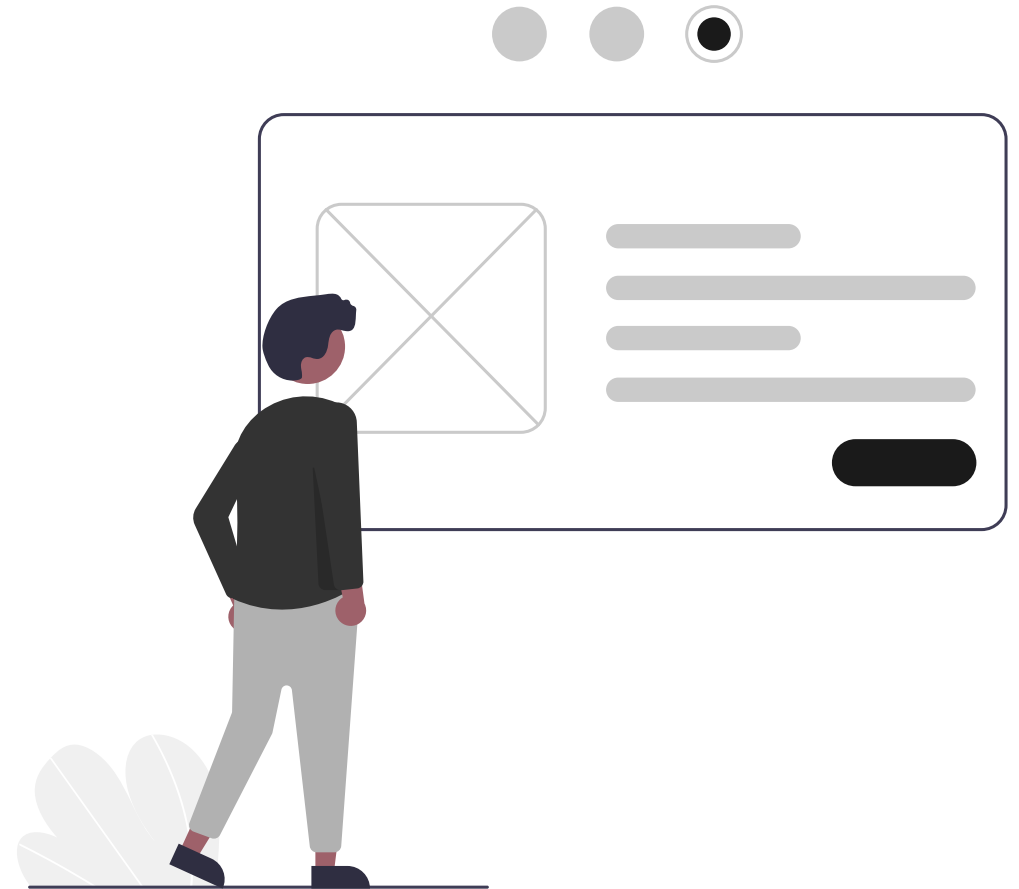


DID. VALUE

Handbook on training modules

EXPLORE 



AT1

INCLUSIVE TRAINEESHIP EXPERIENCE ON SOCIAL, PEDAGOGICAL AND DIGITAL LITERACY SKILLS FOR THE LABOUR MARKET

This activity aims to enable young participants the opportunity to enter a traineeship with a duration of 3 months (90 days). In this particular traineeship experience, participants will be accompanied by a learning and training program that focuses on the acquisition or improvement of social, pedagogical and digital literacy skills. That is, this traineeship will have a kit of skills, learning, attitudes and behaviours to acquire more specific, taking into account its development in a work context. It is important to note that this program is under the responsibility of the holistic model that is intended to be defined and implemented as an inclusive strategy at social and labour level. Furthermore, reinforcing the inclusive component is to highlight the fact that this activity and its learning and training program will be fully adapted to the individual needs (social, emotional, professional and technical) of each participant, ensuring adequate and sustainable participation.

AT1

PARTICIPANTS



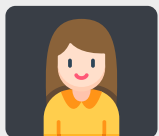
Trainers

IPSantarém (Coordinator)
Nersant + Michael Paige + El Corte Inglés + HZDS + CSI (Partners)



Trainees

4 Participants with SN (2 HDZS and 2 CSI)
4 Participants with FO (2 HZDS + 2 CSI)



Accompanying Persons

2 Accompanying Persons (HZDS)
2 Accompanying Persons (CSI)



More Info

Activity 1

Total Number of Trainers

6

Total Number of Trainees

8

Total Number of Accomp. Pers.

