

Keys to Employability

Soft skills development for empowering young people



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Project Description

Educational systems in contemporary Europe are facing many difficult challenges. Every year many young people graduate from high-school or university with an often high level of theoretical knowledge, but at the same time they lack practical skills that are essential on the labor market. As we live in a time of economical crisis and the unemployment rate among young adults is alarmingly high, many of those graduates struggle to find a job and are not able to start a successful career.

As this problem has been widely acknowledged among organizations working with unemployed young people, there are various projects helping them developing competences essential in the process of entering a labor market. However, in many cases the youth workers still focus on hard competences and do not pay enough attention to developing soft skills, which are equally important. We believe that young people can become much more successful both in personal and professional life when they master certain set of social abilities.

The Training Course gathered youth workers and leaders and provided them with an opportunity to explore and experience some new methods of developing soft skills that can be used while working with youngsters in their local communities. During the training they tested several practical tools that aim at fostering various skills and abilities, such as teamwork, leadership, effective learning and others. Moreover, participants designed and tested some new methods that can be used in their everyday work. This paper is the product of these sessions and includes tools and project ideas created during the workshops.



This project was supported by European Commission

Tools

Intercultural Competence

Human Library

Objectives:

- Overcome stereotypes
- Widen horizon
- Against discrimination

Description

Project against discrimination and stereotypes.

Imagine every single person as a book. Every book is different and interesting. There are different people with different backgrounds, for example: atheist, muslim, someone with a disability and etc. People are free to visit each of them and have a conversation and to ask questions and etc.



Intercultural Lunch

Objectives

- Organise the free time
- Teach Students how to cook healthy food.
- Teach students foreign recipes.
- Give opportunity to try new meals.

Description

The menu pre-defined (recipes e.g. wraps, falafel, Italian, German food). Staff starts preparing the food and the pupils are invited to join and help. Healthy e.g. fresh salads, home-made sauces, everything homemade, organic ingredients.

This project was supported by European Commission

Tools

Leadership Skills

Get Your Share (a simulation game)

Objectives:

To develop

- Leadership skills
- Communication skills
- Social skills
- Presentation skills
- Language skills
- Persuasive skills

Description:

People have to divide the inheritance. Everyone gets a card (secret) with the task. The task is to complete the mission written on the card related to inheritance sharing. The task may include f.e. to persuade another participant to give his share. The purpose is to reach the consensus as soon as possible as the inheritance gets less every 15 min. by 10-15%.

Debriefing Questions:

How did you feel while playing?
 Why did you agree/ disagree to give your share?
 Which role would be more comfortable?

Materials and hand-outs:

The cards with the tasks (The cards may include additional tasks possible moderations.)

Authors: Dasha, Alena Alisa, Zaza, Adrian

Team work skills

TREASURE HUNT

Objectives:

To build connection between the team members, improve their communication skills and to boost team spirit

Description:

The group is split into 3 teams. The team members get blindfolded except for one, the "communicator". The team cannot speak, they are only allowed to use non verbal communication. The team stands in line (one after another) with the communicator at the end. Their task is to find hidden "treasure". The common aim of the group is to collect all treasures and to put them together. Time frame: 5 min for intro, 5 min strategy planning, 10 min treasure hunting, 5 min to put the treasure pieces together

Materials and hand-outs:

Blind-folds, "treasures", space

Authors: Elena Blidari, Diana Grosu

Date: 13.09.2015

Tools

Team work skills

TWISTER GAME

Objectives:

To build connection between the team members, improve their communication skills and to boost team spirit.

Description:

