idea of the content and the overall focus and purpose of the activity or programme.

1. Hand out the **Individual Contract** to the participants and give them 10 to 15 minutes to fill it out by answering the questions.
2. When the contract has been filled out, go through the questions together, either in the group or with the individual. This makes room for noticing any possible misunderstandings and possible adjustments.
3. When each participant is clarified about his or her Individual Contract, you both (participant and facilitator) sign it, and thereby commit to the upcoming process together.

Suggestions

Going back to take a look at the Individual Contract during the programme enables the participant to keep track of his or her development, as well as focusing on the goals he or she has set for him/herself.

Keep a copy of each Individual Contract. This enables the facilitator to return to the contract at any time.

Source / Links / Further information

If you would like to know more about autonomy motivation: Motivation and Self-determination by Deci and Ryan (2000). More information on how to distinguish between perceptions, expectation, and preferences based on the work of Tinsley et al. (1988, quoted in Shivy & Koehly, 2002, p. 41).

Actual version of this tool can be found here: <https://live2work.eu/go/individual-contract/>

PRE
TOOLS