

# FREE PASSES

Graphic Facilitation Book  
For redesccovering  
empowering & enhancing  
the path to

International Training Course  
18-30/11/2014  
Lefkada Greece

SOFT SKILLS





This is a  
really really,  
good book!

Reka Hosszú  
Graphic Designer



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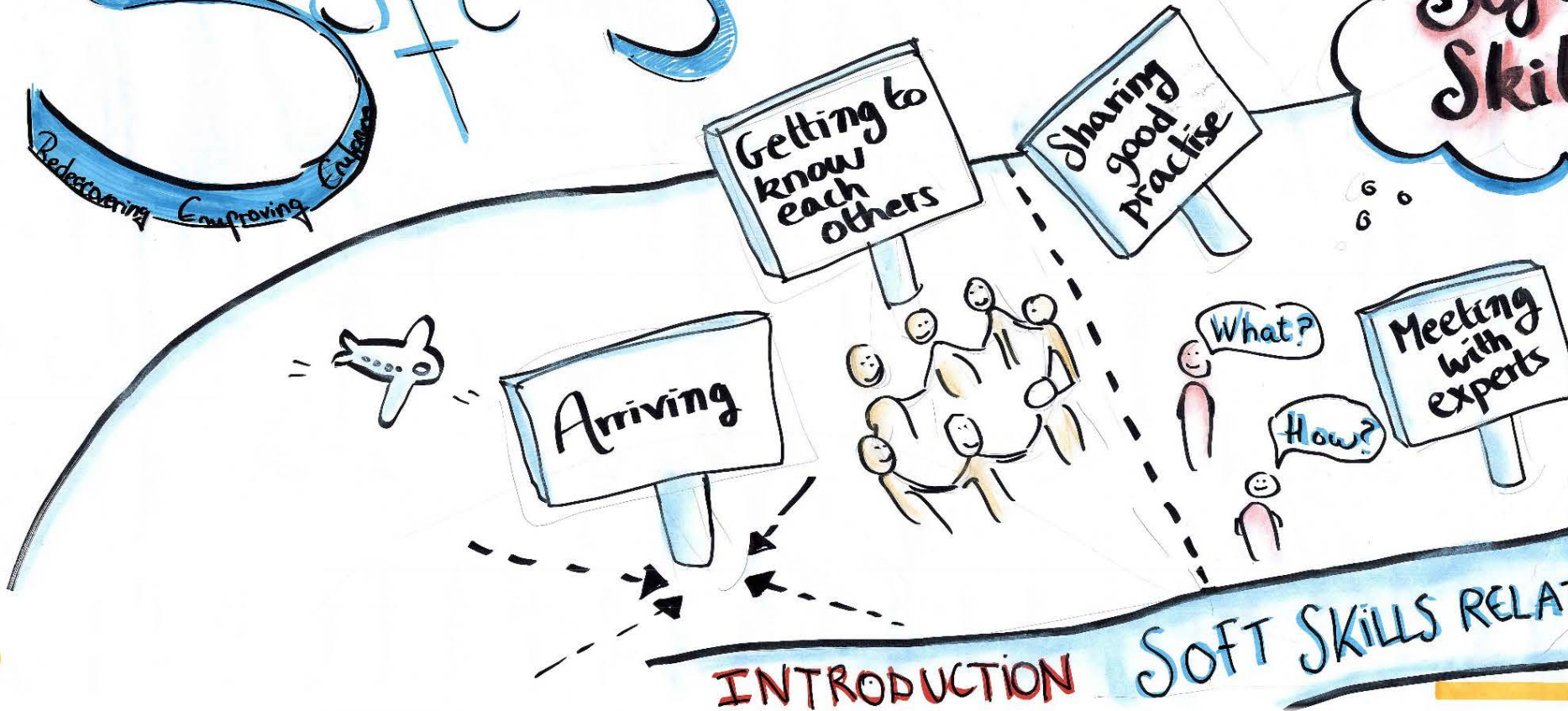
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# Programme

## Free Pass

## Soft Skills

Redesigning  
Empowering  
Enriching





Skills

What?