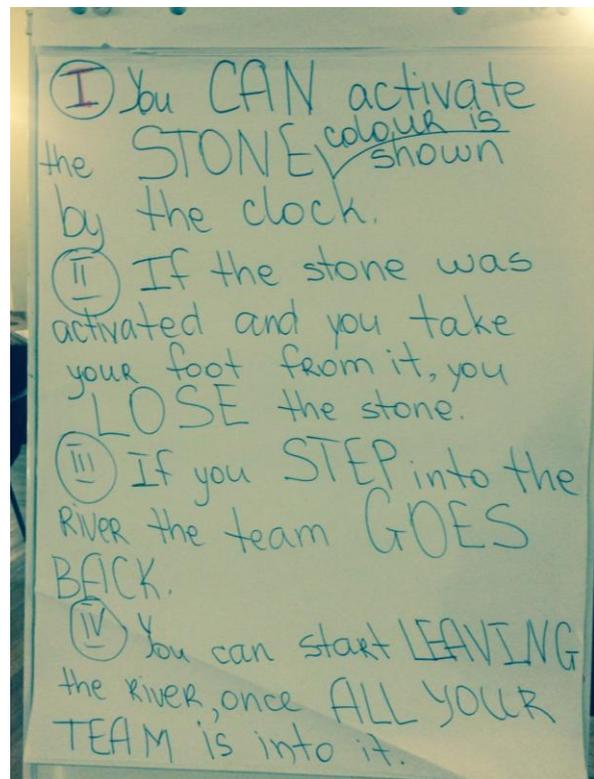
The team should cross the river

1. You should activate the "stone" of the color shown on the clock (by stepping on it or touching it)
2. Once you have activated the stone and you take your foot from it you lose the stone
3. The team members can leave the river after all the members are in the river
4. You have a blind-folded person and a person who doesn't hear
5. Once someone steps into the river, the whole team goes back

Timing: Intro: 5 min., Strategy planning: 5 min., Crossing - 25 min

Materials and hand-outs:

Tape, "stones", clock, blind-folds



Debriefing Questions

How was it to work in these circumstances?

Was the strategy efficient? Was the communication efficient?

What would you improve?

What was your role in the process?

What skills did you use?

Tools

Digital skills/ social media for youth

Social Media for Social workers

Objectives:

To equip youth workers with tools on encouraging young people to participate

in carrier planning events using social media

Description:

Workshop on social media and promoting participation divided into 3 stages (at least 1 week between each meeting)

1. Concrete software skills (input): participants get theoretical input + examples on using SM fort encouraging participation. Participants get homeworkto make online research on succesfultools for online promotion of participation.
2. Strategy planning: participants come

Debriefing Questions:

1. What is the importance of SM? How can it be used for increasing participation?
2. Strategy planning: what you have to focus on during the planning of promotion.
3. Summing up: What went good? What went wrong? What are the benefits of using SM for increasing participation?



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Tools

Motivation

Motivation game

Objectives:

Show that they have many possibilities
Give opportunity to feel success.

Description:

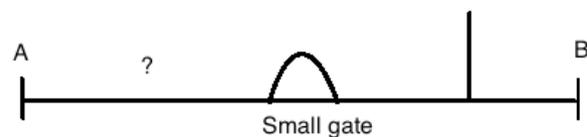
We create groups of: blinded, unhand, people who can't speak. Then give them simple task

One is blind: Motivator

One cannot use his/her hands: leader

One can't speak: responsible for helping

And then they have to cross a field with some different challenges (see picture).



Debriefing Questions:

What did you learn? What was your motivation? What did you feel?

Motivate speech of instructor: they succeeded even with so many difficulties
Metaphor of coming from A-B

Policy Recommendations

Work on Suggestions for National Youth Programme

Objectives:

To prepare suggestions for the new programme period

To underline the key issues which should be solved during the new programme period.

To advocate the needs of youth in front of the government.

Description:

Getting to know the old youth programme of the ministry in details, its results. Close look on national documents for youth development and youth support. European and international documents in the youth field and policy

Brainstorming on youth problems based on experience and knowledge about current situation. Defining target groups, defining priorities, defining concrete actions to achieve the realisation of priorities.

Debriefing Questions:

Questions connected with the current youth work and challenges in front of young people.

Questions connected with objective activities and their effectiveness.

Questions connected with the possibilities for cooperation between government and NGO sector in implementing the programme.

Materials and hand-outs:

Official documents, strategies, examples of proposals.

Tools

Preparing for a job interview

Job interview

Objectives:

To simulate real job interview process. To prepare young people for their first interview. To gain knowledge through practice about job applications

Debriefing Questions:

preparation
state of mind and feelings while waiting for the interview
the interview itself (strengths and weaknesses)
the in-advance questionnaire about expectations and real performance
feedback from the employer representatives

Debriefing Questions:

How to write a CV according to the EU requirements
How to present yourself the best way possible without exaggerating.
Tips for the good motivation letter
- Format, structure, appropriate style, practice exercise

Materials and hand-outs:

Good examples of CV and ML downloaded from the EU websites

Description:

Preparing the application for the simulation
Sending in-advance questionnaire concerning the expectations about the future interview:

Who do you prepare for the interview?

