Title of Tool: 1st PERSONAL COUNSELLING SESSION	
Aim of the Tool	The tool is in line with the formal guide issued by the Greek National Organisation for the Certification of Qualification & Vocational Guidance: 1st part refers to beneficiary's self- profiling 2nd part records consultant's evaluation 3rd part records the consultant's overall comments based on the interaction with the beneficiary. The tool helps the consultant to think and to act for the benefit of the trainee.
Materials necessary to use the tool (ex. Whiteboard, pen and paper, room with chairs in a circle, internet connection, computer or mobile phone etc.)	Filled in by the consultant during talking with the trainee; Can be filled in on paper or digitally, however the trainee has to agree with the contained in the document which is verified by their signature at the end of the doc.
Involvement of other people (for example teacher, company tutor, parents etc)	The mentor – consultant – trainer discusses with the trainee throughout the procedure.
Link for the tool (online link for example)	NA
Indication on how to use the tool	Used at consultancy sessions before the start of the training, during the reception of the trainees. The session has to be on a one-to-one basis (consultant – trainee) and proposed to be filled in by the consultant during an open discussion with the trainee. ✔ The tool is simple and easy to use ✔ The tool can be adapted it in different contexts and or countries

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