Understanding the TOPIC

Creation of 2<sup>nd</sup> INNOVATIVE TOOL

Reflecting on our learnings

RELATED ACTIVITIES

TOOL CREATION

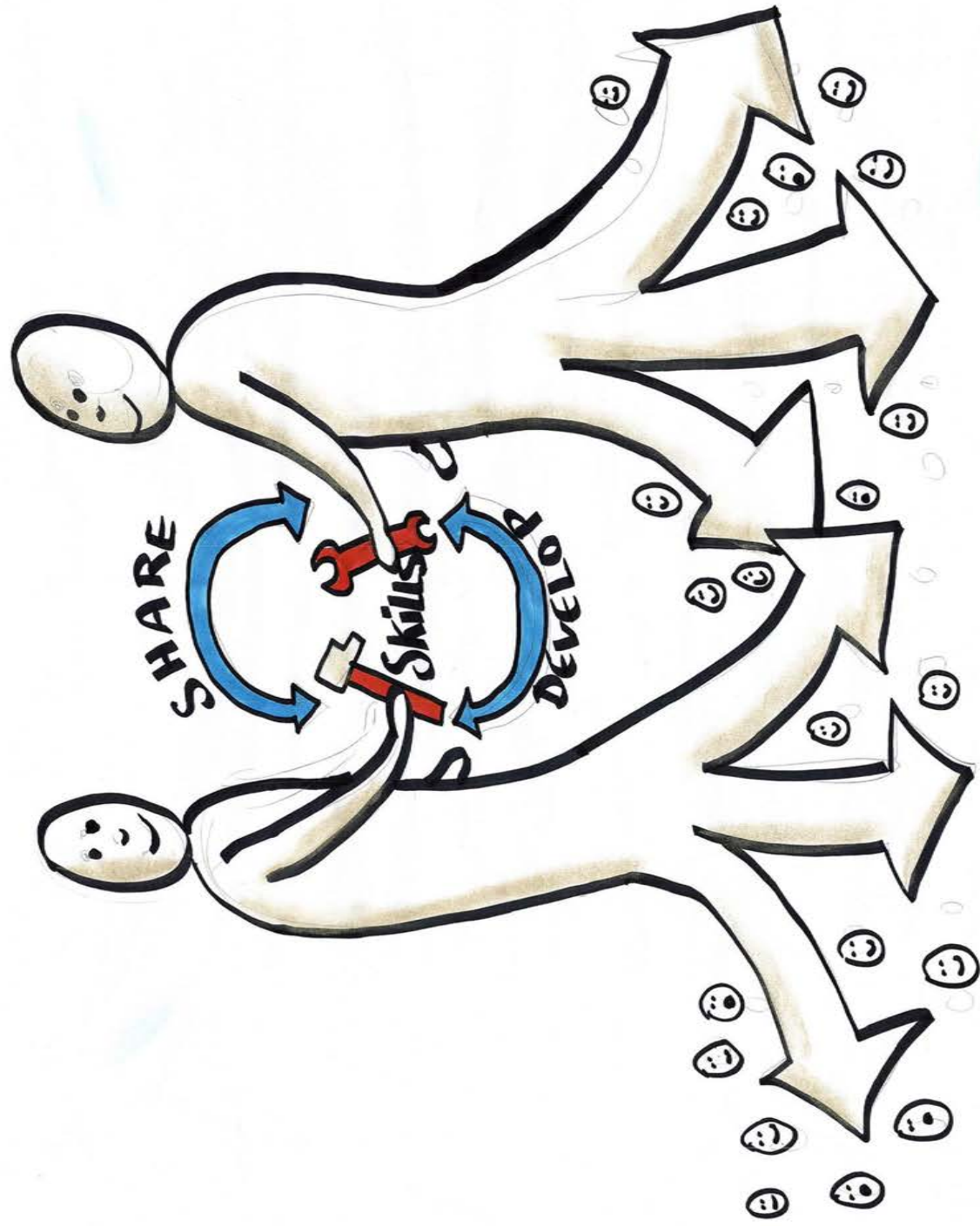
Evaluation

18-30 november 2014

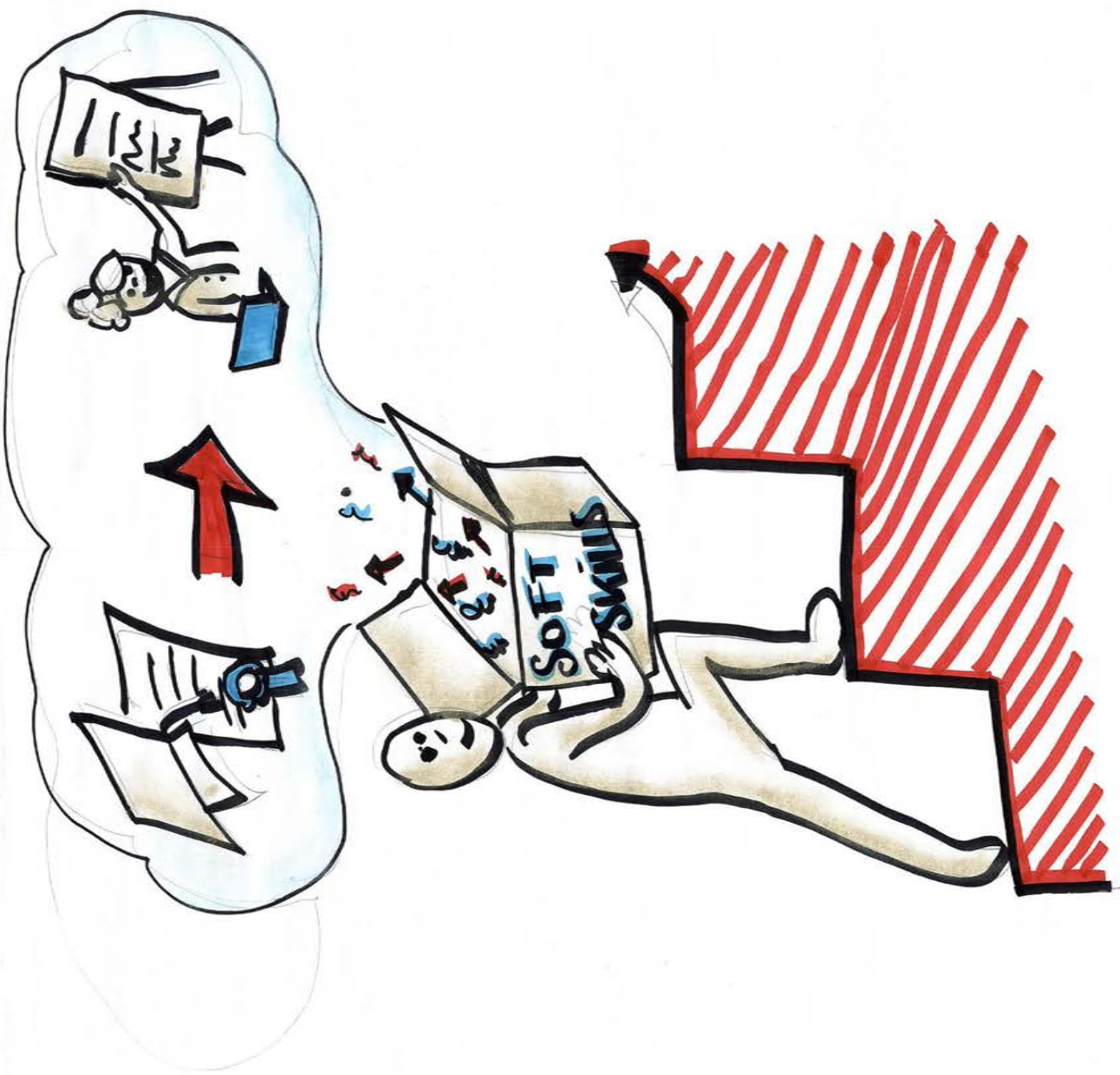
Magazine & Prezi

# Objectives



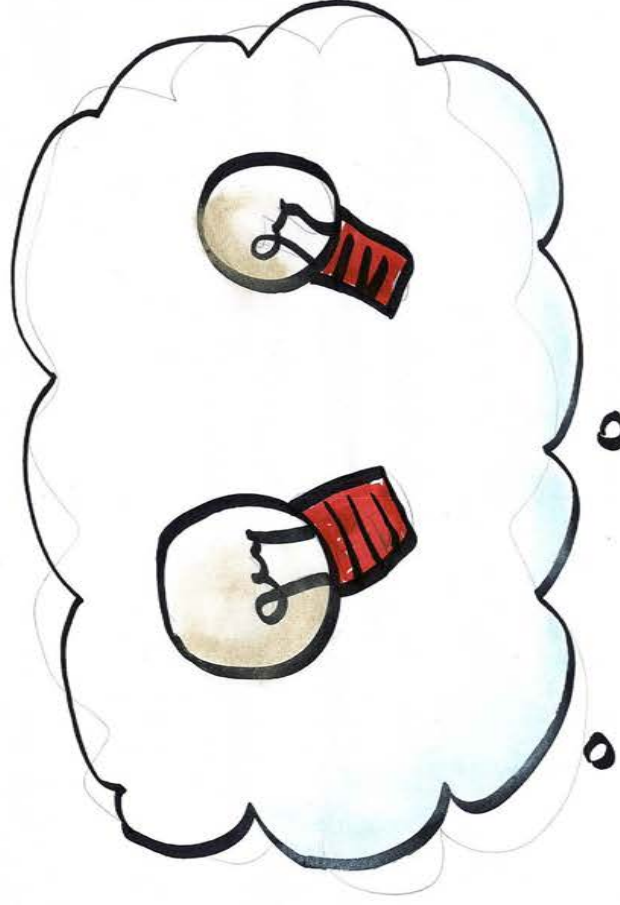


**1** Share experience  
to help young people  
developing their  
**SOFT SKILLS**



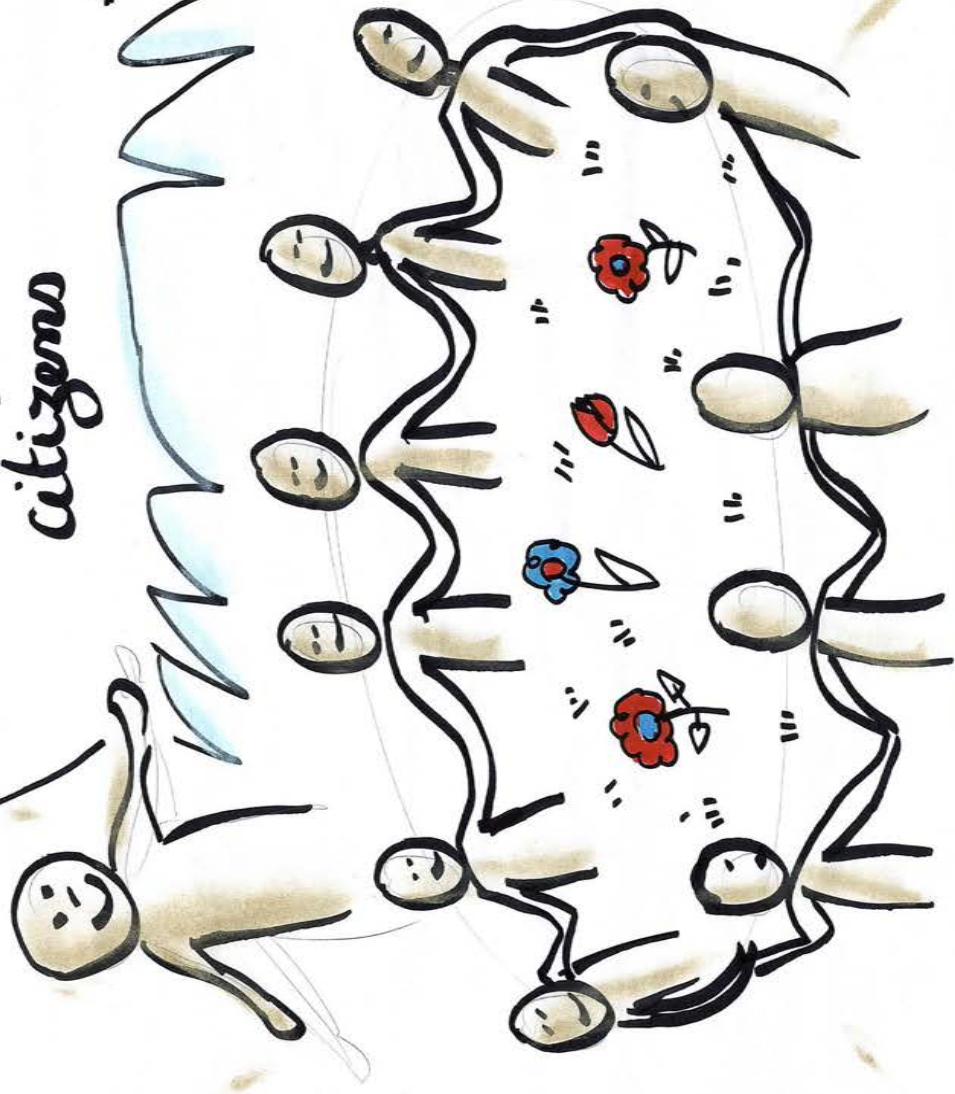
2 Improve working methods & enhance non-formal education methods qualities to facilitate the **TRANSITION** from School to work life.