How do you imagine the process of the interview?

How do you expect to present yourself on the interview?

Sending instructions to the participants - to bring their CV, motivation letter and to remember about the dress code

Every participant has an interview in front of 3 representatives of the employer:

supervisor, HR person, director of department. They give short questions to the candidates. Each interview is about 10 min. There are 10 applicants for one work place.

Announcement of the chosen applicant

How to write a CV and Motivation letter

Objectives:

To increase the employability potential of youths

Description:

Training that takes 3 to 4 hours according to the group.

- Presentation of the Europass CV showing models from interact and explaining how to write it properly.
- Practical writing of CV and reflection throughout checking each other's CVs.
- Presentation of ML from internet presenting different formats and ways to write it.
- Practical exercise writing + ML according to a job advertisement.
- Reflection in the group after checking each other's ML.

Projects

Ideas developed at the open space session

LET'S GROW TOGETHER YOUTH EXCHANGE

Needs: The need is to raise self-confidence and self-esteem.

Aim: To develop communicational skills in participants age 18-25.

Objectives: Develop skills, knowledge, and attitude.

Methods: Teambuilding, task, public speaking.

The activity will take place in Moldova with 8 countries.



IT SKILLS FOR EMPLOYABILITY

Needs: Lack of IT skills in youth work

Aim: To increase the level of IT skills among youth in order to facilitate employability

Objectives: To train 28 people in IT skills during 7 days lasting training course. To make the participants aware of IT programme possibilities. To create foundation of self-development amongst the participants to facilitate employability.

Methods: Case studies, tutorials, manuals, presentations

Implementation: logistics, computers, accommodation, food, transport, internet, case study

Evaluation: Feedback, youth pass certificate, case studies.

GIVING AND RECEIVING FEEDBACK TRAINING COURSE

Needs: to give better feedback, to cope better with feedback.

Methods: General session on positive and negative feedback, reflection groups, simulation game, feedback friend, emotional aspect, intercultural aspect of understanding feedback in other cultures.

Aim: Teach to youth workers feedback, but also to work with it back home. 5 partner countries and 5 programme countries. The project will take place in Armenia.

Contacts: Kasia (kasia.icird@gmail.com); Ivan (velial.mii@gmail.com)

This project was supported by European Commission

Projects

Ideas developed at the open space session

ST'ART UP

Aim: To increase awareness of using art in commercial way.

Objectives: 24 participants from 8 countries. To equip young people with skills and knowledge which will help them to start their own business or make their art activity profitable. To boost their self-confidence about their own art skills (talents). To help talented people to sell their ideas.

Methods: case studies, presentations, workshops on copyrights, creating creative CV, photoshop, testing online courses, sessions on art therapy, crowd funding, grants, youth loan opportunities.

Activities: Commercial use of art, visit galleries, exhibitions,

Implementation: Krakow cultural capital + art centres .Zakopane – place to find inspiration + strong wifi connection.

Evaluations: project start ups.

Profile of participants: Strong interest in Art: Music, visual art, craft, literature. Participants should want to turn their hobbies into business. Eager to cooperate with other artists.

SOCIAL MEDIA FOR SOCIAL WORKERS

Needs: People don't know how to use social media to promote their NGO and events.

Aim: to equip youth workers with digital skills, marketing knowledge

Objectives: To give knowledge of target groups and principles of working with them. To train them in basic principles of marketing. How to use social media as a tool to attract the attention of target group. How to increase publicity of NGO. Discovering and solving problems with promotion and use of social media. How to manage promotion of events. Creation and work with database. Presentation of different social media. Managing of daily context/promotion.

Activities: Presentation of different kinds of social media. Testing methods in the beginning of social media.

Methods: presentations, case studies, group work, testing, best practice, sharing, tool sessions, group discussions, practical exercises.

Place: With internet + computers.

Evaluation: feedback, youth pass

Projects

Ideas developed at the open space session

YOUTH FOR PEACE

Needs: ethnical, cultural, military political, racial, migration conflicts. Both latent, potential and current conflicts.

Aim: raise the awareness and train the needed skills for overcoming the conflicts.

Objectives: Form certain knowledge, competences and skills in conflict management, presentation and public speaking skills, Train the participants in conflict resolution.