4

Total Number of Participants

18

Country of Venue: Portugal, Santarém

Hosting Organisation: Instituto Politécnico de Santarém

AT2

INCLUSIVE TRAINEESHIP EXPERIENCE ON TEAM BUILDING, COMMUNITY BUILDING AND COMMUNICATION SKILLS FOR THE LABOUR MARKET

This activity aims to enable young participants the opportunity to enter a traineeship with a duration of 3 months (90 days). In this particular traineeship experience, participants will be accompanied by a learning and training program that focuses on the acquisition or improvement of skills related to working relationships, teamwork or collaborative and community building and networking. Therefore, this traineeship will have a kit of skills, learning, attitudes and behaviours to acquire more specific, taking into account its development in a work context. It is important to note that this program is under the responsibility of the holistic model that is intended to be defined and implemented as an inclusive strategy at social and labour level. Furthermore, reinforcing the inclusive component is to highlight the fact that this activity and its learning and training program will be fully adapted to the individual needs (social, emotional, professional and technical) of each participant, ensuring adequate and sustainable participation.

AT2

PARTICIPANTS



Trainers

HZDS (Coordinator)
IPSantarém + CSI (Partners)



Trainees

4 Participants with SN (2 IPS and 2 CSI)
4 Participants with FO (2 IPS + 2 CSI)



Accompanying Persons

2 Accompanying Persons (IPS)
2 Accompanying Persons (CSI)



More Info

Activity 2

Total Number of Trainers

3

Total Number of Trainees

8

Total Number of Accomp. Pers.

4

Total Number of Participants

15

Country of Venue: Croatia, Zagreb

Hosting Organisation: Hrvatska zajednica za Down sindrom

AT3

INCLUSIVE TRAINEESHIP EXPERIENCE ON CREATIVITY, EMOTIONAL INTELLIGENCE, CONFLICT MANAGEMENT AND CULTURAL AWARENESS

This activity aims to enable young participants the opportunity to enter a traineeship with a duration of 3 months (90 days). In this particular traineeship experience, participants will be accompanied by a learning and training program that focuses on the acquisition or improvement of creative skills, emotional intelligence, conflict management and cultural awareness. That is, this traineeship will have a kit of skills, learning, attitudes and behaviours to acquire more specific, taking into account its development in a work context. It is important to note that this program is under the responsibility of the holistic model that is intended to be defined and implemented as an inclusive strategy at social and labour level. Furthermore, reinforcing the inclusive component is to highlight the fact that this activity and its learning and training program will be fully adapted to the individual needs (social, emotional, professional and technical) of each participant, ensuring adequate and sustainable participation.

AT3

PARTICIPANTS



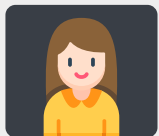
Trainers

CSI (Coordinator)
HZDS + IPSantarém (Partners)



Trainees

4 Participants with SN (2 IPS and 2 HZDS)
4 Participants with FO (2 IPS + 2 HZDS)



Accompanying Persons

2 Accompanying Persons (IPS)
2 Accompanying Persons (HZDS)



More Info

Activity 2

Total Number of Trainers

3

Total Number of Trainees

8

Total Number of Accomp. Pers.

4

Total Number of Participants

15

Country of Venue: Cyprus,
Nicosia

Hosting Organisation: Center
for Social Innovation

MODULE 1. SOCIAL, PEDAGOGICAL AND DIGITAL LITERACY SKILLS

TOPIC 1. SOCIAL SKILLS

1.1. Empathy

The understanding of another person's emotions, experiences and values, and the provision of appropriate responses

1.2. Communication

Use of relevant communication strategies, domain-specific codes and tools depending on the context and the content

1.3. Collaboration

Engagement in group activity and teamwork acknowledging and respecting others

1.4. Growth Mindset

Belief in one's and others' potential to continuously learn and progress

1.5. Critical Thinking

Assessment of information and arguments to support reasoned conclusions and develop innovative solutions

1.6. Managing Learning

The planning, organising, monitoring and reviewing of one's own learning

TOPIC 2. PEDAGOGICAL SKILLS

2.1. Dynamism

The understanding of several environmental challenges. A more comprehensive approach on the changes to how people with disabilities are learning. Explore and demonstrate the wider roles for people with disabilities in the labour market.

2.2. Developmental Situation

The dynamic expansion of roles for apprenticeships. Developing tackling roles that matter personally and cover society's main priorities.

2.3. Relational Contexts

Understanding the quality and attractiveness of how school (education) are linked and co-related with workplaces (jobs).

2.4. Professional Development

Understand and reflect on how to boost professional development and acquiring an effective position on your workplace. How to invest in continuing professional development.

2.5. Career Guidance

Direct and indirect hints that enhance the choices and pathways of people with disabilities towards their career possibilities. Understand the power of appropriateness, resources and networks in the job market.

TOPIC 3. DIGITAL LITERACY SKILLS

3.1. Information and Data Literacy

Browsing and searching data and digital content. Understanding and evaluate data and digital content. Manage data and digital content.

