



Curriculum for training course on transversal / soft skills for women at risk of social exclusion – WhomeN Project

Project n°: 2017-1-ES01-KA204-038221

Duration: 25 hours / 5 sessions

1. Introduction: Purpose of the programme

The WhomeN transversal / soft skills for adult women at risk of social exclusion curriculum aims to provide adult women learners with the information, knowledge and skills to increase their abilities and opportunities to obtain employment.

This training programme has been developed by the Erasmus+ project WhomeN. It will develop a integrated set of methods on transversal / soft skills for women with fewer opportunities. The programme has been designed by the professional from Adult Education from each of the region covered by the project. This training programme is based on a protocol for the self-assessment of soft skills and transversal competences as established on the EU guidelines (for validation and recognition), ECVET and EQAVET tools. All tools and documents produced within Whomen Project are available for further information [here](#).

2. Course Length / Intended participants:

It is intended that this course should be delivered over 25 hours through face-to-face learning sessions. The programme is presented as 5 sessions under eight units on transversal skills and three additional units: [Introduction of WhomeN project and methodology – Cultural diversity and gender equality - Evaluation/conclusions](#).

Each session is about 3 units and has an intended length of 5 hours of learning. Each unit will be implemented by a series of practical participatory methods and brief theoretical explanations. The ratio of the course delivery in a face-to-face format depends on the trainer assessment of the needs and educational level of the learners, but a maximum of 15 women is advisable.

The course is intended for unemployed adult women from age 18 to 45+ who are seeking employment. It is intended that each woman will complete a soft skills assessment using the Self-assessment tool developed within the WhomeN project at the beginning of the course with the assistance of a job advisor/counsellor/mentor to determine their strengths in soft skills and those in which they need further strengthening and learning. After this evaluation women may choose if they participate in the training courses to improve those transversal / soft skills they need further strengthening in terms of their own needs analysis.

This self-evaluation was created by WHOMEN Project –Active Socio-occupational integration of Women at risk of social exclusion through the recognition of competences and learning soft skills in order to offer New professional opportunities at home society.

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3. General Methodology:

Our methodology is based in Constructivism as basis¹. It means people construct their own understanding and knowledge of the world, through experiencing things and reflecting on those experiences.

In the training sessions, the constructivist view of learning can point towards a number of different teaching practices. In the most general sense, it usually means encouraging women to use active techniques (experiments, real-world problem solving) to create more knowledge and then to reflect on and talk about what they are doing and how their understanding is changing.

The curriculum consists of 9 subject areas considering different transversal and soft skills, cultural diversity and gender equality and self-evaluation of competences recognition for women at risk of social exclusion and fewer educational opportunities. Referring to the skills it also provides methods to determine existing skills and to strengthen them.

4. Course Construction:

Sessions aimed to strengthen transversal and soft skills encompassed by them, will have the following construction:

1. Introduction of the transversal and encompassed soft skills
2. Applying practical methods and activities
3. Evaluation sharing conclusions and feedback from participants from each method/and learning on transversal/soft skills

General structure of time and thematic units are:

| Unit nº | Time | Unit |
|---------------|-----------------|--|
| 1 | 1.5 h | Introduction of the Training / Purpose of self-assessment on transversal/soft Skills and training course within WhomeN Project |
| 2 | 3.5 h | Communication |
| 3 | 2.5 h | Teamwork |
| 4 | 1.5 h | Cultural diversity and gender equality |
| 5 | 2.5 h | Interpersonal Skills |
| 6 | 2 h | Flexibility /Adaptability |
| 7 | 2.5 h | Negotiations |
| 8 | 2 h | Decision Making |
| 9 | 2 h | Problem Solving |
| 10 | 2.5 h | Organizational Skills |
| 11 | 2.5 h | Evaluation, questions, feed-back, Conclusions of the Training Method: Work in groups and summarize every soft skill |
| Total: | 25 hours | |

¹ Educational Broadcasting Corporation (2004), workshop: *Contrustivism as a paradigm for teaching and learning*. At <https://www.thirteen.org/edonline/concept2class/constructivism/index.html>

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Proposed arrangement / agenda of the soft skills / thematic units:

| | |
|---|---|
| <p>Session I - 5 hours</p> <p>1. Introduction of the Training / Purpose of self-assessment on transversal/soft Skills and training course within WhomeN Project (1.5 hour) Brief presentation of the project, self-assessment tool and purpose of the training.</p> <p>Soft Skills: Communication</p> <p>2. Communication (3 hours) Finish with evaluation, conclusions, questions, feedback (30 min)</p> | <p>Session II - 5 hours</p> <p>Soft Skills: Communication and team work</p> <p>Start with ice breaker on communication (30 min)</p> <p>3. Team work (2.5 hours)</p> <p>4. Cultural diversity and gender equality (1.5 hours)</p> <p>Finish with evaluation, conclusions, questions, feedback (30 min)</p> |
| <p>Session III - 5 hours</p> <p>Soft Skills: Interpersonal Skills and Flexibility</p> <p>Start with ice breaker on interpersonal skills (30 min)</p> <p>5. Interpersonal Skills (2 hours)</p> <p>6. Flexibility (2 hours) Finish with evaluation, conclusions, questions, feedback (20 min)</p> | <p>Session V - 5 hours</p> <p>Soft Skills: Problem Solving and Organizational Skills</p> <p>Start with ice breaker on organizational skills (30 min)</p> <p>9. Problem solving (2 hours)</p> <p>10. Organizational Skills (2 hours)</p> <p>11. Conclusions of the Training (30 min) Method: Work in groups and summarize every soft skill</p> |
| <p>Session IV - 5 hours</p> <p>Soft Skills: Negotiations and Decision Making</p> <p>Start with ice breaker on negotiation (30 min)</p> <p>7. Negotiations (2 hours)</p> <p>8. Decision making (2 hours) Finish with evaluation, conclusions, questions, feedback (20 min)</p> | |

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General structure of units and methods are²:

| Unit nº | Time | Unit |
|---------|-------|---|
| 1 | 1.5 h | Introduction of the Training / Purpose of self-assessment on transversal/soft Skills and training course within WhomeN Project |
| 2 | 3.5 h | Communication Methods: <ul style="list-style-type: none"> Prisoner's dilemma Role play Training for job interviews |
| 3 | 2.5 h | Teamwork Methods: <ul style="list-style-type: none"> My goals |
| 4 | 1.5 h | Cultural diversity and gender equality |
| 5 | 2.5 h | Interpersonal Skills Methods: <ul style="list-style-type: none"> The 4 field method Training for job interviews |
| 6 | 2 h | Flexibility /Adaptability Methods: <ul style="list-style-type: none"> Artist methods Method of Loci |
| 7 | 2.5 h | Negotiations Methods: <ul style="list-style-type: none"> Argument training method / debate Harvard Method |
| 8 | 2 h | Decision Making Methods: <ul style="list-style-type: none"> Mind map The Eisenhower matrix |
| 9 | 2 h | Problem Solving <ul style="list-style-type: none"> Thinking out of the box Role play |
| 10 | 2.5 h | Organizational Skills |

² All methods of the training programme are available at WhomeN protocol: <https://whomen.eu/project-products/>

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|---------------|-------------|---|
| | | <p>Methods:</p> <ul style="list-style-type: none"> 6 thinking hats Analyses of self-competences / Personal Development / Counselling in group |
| 11 | 2.5 h | <p>Evaluation, questions, feed-back, Conclusions of the Training</p> <p>Method: Work in groups and summarize every soft skill</p> |
| Total: | 25 h | |

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