Give the participants intercultural knowledge

Methods: discussions, simulation games open space, psychological theatre,

Implementation: youth workers, 25 participants + 3 trainers, 7 or 8 days. 7 from programme countries and 7 from partner countries.

Evaluation: feedback sessions, evaluation forms,



OUT OF YOUR COMFORT ZONE. CHALLENGE YOURSELF!

Description: Youth exchange Lack of motivation

Needs: Address the lacks of motivation and lack of awareness of active life style among youth.

Aim: To motivate young people to live a healthy life style and to provide them with the soft skills needed.

Objectives: Develop their team building, decision making, healthy life style, leadership skills.

Methods: route planning, strategy development, kayaking trip, hiking trip, activities during active sports sessions, outdoor activities, team work, time management, reflection and feedback,

Implementation: 7 days in Lithuania. 30 participants/ 3 trainers

Participants: 30 participants.

This project was supported by European Commission

Projects

Ideas developed at the open space session

ACTIVate YOURself

Youth Exchange, Erasmus+, KA1
 Target group: 18-25; 6 countries – 5 participants per country \4 participants+1 group leader\
 Dates: 9 days \8+1 for departure\
 Place: Struga, Macedonia

Needs: Here we will present a short statistics about activity of youth on national and European elections. Also, give some information about tendency in youth activity in social and political life.

Aim: To increase the citizen awareness of the participants about importance of their involvement in social and political life on national and European level.

Objectives:

- To inform young people about their rights and responsibilities as citizens.
- To encourage young people to identify problems in their communities and develop an approach to resolve the issue.
- To share good practices and experience of active citizenship in different countries.
- To promote diversity in active citizenship on European level.
- To understand the importance of social inclusion in multicultural society.

Methods:

- Simulation games, Forum theatre, Role plays, Discussions, Reflection groups, Problem-solving activities, Debate groups, Public speaking

Implementation:

- Island game, Secret Identity, Step ahead, Movie festival, Visit at local administration – municipality, local council, Energizers, Presentation of community problem or youth activity, Free time – visit of historical, cultural places, Intercultural evening, Mafia game, Mathematical game, Find your voice

Evaluation:

- Youthpasses, General feedback \questionnaires\
 Daily feedback \short reports by each country per day, Mobility tool



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NGO's

Name: Klubas Gamtos Ritmu
Country: Lithuania
Target Groups: Youngsters, community



Gamtos Ritmu

Aim:

- To involve young people into projects of environmental protection
- To activate young people in terms of active and responsible society
- To promote active way of living
- To promote volunteering

Activities:

- Projects protecting animal shelter
- Kayaking trips for increasing environmental responsibility
- Projects to support local community
- Projects to support civil society

Representatives: Virginija Jaroseviciute and Donaldas Valiulis

Contacts:



Representatives: Vania Bozhilova and Tsvetie Harlin

Contacts:
facebook.com/BulgarianYouthForum

Name: Bulgarian Youth Forum

Country: Bulgaria

Target Groups: young people between 16 and 30 years old.
 different specialist above 30 years old

Aim:

- To support young people to implement and gain new knowledge and skills, making them socially active

Activities:

- Group trainings
- Erasmus + exchanges and trainings
- Students practices
- Private consulting

Interests: Youth unemployment, Youth entrepreneurship, Non-formal education, Intercultural exchange, Vocational trainings

NGO's

Name: Caynex

Country: Georgia

Target Groups: Ethnic minorities, Foreign students, young people (students and pupils)

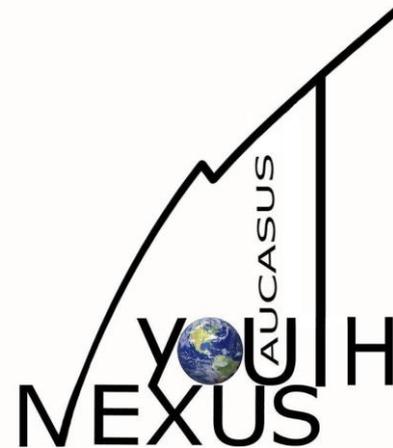
Aim:

- Protecting rights of foreign students
- Non-formal education for ethnic minorities
- Peace building between young people in Caucasus

Activities:

- Center for foreign students right protection and integration
- Branch of "Masterpeace" in Georgia, peace building with arts

Seminars for young people from regions (social-political)