3.2. Communication and Collaboration

Interacting through the usage of digital technologies (social media, blogs, websites, newsfeeds, etc). Sharing through digital technologies (share in different medias and digital platforms). Understanding the public and private digital services (home banking; e-commerce; etc). Netiquette. Managing digital identity (create your alias or persona; learn to manage your user identity in the diversity of digital environments).

3.3. Digital Content Creation

Developing digital content. Integrating and re-elaborating digital content in several platforms or medias. Understanding copyrights and licenses.

3.4. Safety

Protecting devices, personal data and be aware of your privacy, either on browsing in the internet as well as in maintain your own devices safe. Be aware of the dangers that lies in the digital environments (SPAM; scamming; bots; phishing; etc).

3.5. Problem Solving

Solving technical and digital problems. Identifying the needs for a better technological response (e.g. accessibility, readability, etc). Using technology in a creative way.

MODULE 2. WORKING RELATIONSHIPS, TEAMWORK OR COLLABORATIVE AND COMMUNITY BUILDING AND NETWORKING

TOPIC 1. WORKING RELATIONSHIPS

1.1. Self-Confidence

Understanding the right levels of self-confidence and their impact towards a successful journey in the labour market.

1.2. Work Ethic

The importance of acquiring and perceiving the effectiveness of having a strong work ethic. The fundamentals of work ethic: Professionalism, Respect and Dependability.

1.3. Receptiveness to feedback

What does it mean to be open to feedback? The importance of feedback in the growth and learning curve of each professional.

1.4. Body Language

The importance of non-verbal communication assumes an important factor in the workplace. Understanding eye-contact, facial expressions, personal space and other aspects of this particular way of communicating.

1.5. Active Listening

One of the most important key factors to attain when improving your working relationships is the ability to listen.

1.6. Workplace Etiquette

Learn about your workplace etiquette and focus on keeping good habits in order to invest in your personal and collective success.

TOPIC 2. TEAMWORK AND COLLABORATION

2.1. Communication

The importance of collaboration and strengthen a good and effective way of communicating with your peers. Learn how to improve and implement more creative thinking strategies in your workplace. How to achieve a better written communication with your colleagues.

2.2. Conflict Management

How to disperse conflicts and create solutions among different scenarios of diversity. Understand logical thinking in a easier way and how can this skill improve your negotiating, team-building and problem solving abilities.

2.3. Reliability

Understanding two key-factors that define reliability at your workplace: Leadership and Multitasking. How can you cooperate with others and help them to thrive? Why being able of performing more than one task is an effective and productive way of tackling your professional challenges?

2.4. Respectfulness

The importance of creating an entrepreneurial culture based on respect, interpersonal experiences and motivation. Learn how to become a better team players, listening to other's opinions and respect their differences.

TOPIC 3. COMMUNITY BUILDING AND NETWORKING

3.1. Public speaking

Public speaking skills are a major deal when you want to achieve a more comfortable position in a conversation or in a communicative scenario. Finding yourself talking to a group of people, particularly at a networking event will help you to gain more networking skills. Even when you're just speaking with another person, one-on-one, public speaking skills can help you improve the way you articulate and communicate

3.2. Positivity

A positive attitude is another important networking skill. Being friendly and present a positive approach at your workplace will enhance your collaborative skills.

3.3. Focus

Focus is also an important networking skill, as it enables you to give the person with whom you're speaking your full attention. It will help you be an active listener and allow you to better establish a genuine connection.

3.4. Social Media

Social Media platforms are a powerful tool to achieve a larger network and reach communities of your own personal and professional interest. LinkedIn is the obvious candidate for social media networking. You can use your existing network to reach out to new people and to stay in touch with your contacts and see what they're doing.

MODULE 3. CREATIVE SKILLS, EMOTIONAL INTELLIGENCE AND CULTURAL AWARENESS

TOPIC 1. CREATIVE SKILLS

1.1. Creative Writing

Learning about one of the most demanding creative skills that still lays on the market is the key to success. Being able to write in a compelling and effective way by using creative elements.

1.2. Open-Mindedness

Become more open minded in order to surpass several workplace's challenges. Being able to adapt to different scenarios and social environments in order to collaborate with multiple mindsets.

1.3. Creative Thinking

Either by only thinking, daydreaming or brainstorming with your peers, creative thinking is a must have skill to attain. Being able to think outside the box and generate alternative approaches to the daily work related challenges.

TOPIC 2. EMOTIONAL INTELLIGENCE

2.1. Self-Awareness

Develop strategies of accurate self-assessment on behalf of your personal skills and interpersonal skills. Boost your emotional awareness and acquire a set of

2.2. Self-Regulation

Being able to manage your ability to self-control. Become more conscious of your surroundings and enhance your adaptability skills. Understand the importance of trustworthiness and engage on becoming a more conscious professional.

