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Methodology for the Use and Creation of Customised Concept Maps

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Annotation

The methodology for the use of concept maps has been developed to support the effective use of this tool in different types of organisations, especially in industrial enterprises, but also in employment offices, employment agencies, secondary and vocational schools and in the field of career guidance. Concept maps are a tool that allows key concepts in the field to be defined, making it much easier to learn processes and terminology. The methodology focuses on concrete applications in practice and offers concrete examples of how the maps can help in the daily activities of different institutions. In industrial enterprises, for example, they facilitate the integration of new workers, including young foreigners, into work teams. Concept maps facilitate communication with new employees with different mother tongues in the workplace and increase the effectiveness of teamwork. In career guidance, employment offices and schools, concept maps can help young people better navigate the labour market.

The methodology also provides guidance on how to tailor concept maps so that companies can adapt them to the specific needs of their employees and offers concrete tools for their creation and implementation. The methodology includes tools for practising professional terminology (e.g. Google Forms) and recommended graphical tools for creating visual concept maps, such as Canva. This methodology is a valuable material for all those who want to contribute to improving communication and integration of foreigners and young workers in various work processes.

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