Representatives: Luka

Miruashvili, Nika

Antelava, Alisa

Sulamanidze

Contacts:

Caynex.ge

caucasusyouthnexus@g

mail.com

Name: Volunteers Centre Skopje

Country: Macedonia

Representatives: Ajrina

Target Groups: Youth (any shape, size & color)

Aim:

- Promote the idea of volunteerism
- Intercultural communication
- Youth participation
- Personal development

Activities:

- EVS
- Non-formal education training courses
- Youth exchanges
- Youth camps

Promoting European values, Conflict resolution, Skill development events, Intercultural communication

Representatives:

Ajrina Mann

Contacts:

Vcs.org.mk

Vcs_contact@yahoo.com

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NGO's

Name: KURO

Country: Czech Republic

Target Groups: 18-30 years old

Aim:

- to raise awareness about volunteering as a real life and work experience

Activities:

- Erasmus + activities (EVS sending, hosting, coordinating)
 - Seminars, training courses, presentations, workshops, youth exchanges
 - Language to go, national cuisine
 - EVS - capacity for 3 people per year
- Festival of street music

Representatives: Radek

Everos

Contacts:

Kuro.cz

Olga.tarasova@kuro.cz (EVS and E+)

Lukas.valek@kuro.cz (EVS and E+)

Petr.jankovsky@kuro.cz (Culture)

Name: AEGEE

Country: Poland

Aim:

- Empowering students and young people in Europe to take an active role in society
- Strengthening mutual understanding and bringing Europe closer to young people

Activities:

- Intercultural exchange
- Personal development and non formal education
- Thematic projects
- Summer camps

Representatives:

Magdalena Kortas

Contacts:

Aegee.gdansk.pl

Fb.com/AegeeGdansk

NGO's

Name: Office for Initiatives Promotion

Country: Belarus

Target Groups: Youth

Aim:

- Promote better quality of life
- Promote development of humanities and educational values

Activities:

- Trainings
- Youth exchanges
- MINTMUN (Modeling United Nations)
- EVS
- Workcamps

Representatives:

Ivan Makarov, Dasha Miron, Alena Ignatovitch

Contacts:

Ngo-oip.by

Name: Center for Community Mobilization and Support (CCMS)

Country:

Target Groups: Community, Youth, Local self-government

Aim:

- To unite and develop civil society

Representatives:

Marine Blbulyan

Contacts:

Armccms.org

Fb.com/CenterForCommunityMobilizationAndSupport

NGO's

Name: Cafe Shulertreff (Youth Center)

Country: Germany

Target Groups: School children from the local schools

Aim:

- Help school children spend their free time in a productive way

Activities:

- Breakfast before school
- Homework supervision and help
- Healthy cooking
- Free-time activities
- Learning together
- Advising parents
- Boards games
- School support
- Intercultural cooking

Sports/Excursions

Representatives:

Marta Antonova

Contacts:

marta.antonova@gmail.com

Name: Millenium

Country:

Representatives:

Target Groups: Youth, Youth workers, NGOs, Local authorities

Aim:

- Promoting long term socio-economical and judiciary development that will raise the humanity level

Activities:

- Common platform that unites people busy with promoting the concept of collaboration
- Summer camps
- ToTs
- Youth activities

Representatives:

Elena Blidari, Adrian Nacu

Contacts:

Millenium.md

NGO's

Name: Association of Business Women from Balti
Country: Moldova
Target Groups: Youth

Aim:

- Increasing employment and entrepreneurship skills, gender equality

Activities:

- Helping business start-ups
- Social entrepreneurship
- Fighting corruption
- Sports/Excursions

Representatives:

Diana Grosu

Contacts:

afabalti@yahoo.com



Representatives:

Areg Tadevosyan,
 Jonas Sidenius, Kasia
 Kowalska

Contacts:

Intercultural.center
 kasia.icird@gmail.com

Name: ICIRLD

Country: Armenia

Target Groups: Youth, Youth workers,
 NGOs, Local authorities

Activities:

- Expeditions and study visits to India, Nepal, Cambodia etc.
- Collecting videos, photos, texts and other materials and presenting it in Armenia
- Trainings, Seminars, production of educational materials in Armenia
- EVS (hosting, sending, coordinating).
- Support to regions and rural communities development

Interests: Personal development,
 Intercultural learning, Social
 entrepreneurship, Rural development