2.3. Motivation

Find out what keeps you motivated. Define your achievement drive and boost your commitment levels. Learn how to take initiative on different tasks or upcoming challenges.

2.4. Empathy

Having the capacity to better understand others is a key factor for what concerns employment strategies. Developing yourself as a person and helping others to become better is also a fundamental skillset to have. Leveraging diversity by enrolling in different activities, groups and dynamics is also a strong indicator to become more empathic.

TOPIC 3. CULTURAL AWARENESS

3.1. Cultural Acknowledgement

Admitting that you don't know and acknowledge other's views, assumptions and beliefs is a key factor to become a better person therefore a more efficient employer.

3.2. Cultural Interest

Ask yourself questions that allow you to get a better proximity to other cultural interests and characteristics.

METHODOLOGY

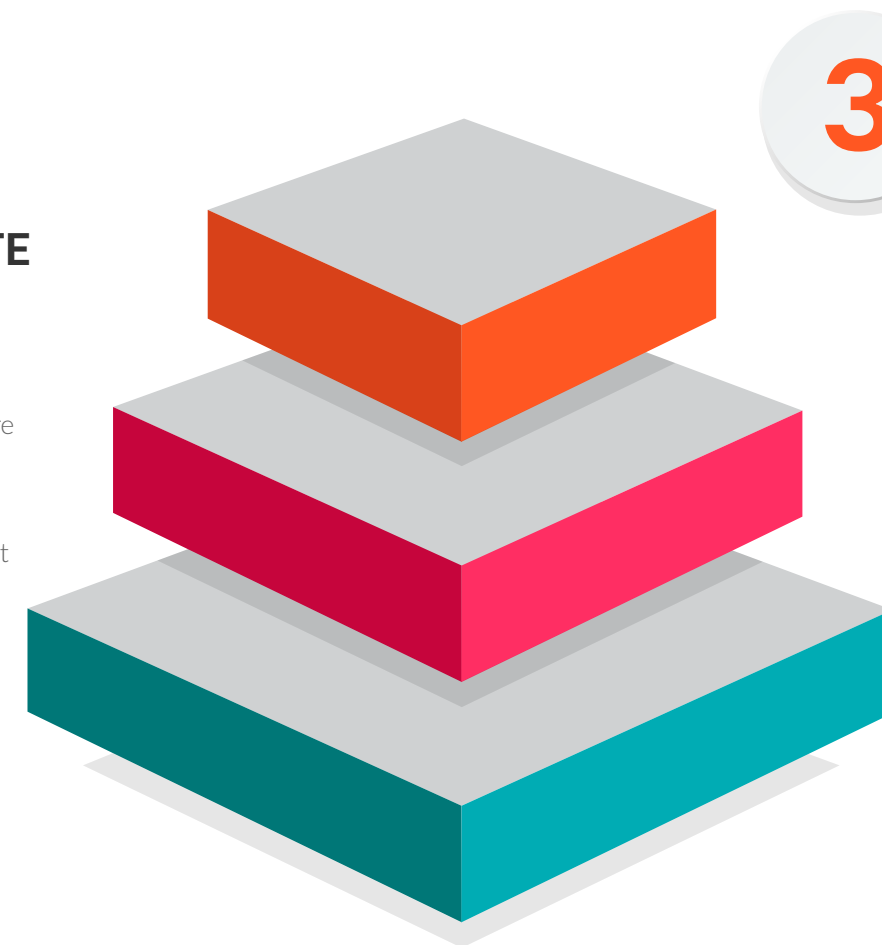
Before starting the internship period it is important to mention that participants will have one month of preparation for their social and cultural environment to the country and place of reception. Some of these measures have already been mentioned in this application. This period is essential to empower participants through weekly training sessions and mentoring tailored to their needs, personal goals and wishes for internships.

In terms of monitoring and evaluation, a dynamic and adaptable strategy was developed in order to filter the level of requirement / difficulty of each learning module. In this way, each topic is represented by a color (blue - which represents the beginning level; pink - which represents the intermediate level and orange - which represents the advanced level). Thus, it is expected that the participants first complete the activities of the modules identified as beginners and intermediate and, only then, that they frequent and complete the modules classified as advanced. With this in mind, it is possible to guide and adjust these training models to the different learning needs of each participant.

2

INTERMEDIATE LEVEL

Intermediate level modules allow the participants to get a more specific and focused learning approach on their social, professional and technical skills. Great for more advanced participants!



3

ADVANCED LEVEL

Advanced level modules allow the participants to get a more challenging and specific learning approach on their social, professional and technical skills. Great for more independent and autonomous participants!

1

BASIC LEVEL

Basic level modules allow the participants to get a more wide and general learning approach on their social, professional and technical skills. Great for starters!

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