➤ **CREATE** tools that allow young people to observe, follow & measure the **EVOLUTION** of their soft skills

We are active  
and responsible  
citizens



4 Be able to create  
**POSITIVE LEARNING**  
**ENVIRONMENT** that  
help youngsters finding  
their places in Society.





11/10/2020

Developing an **INNOVATIVE TOOL** for recognizing the soft skills of young people beneficiaries of non-formal activities

**Soft Skills**  
 ↑ ↓ ↗ ↘  
**SOFT MIXTURE OF PERSONAL & BEHAVIOURAL SKILLS**

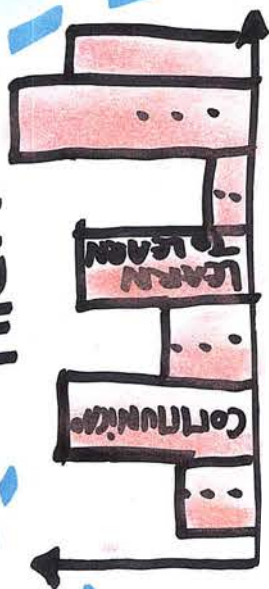
! !  
 ☹️  
**Self-Confidence**  
 plays a big role.

SS  
 Emotional Intelligence  
 ❤️  
**CONNECTED TO EMOTIONAL LIFE**

☹️ ☹️ ☹️  
**QUALITIES ACQUIRED THROUGH VARIOUS FORMS OF SOCIALIZATION**  
 (Parents, Friends, School, Neighbors, Society ...)  
**& EXPERIENCES**

☹️  
**EMOTIONAL**

**RECOGNIZING YOUR OWN SOFT SKILLS LEVELS IS THE FIRST STEP IN IMPROVING THEM**





# USES OF SOFT SKILLS

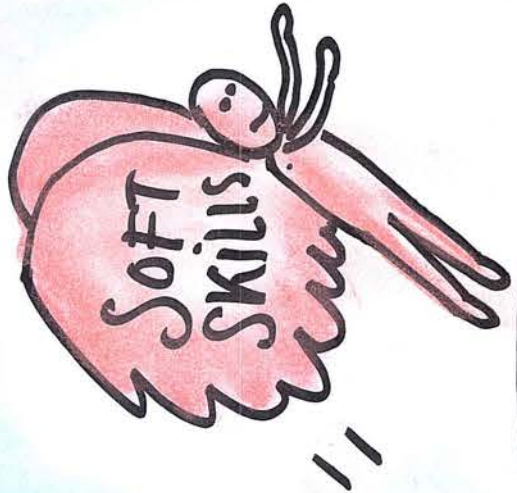


YOU HAVE LEVELS OF SOFT SKILLS!  
 (& they don't need to be equal)



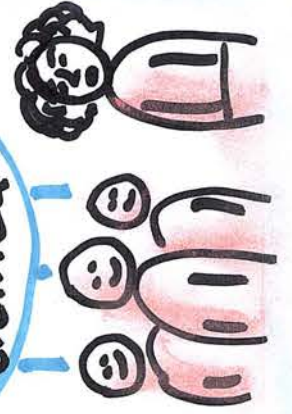
Basic Knowledges from School

Non technical Skills  
 Useful to transfer in Personal & work life



Can we learn Soft Skills?

YES! We can be trained



# DEFINITION



# LIFELONG LEARNING

USE INFO & COMMUNICATIONS TECHNOLOGIES

SELF-CONFIDENCE

LEARN THROUGH RESEARCH

TAKE RESPONSIBILITY FOR LEARNING

REFLECT & EVALUATE

INTERPERSONAL SKILLS

GETTING PRIORITIES

DECISION MAKING SKILLS

NEGOTIATE

SHOW COURAGE

# SOFT SKILLS

UNDERSTAND & COOPERATE WITH OTHERS

Guide others

RESOLVE CONFLICT & NEGOTIATE

MODESTY

CARRY OVER

PLAN

CREATIVITY

Solve problems & make decisions

TEAMWORK

EMPATHY  
Emotional Awareness

COMMUNICATION SKILLS

AUTONOMY

USE MATHS TO SOLVE PROBLEMS & COMMUNICATE

SELF-AWARENESS

Be aware of your talents and personality

ADVOCATE AND INFLUENCE

TOLERANCE

SPEAK

OBSERVE CRITICALLY

READ WITH UNDERSTANDING

CONNECTED SOLUTIONS

LISTEN ACTIVELY

SO OTHERS CAN UNDERSTAND

Sense of Humour

Social Responsibility

OPEN MINDED SET OF MIND

Positive Attitude

RESPECT

COMING IDEAS BY WRITING

Time Management



Hello, I will be your mentor this year!

# MENTORS

or Critical Friends  
for EVS & Youth Exchanges

REFLECTION GROUPS  
to follow the feelings about the learning process

TEAM BUILDING  
Weekend activities for example hiking together

# MEETINGS

to see the impacts

- Bi-weekly Evaluation
- Daily Evaluation



# DIARIES

to help monitoring the process and later on to EVALUATE

YOUNG JOURNALIST CENTRE FROM HOLBOVA DEVELOPING YOUTH MEDIA

IPEC (TURKEY) IMPROVING YOUNG PEOPLE IN TECHNOLOGICAL ENTREPRENEURSHIP

NOVOPECHERSKA SCHOOL SUPPORT PARENTS

A.T.A. YOUTH EXCHANGES (TRANSILVANIA)

AIRA CONSULTING DISABILITY NGO's

ART (ARMIUM) GTC TEAM

SFC PROMOTE ACTIVE YOUTH CITIZENS

MOENICA (UKRAINE)

UKRAINIYU YOUTH CENTRE INTERNATIONAL COOPERATION GUARITY

GOLIMIRY TRACKS (UKRAINE) COORDINATOR ILE

# Organizational

# Methods

TO MONITOR, EVALUATE & RECOGNIZE Soft Skills BY YOUNG PEOPLE IN NON-FORMAL ACTIVITIES

# Monitor

# Evaluate

# Recognize

SUSTAINABILITY Follow-up projects

FEEDBACK Verbal exchange

CERTIFICATES Europass & Youth Pass ... CEREMONIES

I'm looking for a NEW TOOL! to recognize Soft Skills

# FINAL EVALUATION

With a mentor or Critical friend using a diary

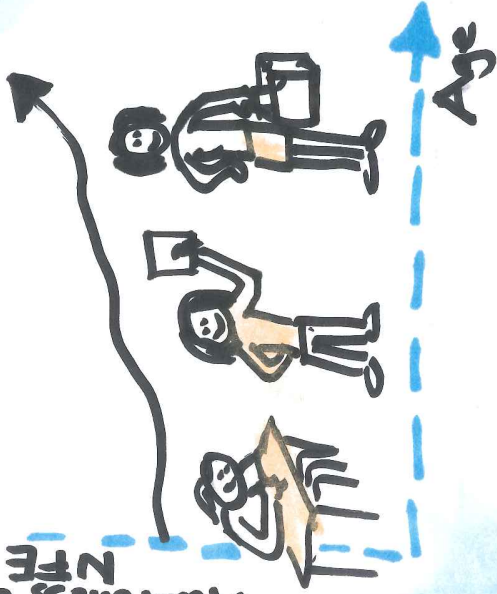
GAMES to evaluate your level of Soft Skills

CIRCLE-PIZZA METHOD to evaluate your levels of Soft Skills

Let's CREATE NEW TOOL to EVALUATE



Awareness of NFE



FIRST SEEK  
TO UNDERSTAND  
THEN TO BE  
UNDERSTOOD!

Be  
PROACTIVE!

THINK  
WIN-  
WIN!

The fastest you get from  
formal education, the  
better you know about  
NON formal education.



### GAIN THEM BY:

- Volunteering in communities
- joining non formal activities like sport or intercul.
- travel activities



## SOFT SKILLS

bring:

- Good relationship
- Easy problem Solving

# SURVEY



# THE SEA OF CONFLICTS

## Conflict Management Skills



- Who: youngsters between 15-21
- What: conflict solving
- Where: open or closed area
- When: Any time
- Why: For Better world

### Rules:

1. Each group have a leader. The leader chooses the topic. 4 topics, 4 minutes long.

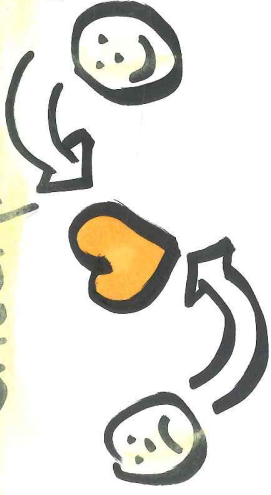
2. The task is to find a conflict, show and solve one of the 4th topics. Each group should create a theater performance.










# FEEL IT!

## Interpersonal Skills



- Who: Youth members
- What: Interaction with others
- Where: in the evening meeting
- When: During the party
- Why: Understanding & solving problems through role-play.

## Rules

- 1 Find a partner!  I had in the east  2 days 
- 2 Interact & explain  Explain what you understand from the feeling of the other person 

Common feelings make it easier!

We had the same feeling so we understand good.

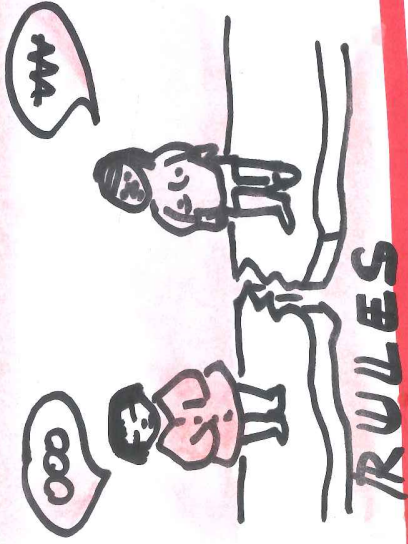
We started a conflict I got angry





# TALK TO ME

## Communication Skills



- Who : 12-20 people
- What : Role playing game
- Where : Every where
- When : Formal & Non formal Educ
- Why : Show communication challenges.

### RULES

- 1 Divide in 2 teams :
  - one Esthimo team
  - one Papuan team
- 2 Each team draw its living environment
- 3 After plane crash, one team arrive on the other's one land.
- 4 Communicate to each others to manage surviving

We tried non-verbal, visual, verbal communication but they refuse...

Challenges: Different cultures languages, motivations needs, ...

In real life we have the same problem!

It wasn't easy for us to accept them

Some people don't take other Serious

I was just laughing all the time!

It's important to find something in common.





# SKILL STICK

## Life-long Learning Skills



- WHO: Everyone, Multicultural group.
  - WHAT: Stick Stick Guess!
  - WHERE: Everywhere
  - WHEN: to activate & get to know each other
  - WHY: Reflet on our own skills
- Explain without words - Non verbal communication

## RULES

- 1 Write a skill you have on a paper - PAPE!
- 2 Stick it to a person without showing it! PAPE!
- 3 Pair up! Explain the skill of your friend! English!
- 4 If he/she didn't find, explain in English!

Good time to reflect on you!



Interesting to use any tools to understand the other

Some way of communication are universal

Blub blub blub blub blub blub blub blub blub



I like to see the others explaining in their own language.

I really had to listen!

Is there negative skills?





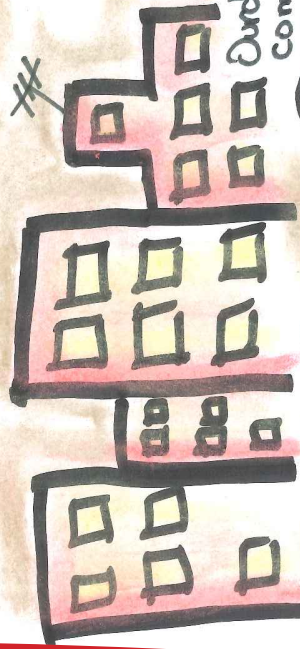
# BOMB SHELTER

## Decision Making Skills

- Who: Participants of the training
- What: Emergency situation
- Where: In the training cours.
- When: 10 minutes
- Why: To develop decision making skills.

### RULES

- To be creative
- Self awarenes
- Think logical and analytical
- Work under pressure.
- Set priorities.
- Choose the characters and the rules.
- Solve the situation.



No wrong or Write decision

Find fast solution.

Break Stereotypes

Decisions comes with our experiences

Decisions makes the soft skills

Analyze and Decide

Hard to make decisions

Develop our logical thinking.



# OUTCOMES

Planning is having an idea of the outcome

Ideas of the outcome

Plan to achieve it

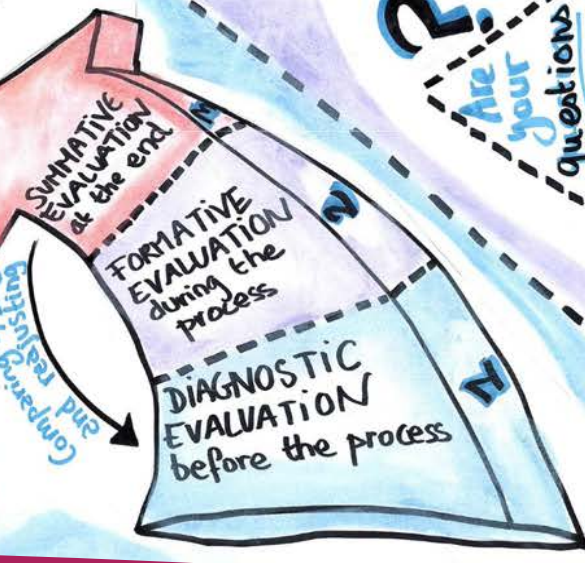
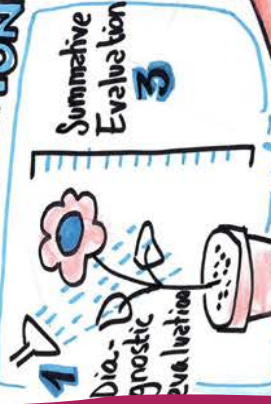
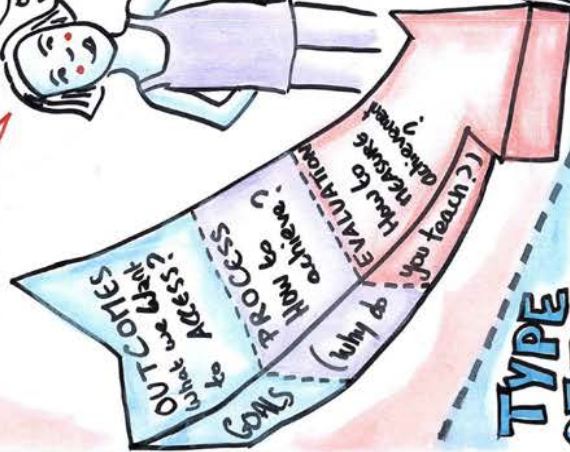
We developp SOFT SKILLS mostly with TEAM WORK

Outcomes must be:  
**S**pecific  
**M**easurable  
**A**chievable  
**R**ealistic  
**T**ime limited

So use your **CRITICAL THINKING**  
Answer questions with knowing the meaning !!



# TYPE OF EVALUATION



# WHEN & HOW TO prepare the LEARNING PLAN for a non-formal activity?

By Sidik

# INDICATORS

must be:  
Direct  
Objective +  
Practical  
Adequate

There are:

## Quantitative Indicators

QUESTIONNAIRE  
o Logical order of ?  
o Clear instructions  
o Good question formulation

## Qualitative Indicators

INTERVIEWS  
o Structured  
o Semi-structured  
o unstructured



## Efficiency Indicators

BASELINE ANALYSIS

A-B

# TESTIT & MODIFYIT

Are your questions?  
→ Objective?  
→ Valide?  
→ Reliable?  
→ Discriminating?



# EVS

Gives learning opportunities for youth of different social status

## LEARNING BY DOING

Evs has a big impact in training soft skills by taking you out of comfort zone. you discover yourself.

Self Awareness

The youth exchanges is 6-30 days up to 60 people

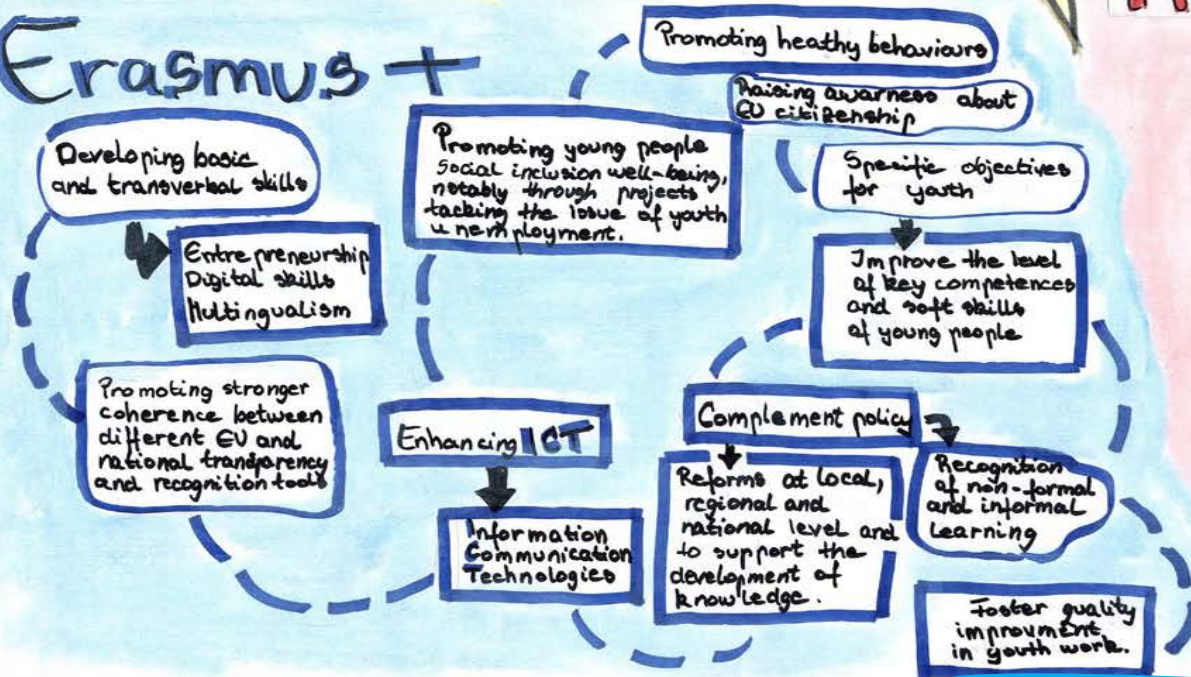
# YOUTH EXCHANGES



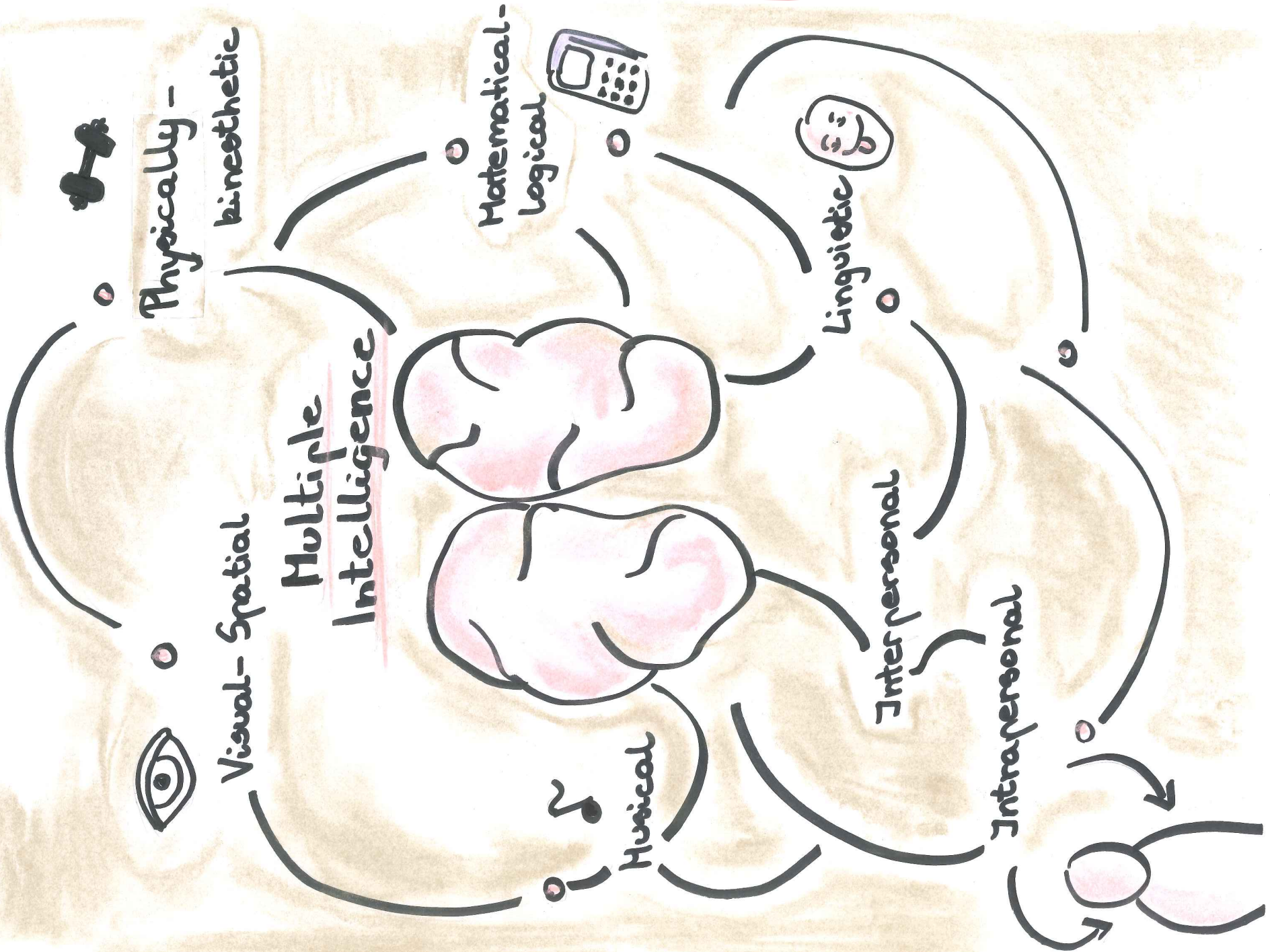
The atmosphere is Equality

# TRAINING COURSES

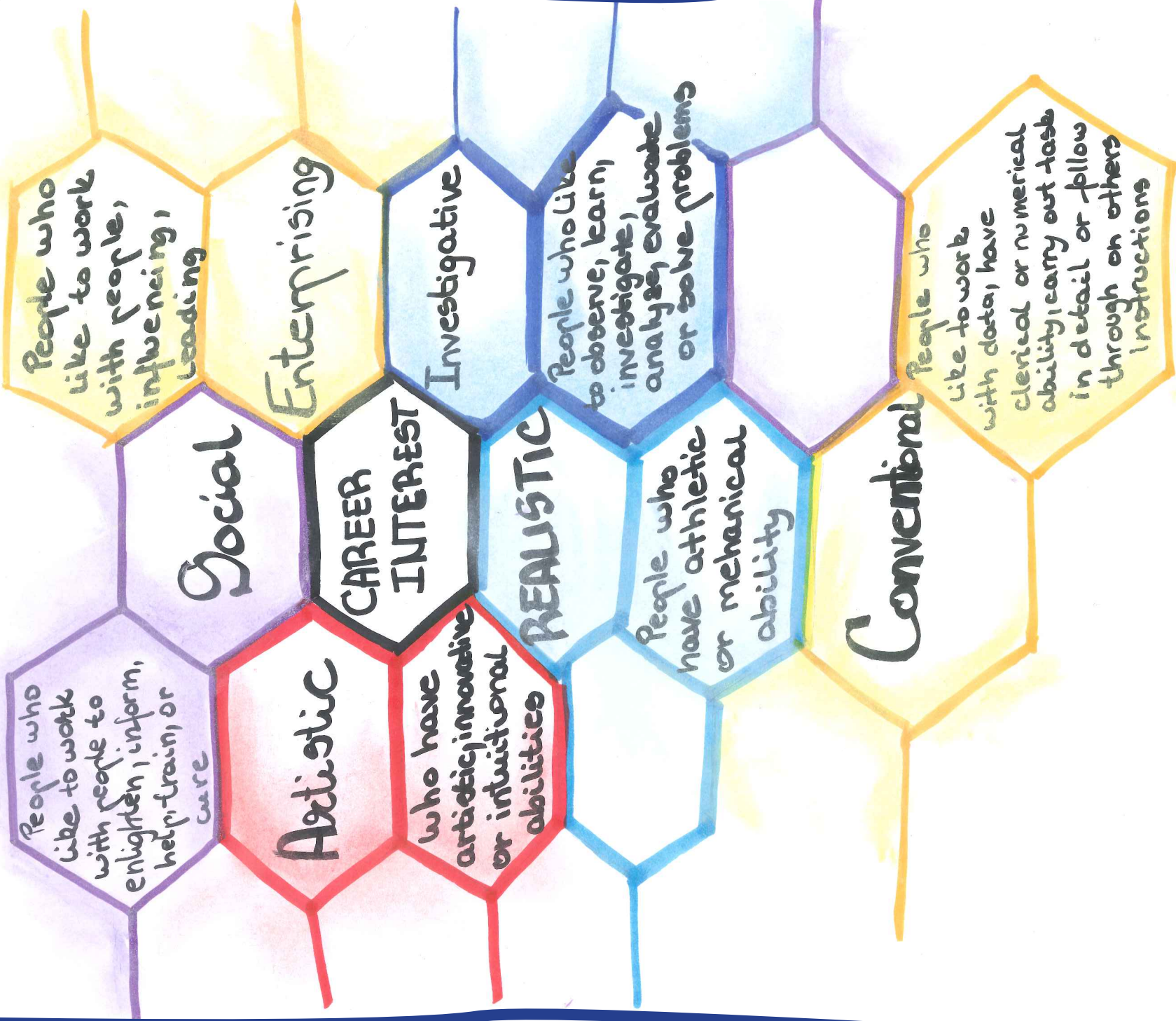
## Erasmus +













# RECRUITER SIDE

## Give clear information

- PRESENT BRIEFLY YOUR COMPANY
- BE HONEST WITH THE APPLICANTS
- GIVE CONCRETE WORK SITUATIONS



## Be comprehensive

- ASK QUESTIONS TO START & RELAX THEM.
- BE ABLE TO RECOGNIZE ABILITIES OF THE CANDIDATE.
- TRY TO UNDERSTAND THE BACKGROUND OF THE CANDIDATE.



# Looking for Creative Talents?

- CREATIVE PEOPLE CAN CONVINCE IN NOT CONVENTIONAL INTERVIEWS. USE NEW METHODS OF RECRUITMENT.
- GIVE SPACE SO PEOPLE CAN EXPRESS THEMSELVES.
- EVERY PERSON IS DIFFERENT. LOOK FOR PARTNERS NOT ONLY EMPLOYEES.



Job interview style is really depending of the company style.



~80% speaking ~20% asking

# THE JOB INTERVIEW SIMULATION

# APPLICANTS SIDE

## First Impressions

- VERY IMPORTANT
- REMEMBER THAT INTERVIEWS MIGHT START BEFORE THE INTERVIEW



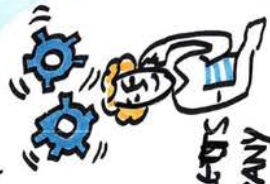
## Motivation

- YOU MUST KNOW WHAT YOU APPLY FOR.
- ADAPTE YOUR CV & MOTIVATION LETTER TO THE JOB.
- KNOW ABOUT YOUR STRENGTHS & SOFT SKILLS LEVELS NOT ONLY HARD SKILLS.
- SHOW INTEREST IN THE COMPANY.



## Be critical

- INTERVIEW STYLE REFLECTS THE VALUE OF THE COMPANY BE READY TO SEE PROVOCATION



# SOFT SKILLS NEEDED FOR A GOOD JOB INTERVIEW:



- Positive thinking
- self confidence
- active creative
- flexible motivated
- responsible

## BEHAVIOUR



- self aware
- analytical thinking
- time management
- self management
- empathy
- innovative thinking

## INDIVIDUAL



- listening
- presentation
- negotiation
- public speaking
- body language
- writing
- verbal communication

## COMMUNICATION



- collaboration
- teamwork
- cooperation
- negotiation
- others
- work ethics
- work under pressure

## TEAMWORK



**EUROPEAN TOOL FOR THE YOUTH EMPLOYMENT & EMPLOYABILITY**

**WORK EXPERIENCE**

- Write only relevant work experiences for the job you apply for.
- Volunteer & job experience counts

**EDUCATION**

- Put education categories first if you are newly graduated.

**LANGUAGE SKILLS**

- Level of understanding, writing, reading & speaking...

**PERSONAL SKILLS**

- 8 key competences from the EU.
- Mention how you acquire them & where

**ADDITIONAL INFO**

- Publications, Seminars, awards...
- Membership, Projects, references...

**ANNEXES**

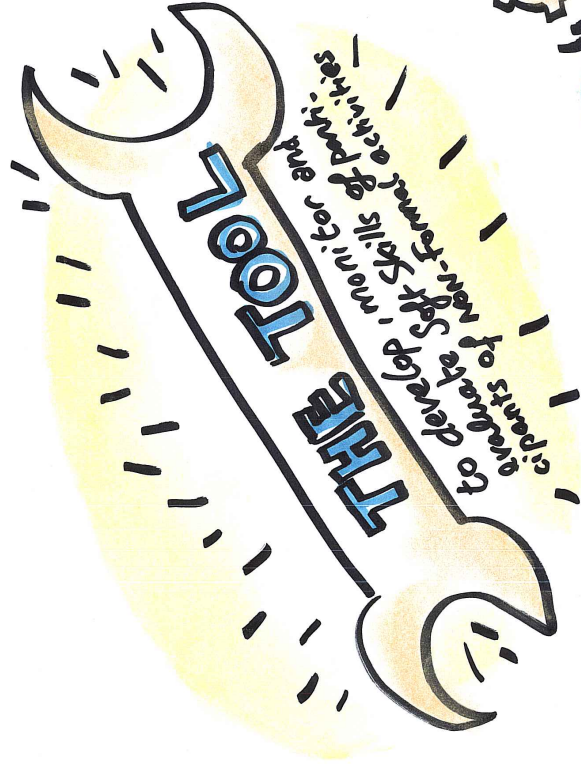
- Certificates (Youthpass, Diplomas)

*Concentrate on the essentials!*





# The TOOL



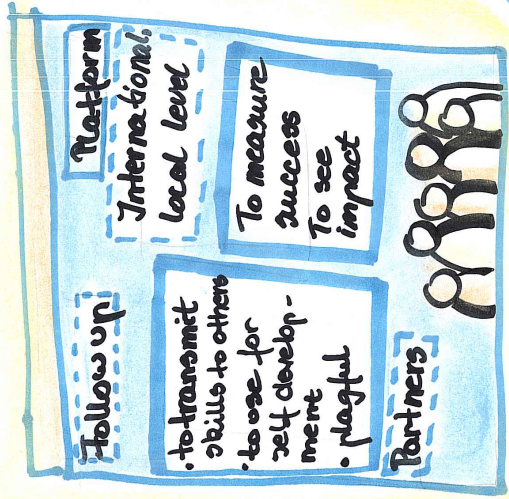
## Design questions

- WHAT WILL IT CONTAIN?
- WHO WILL USE IT?
- WHERE CAN SOMEONE FIND IT?
- WHY DO WE MAKE IT?
- WHY DO WE NEED IT?
- HOW WILL IT LOOK LIKE?
- HOW CAN WE MAKE IT INTERACTIVE, INNOVATIVE & FUN?



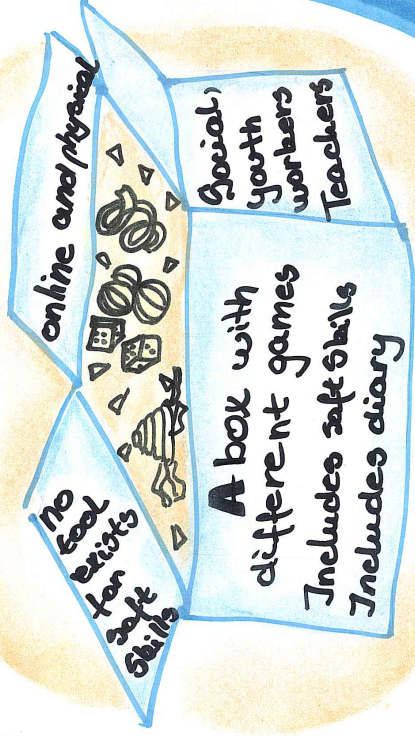
Follow-up  
assessment



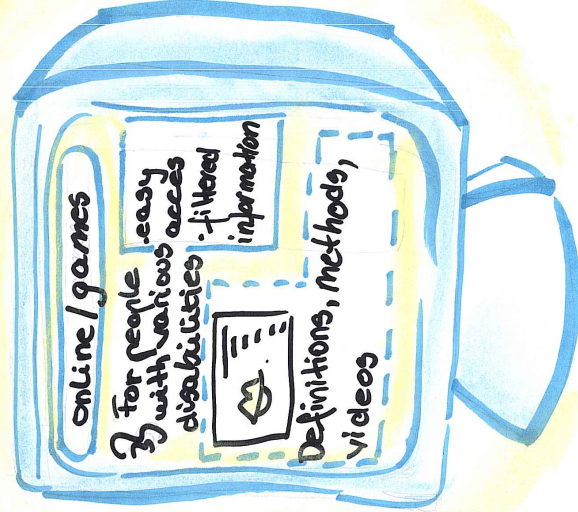
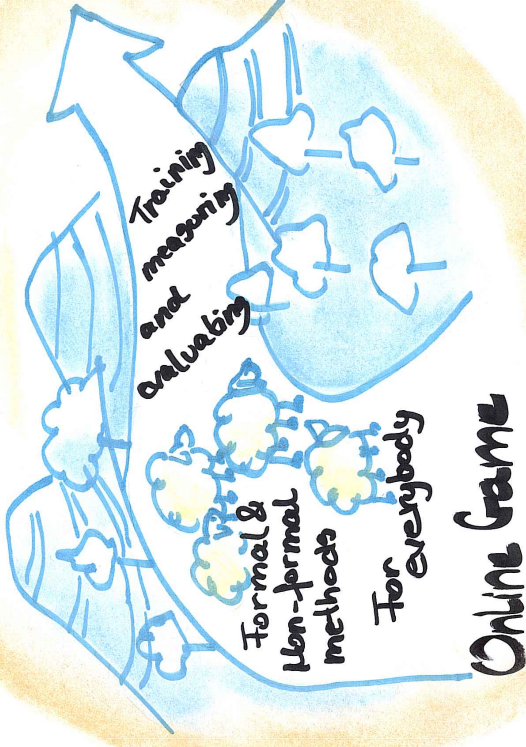


# Soft Skills Platform

# Soft box



# Soft skills math





I'm feeling  
ENGAGED

& MEANINGS

I LEARNED  
THAT UNDERSTANDING  
IS DIFFERENT  
ACCORDING TO  
PEOPLE

I DISCOVERED  
CASTLE

I LEARNED  
NAMES

WE SIT  
TOO MUCH

MAYBE  
TAKE A  
REST DV.  
RING THE  
BREAK?

IT'S  
COLD

IT'S  
TIRING

CAN WE  
CHANGE  
THE  
TIMETABLE?

REFLECTION DAY: 1





MORE THANK  
SMILE! You!

WE WANT  
GROUP ACTIVITIES  
& CREATIVITIES

MY  
MESSAGE  
TO THE  
COORDINATORS

Wow!  
EXCITED  
TO BE HERE  
MORE  
WORKING  
IN GROUPS  
THANKS!

# REFLECTION DAY 2



Enjoying the participation



Active Engagement

Feel more comfortable

I feel more active

Follow the Rules

Good Teamwork

Creating Games

Productive day

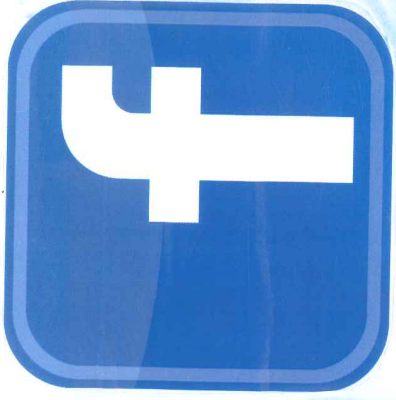
More fun

I could be more active

I'm late on activities

# REFLECTION DAY 3






Like

Comment

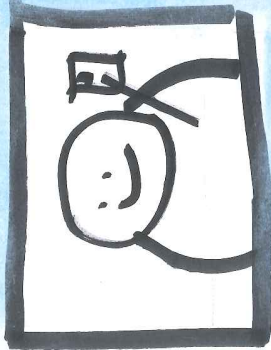
Dislike

Share

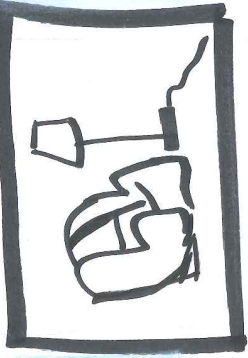


Share:

- New Games
- Get to know each other better.



- Teamwork
- Nice beach
- Informations
- Intensivness



Daily evaluation shared by group

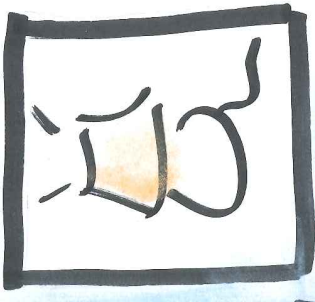
Simulation games for developing specific soft skills.

The training was really good and useful. But it is hard to perceive all the information

Learned how to know ourself better.

Good mood today

We learned how to notice the soft skills on the practical games and tasks.



Like:

- the games
- various activities
- Super Man

Dislike:

- cold
- lunch
- The lecture was hard to understand

# REFLECTION

# DAY:4



### Skype meeting



Interested  
 Surprised  
 Curious  
 Happy  
 wonderful

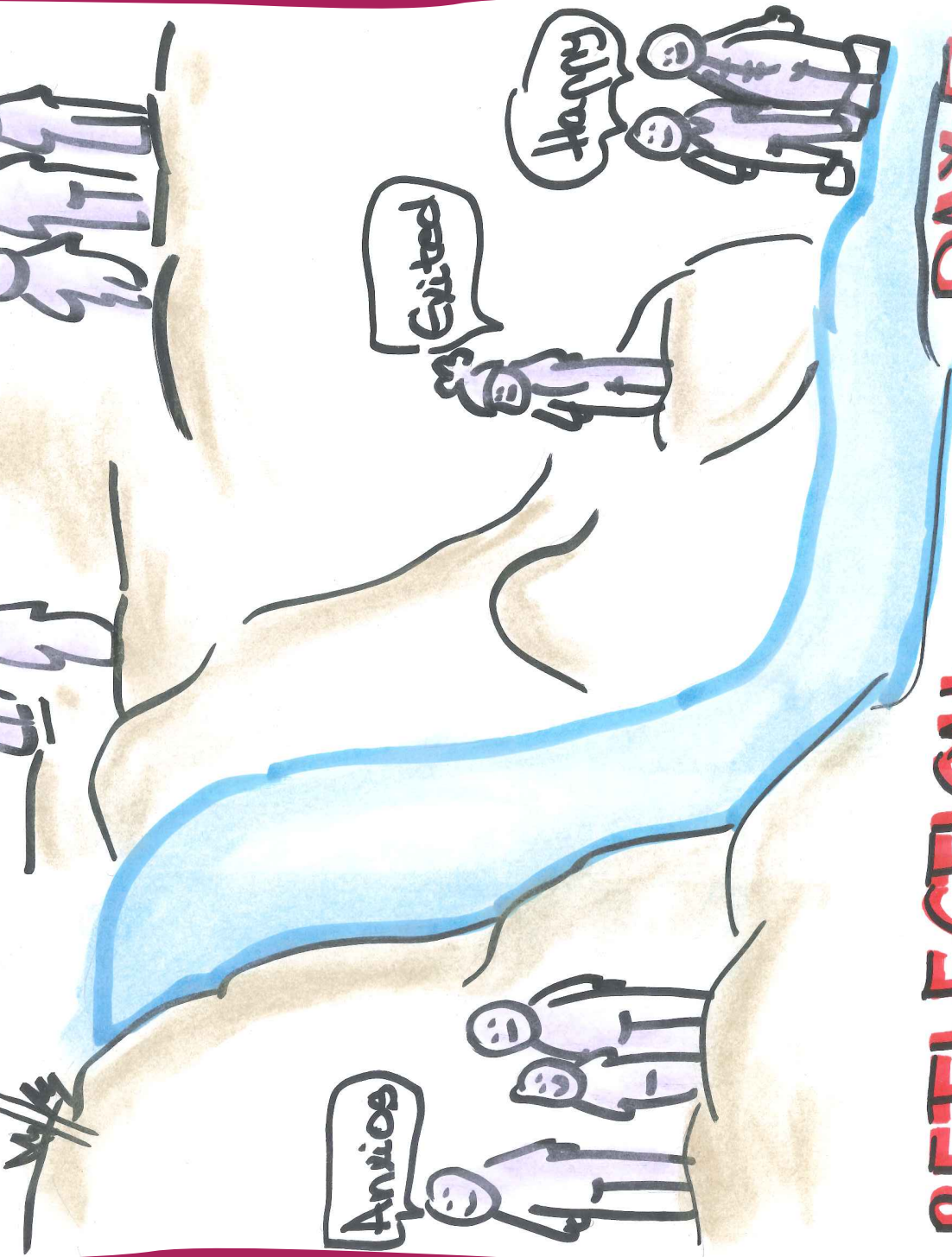
### Visiting the NGO

Thankful  
 Curious  
 Interested

### eco House



### Water fall



# REFLECTION

# DAY 5



The food  
is great

I've rediscovers  
some aspects of  
Soft Skills

The trainer (good)  
explain good,  
with understanding  
words.

Thank you!

I gained a lot of  
new information

I got some ideas  
from my colleagues  
that I will apply to  
my UGO

I learned more  
about the type,  
usage, monitoring,  
evaluating soft  
skills

I want fish

The activities  
are interesting!  
activities  
Thank you!



I will be able  
to help the  
group to define  
the innovative  
tool.

The non-formal  
education is the  
best way to get  
soft skills.

Middle evaluation

REFLECTION

DAY: 6

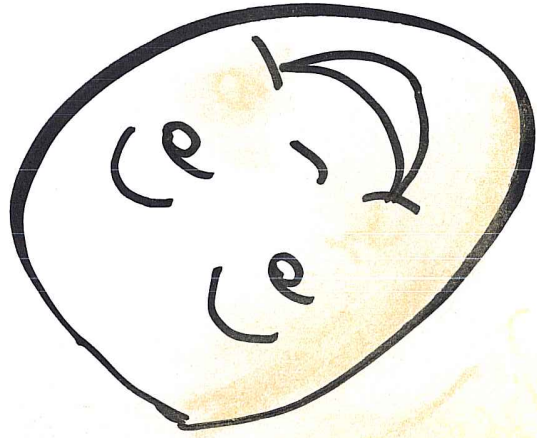






HAPPY

Holidays

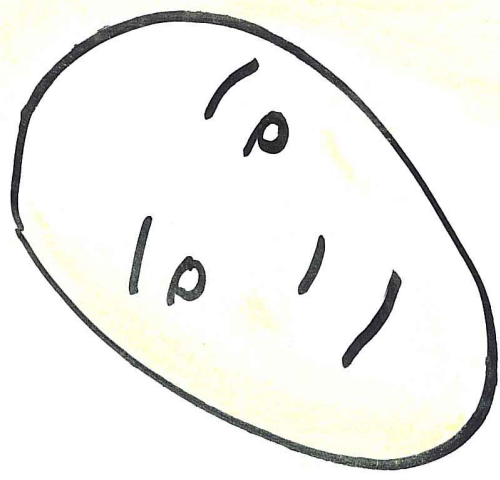


Funny

Crazy Positive

Amazing

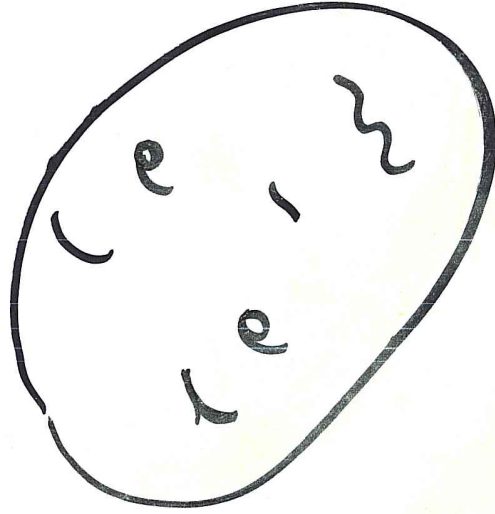
Excited



Discussions

Resting

Cabbage



Cloudy

Stressed

# REFLECTION DAY 8



## SOLIDARITY TRACKS



[www.tamonopatia.org](http://www.tamonopatia.org)



Erasmus+



**Drawings by: Coline Robin and Szigeti Noemi  
Lefkada 2014**

**These drawing were made during a training course Free Pass, held by Solidarity Tracks organization with the support of European comission trought the Erasmus + programme.**