|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ONTWIKKELLIJNEN persoonlijke ontwikkeling en beroepshouding** | | | | | | | | | | | | | | | | | | | | | | |
| Naam: | | |  | | | | | | | | | | |  | | | | | | | Klas: |  |
|  | | |  | | | | | | | | |
| 0 meting door leerling | X |  | Datum: | | | |  | | | | | | |  | | |  | | | | | |
| 1ste gesprek code | A | Datum: | | | |  | | | | | | |
| 2de gesprek code | B | Datum: | | | |  | | | | | | |
| 3de gesprek code | C | Datum: | | | |  | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | |
|  | | | A | | | | | | B | | | | | C | | | | | | Opmerking | | |
|  | | | niet | soms | vold./regelm.m. | vaak | | altijd | niet | soms | vold./regelm.m. | vaak | altijd | niet | soms | vold./regelm.m. | | vaak | altijd |
| **ALGEMENE ONTWIKKELING** | | |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  | | |
| **1. Verantwoordelijkheid** | | |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  | | |
| \* doen wat je zegt | | |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  | | |
| \* afspraken nakomen, | | |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |
| \* eigen doen en laten verantwoorden, | | |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |
| \* ethisch en integer handelen **(F)** | | |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |
| *(betrouwbaar, eerlijk, geloofwaardig)* | | |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |
| \* ……………………………………… | | |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |
| **2. Zelfinzicht / reflectievermogen** | | |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  | | |
| \* weten wie je bent en wat je kunt, | | |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  | | |
| \* jezelf de spiegel voorhouden, | | |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |
| \* kwaliteiten én leerpunten herkennen | | |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |
| \* ……………………………………….. | | |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |
| **3. Plannen en organiseren.** | | |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  | | |
| \* gebruik agenda / bijhouden voortgang | | |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  | | |
| \* planning maken en op schema blijven | | |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |
| \* materialen en middelen inzetten (L) | | |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |
| \* plannen en organiseren (Q) | | |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |
| \* ……………………………………….. | | |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |
| **4. Assertiviteit** | | |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  | | |
| \* voor jezelf en anderen opkomen, | | |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  | | |
| \* mate van zelfvertrouwen, | | |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |
| \* kan overtuigen en beïnvloeden (H) | | |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |
| \* ……………………………………….. | | |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |
| **5. Omgaan met kritiek / feedback** | | |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  | | |
| \* kritiek accepteren en er leerpunten uithalen | | |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  | | |
| \* feedback krijgen én kunnen geven | | |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |
| \* ……………………………………….. | | |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |
| **KLANTGERICHTHEID** | | |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |
| **6. Persoonlijke presentatie** | | |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  | | |
| \* er verzorgd uitzien, | | |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  | | |
| \* representatief voor opleiding / bedrijf | | |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |
| \* uitstraling passend bij de situatie | | |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |
| \* (jezelf) presenteren (L) | | |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |
|  | | |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |
| **7. Sociale vaardigheden** | | |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  | | |
| \* omgang met: | | |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  | | |
| medeleerlingen, klanten, leidinggevenden | | |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |
| \* aandacht en begrip tonen (D) | | |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |
| \* relaties bouwen en netwerken (G) | | |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |
| \* ………………………………….. | | |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **8. Hulpvaardigheid** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| \* dienstverlenende instelling. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |
| \* vakdeskundigheid toepassen **(K).** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| \* op behoeften en verwachtingen van |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| de klant richten **( R ).** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| \* ……………………………… |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **9. Communicatie** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| \* de taal gebruiken die past bij de |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| situatie / omgeving. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| \* verstaanbaarheid. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| \* houding. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| \* kunnen luisteren. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| \* formuleren en rapporteren **(J).** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| \* ………………………………… |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| BEROEPSHOUDING |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **10. Werkhouding** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| \* inzet en motivatie. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| \* werktempo. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| \* concentratie. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| \* lerende houding **(P).** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| \* kwaliteit leveren **(S).** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| \* instructies en procedures opvolgen **(T).** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| \* gedrevenheid en ambitie tonen **(W).** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| \* bedrijfsmatig handelen **(Y).** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| \* ………………………………… |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **11. Samenwerken** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| \* werken aan een gemeenschappelijk |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| doel. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| \* collegialiteit. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| \* samenwerken en overleggen **( E ).** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| \* ………………………………… |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **12. Initiatief en zelfsturing** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| \* uit jezelf iets aanpakken, |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| \* actief en ondernemend. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| \* beslissen en activiteiten initiëren **(A).** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| \* analyseren **(M).** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| \* onderzoeken **(N).** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| \* creëren en innoveren **(O).** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| \* ondernemend en commercieel |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| handelen **(X**). |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| \* ……………………………… |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **13. Flexibiliteit** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| \* soepel zijn zonder je eigen grenzen te |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| overschrijden. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| \* omgaan met veranderingen. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| en aanpassing **(U)**. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| \* met druk en tegenslag omgaan **(V).** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| \* ……………………………… |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |