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EMPOWER

Women

Facilitator's Guide: Output 5

EMPOWER Others - Lesson Plans & Resources

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Unit 1 – Understanding the Bigger Picture

Introduction

Welcome to the EMPOWER Training Programme!

In Unit 1 we give you an overview of the programme and what to expect from the following weeks. Our research is presented and there is room to discuss the skills and support needs of vulnerable women in issues linked to becoming economically active (looking at local, national and European needs- drawing information from the Training Needs Analysis

Learning outcomes and objectives

At the end of this unit you will:

- know women’s motivational factors to become economically active;
- know the organisations, programmes, and tools in the UK (and across Europe) that can help vulnerable women to solve their problems, to become more confident, to increase resilience and to believe in themselves;
- explore role models / success stories.

Time	Training	Content	Timing (in minutes)	Comments
9:30-9:50	Introduction	Leaders of the training for support workers introduce themselves, Empower project and organization of training program.	10	<u>Resources and materials:</u> <ul style="list-style-type: none"> • 3-4 PPT slides about the project • -4 PPT slides about the <u>Empower others</u> and <u>Empower yourself</u> training programs
9:50-10:30	Introduction of participants (support workers) and their expectations for this training	All participants introduce themselves and their work experience with vulnerable women: 3-4 minutes per participant. Icebreaker is introduced and tested	40	Icebreaker with thread ball <u>Resources and materials:</u> <ul style="list-style-type: none"> • thread ball



		by participants (support workers).		
10:30-10:40	Rules & learning agreements	The group makes the rules, agreements signed.	10	Analysing written forms of agreements Brainstorming on additional common rules for this training and suggestions about the rules for vulnerable women training. <u>Resources and materials:</u> <ul style="list-style-type: none"> • printed blank forms of agreements • flipchart and markers
10:40-10:50	Break			
10:50-11:30	Group discussion	Discussion on the themes <i>Training needs of support workers</i> and <i>Training needs of vulnerable women</i>	40	Questions from the focus group meetings <u>Resources and materials:</u> <ul style="list-style-type: none"> • flipchart, markers
11:30-11:50	Input from trainer		20	Discuss the findings of research <u>Resources and materials:</u> <ul style="list-style-type: none"> • PPT presentation (<i>see slides from SIF</i>)
11:50-12:10	Presentation and discussion on best practices	Examples (written or video) of best practices, how women overcome obstacles and get employed or started own business	20	4 examples from each country (GR, IS, LT and UK) To be developed by each country <u>Resources and materials:</u> <ul style="list-style-type: none"> • video projector, loud speakers, PC for video stories • printed cases studies



12:10-12:20	Input from trainer	Introduction of the support organizations in own country	10	PPT presentations Slides prepared by each partner regarding supporting organizations in their countries. Brainstorming on other supporting organizations <u>Resources and materials:</u> <ul style="list-style-type: none">• PPT presentations• Flipchart, pens
	Total duration		180 minutes	
12:20-13:00	Lunch			



Unit 2 – Getting to Know your Clients Strengths

Introduction

In this unit, participants will learn how to use the Circle of life exercise, the SMART goals and SWOT analysis. Participants will make their own goals for the training using SMART goals methodology. An exercise about the power of name will be presented. Self-needs analysis will be presented using the website: <http://job-yes.eu/node/62>

Learning outcomes and objectives

At the end of this unit you will:

- know how to use the SWOT-analysis method;
- know how to help vulnerable women to set their goal;
- know how to facilitate vulnerable women to evaluate their softs skills coherent with the social and civic, learning to learn, sense of initiative and entrepreneurship and digital competences.

Time	Training	Content	Timing (in minutes)	Comments
13:00-13:20	Acknowledgment of the methods to evaluate vulnerable women life situation	Introduction the methods enabling to evaluate participants' life situation. Testing the exercise <i>Circle of life</i>	20	Practical exercise individually with following discussions in the group <u>Resources and materials:</u> <ul style="list-style-type: none"> • sheets of paper with the printed circle of life • Pens
13:20-13:30	Goal setting	Introduction to SMART goals	10	Input from trainer <u>Resources and materials:</u> <ul style="list-style-type: none"> • PPT presentation
13:30-13:50		Each participant works on their goal for the <i>Empower others</i> trainings	20	Individual work and after that sharing experience in group <u>Resources and materials:</u>



				<ul style="list-style-type: none"> Blank sheets of paper and colour pens
13:50-14:00		Discussion on how to use SMART during <i>Empower Yourself</i> trainings	10	
14:00-14:10	SWOT	Introduction to SWOT analysis	10	Input from trainer <u>Resources and materials:</u> <ul style="list-style-type: none"> PPT presentation
14:10-14:30		Each participant works on own SWOT how to work with <i>Empower Others</i> training program	20	Individual work with following discussions within group. <u>Resources and materials:</u> <ul style="list-style-type: none"> Blank sheets of paper and colour pens
14:30-14:40		Discussion on how to use SWOT analysis during the training for vulnerable women	10	
14:40-14:50	Break			
14:50-15:00	Exercise the power of name	Each participant associates on her/his name	10	Group work
15:00-15:10	Self-needs analysis	Presentation by trainer of <i>Self-Needs Analysis</i> of soft skills useful for employment and entrepreneurship	10	Introduction by the trainer
15:10-15:50		http://job-yes.eu/node/62	40	Individual work using OER's with following discussions about usage of this tool <u>Resources and materials:</u> Access to PC connected to internet
15:50-16:10	Evaluation and wrap up		20	Reminder of next session/venue



				Filling in evaluation forms. <u>Resources and materials:</u> <ul style="list-style-type: none">• Printed evaluation forms Finalizing exercise/icebreaker “Well done”
	Total duration		180 minutes	



Unit 3 – Building on your Client’s Strengths and Confidence for Employability and Entrepreneurship.

Introduction

In this unit, you will learn how to help clients identify their strengths using several exercises such as ‘What animal am I’, and ‘Seeing Things Differently’ and by doing strengths exercises using practical examples of how they have used their strengths in different situations. You will create a strengths collage, summing up your strengths in one paper. Other methods that will be used to reflect on your strengths are a value questionnaire, through which you can identify your most important values, and the Balloon Exercise, which helps you prioritise your values.

Learning outcomes and objectives

At the end of this unit you will:

- have a better understanding of how to help clients identify their strengths and how to make the most of these to potential employers/for business start-up;
- gain understanding in how to support clients to understand their personal and work values and to prioritise what they want to get out of a job/running a business.

Time	Training	Content	Timing (in minutes)	Comments
9:30-9:40	Review	Review of unit 1-2	10 mins	
9:40-9:50	Ice breaker	What animal am I?	10 mins	Facilitator provides pictures of animals displayed on the table and asks participants to choose the animal that best represents themselves and why
9:50-10:00	Seeing things differently	Old woman/young woman	10 mins	
10:00-10:15	Recognising Strengths	Introduction to what are strengths? Overview of strengths and how to recognise our strengths	15 mins	Discussion of strength management,



				changing mindsets, strength families
10:15-10:50	Strengths exercise	Individuals choose 5 strengths that best represent them from the list of 10 provided by Facilitator; in pairs participants help each other to think about examples of when they have used/shown these strengths; together the pairs try and choose an additional strength for each participant from the list and come up with an example of when they have shown this strength. Group discussion: Do you have any strengths that are missing from the list? How hard/easy was it to choose strengths and focus on strengths not weaknesses? Other people help us see our strengths we often don't see in ourselves!	10 mins to choose skills 20 mins to discuss in pairs 5 mins to discuss as a group	Strength list (10 strengths and key words to describe each strength)
10:50 11:00	- Break		10 mins	
11:00 11:45	- Strengths Collage	Participants take the 5 or 6 strengths from the previous exercise and make a Strengths Collage. They draw/glue a picture of themselves in the middle (or write their name) and look through magazines/brochures to find pictures that they feel express/show each	45 minutes	A3 paper, magazines, brochures, glue, coloured pens.



		of the strengths. Cut out the pictures and glue onto the collage. Add words if they want to.		
11:45 11:50	- Values Questionnaire	Participants do the Values Questionnaire (mixture of personal and work values- 15 values in total). They have to choose 5 of the values that best represent them/the job/business they want.	5 mins	Values Questionnaire (15 Values and descriptions)
11:50 12:30	- Hot Air Balloon	What can hold you down/what barriers weigh you down? Hot air balloon exercise to understand the importance of prioritising what you want to get out of a job/starting a business, but also how hard this is as a process!	5 mins to write your 5 values from previous exercise on post-it notes (1 value per post-it); 20 mins to discuss in pairs. 5 mins to end with group discussion.	Post-it notes, cut out pictures of a hot air balloon.
12:30 13:30	- Lunch			



Unit 4 – An introduction to Positive Psychology

Introduction

In this unit participants learn how encourage positive statments using the Positive ball. They will do the exercise My fantasy job, where participants have to draw a picture of their most desirable job. Presentation skills will be presented, and participants will present their fantasy job to the group. A group relaxation exercise will be introduced and are then asked to wrap up the day by drawing the outline of their hands on a piece of paper and write their thoughts about the day.

Learning outcomes and objectives

At the end of this unit you will:

- better understand how to support clients to connect with positive ideas about their futures and start to have a more positive outlook about future possibilities;
- be able to support clients to present themselves positively to others for jobs/business opportunities;
- have the tools to support clients with guided relaxation to support themselves and clients in stressful situations such as job interviews.

Time	Training	Content	Timing (in minutes)	Comments/resources
13:30-13:45	Energiser Exercise	'Pass the Positive Ball'. Facilitator passes a ball/soft object to one of the participants and says one positive thing about the person she passes it too. That person passes it on to another participant saying a positive statement about them and so on until all group has been passed on and passed back to facilitator at end.	15 mins	Soft ball/soft toy
13:45-14:30	My Fantasy Job	Participants have the 'My Fantasy Job' handout with questions on. Facilitator says 'Imagine there are no	15 mins to draw fantasy job picture; 20 minutes to answer	A4 paper; coloured pens; My Fantasy Job Handout



		constraints/things in your way to getting this – what would be your ideal job or business if you could do it? Draw a picture and make it as detailed as possible. Add words if you like.	the questions with your partner; 10 mins for group discussion at end	
14:30-15:00	Helping You and Your Clients Present Positively to Others	Support to participants in presenting themselves (and helping their clients to present themselves more positively) to others e.g. non-verbal communication; use of voice	30 minutes	Powerpoint slides
15:00-15:15	Break			
15:15-15:45	Have a Go! Present to the group	Each participant has to use what they have just learned from previous exercise and present their fantasy job or their strengths collage to the group- an Elevator Pitch for 3 mins.	30 minutes (only 3 minutes each to present-based on 10 participants)	Timer to show when 3 minutes is up
15:45-16:15	Time to Relax!	The facilitator leads the group in a group relaxation exercise, using the script provided which they can use with their clients to support their preparation for stressful job interviews/presentations etc.	30 minutes	Relaxation script
16:15-16:30	Evaluation and wrap up	All participants draw round their hand on a flipchart piece of paper and write inside their hand: Positive things I've learned about myself today;	15 mins	Reminder of next session date/venue. Facilitator writes the statements "Positive things I've learned about myself today' and "one thing I enjoyed about the



		One thing I enjoyed about the session; Also complete standard evaluation forms.		session' on top of a flipchart and draws round her hand first. Participants should be encouraged to overlap their hand prints to show the help it is to work in a group with others. Participants complete evaluation session forms. Give out e learning link. Give out certificate for day.
	Total duration		180 minutes	



Unit 5 – Soft Skills for Employability

Introduction

Self-presentation skills and communication skills are discussed in this unit. What kind of communication do we use, what is effective and what is not? Active listening skills will be discussed in team work. You will practice your abilities to speak publicly and learn how your motivation was helpful in specific situations.

Interview skills will be discussed and exercises implemented. There will also be some time spent on discussing how to make a good CV.

Learning outcomes and objectives

At the end of this unit you will:

- increase their capacity to aid women to improve their employability;
- have a better understanding of how to help their clients present themselves;
- increase their knowledge and have a better understanding in supporting their clients develop their communication, motivation and interview skills;
- guide their clients on how to create a CV.

Time	Training	Content	Timing (in minutes)	Comments
9:30-9:40	Review	Review of units 1-4	10 mins	
9:40-09:50	Ice breaker - Self-Presentation exercise	How to present yourself exercise (ice breaker exercise, which at the same time introduces to the “self-presentation” section)	10 mins	
09:50-10:00	Self-Presentation	Definition of self-presentation, aspects of self-presentation, self-presentation skills	10 mins	
10:00-10:20	Introduction to communication – Communication skills	What is communication, types of communication and communication process, effective communication; Basic communication skills: 1) active/effective listening, 2) effective speaking /	20 mins	



		writing and 3) non-verbal communication		
10:20-10:35	Communication - Active/ Effective Listening exercises	<p><u>Team story exercise</u> This game helps people engage in listening and learn to be creative enough to make the story continue and make sense.</p> <p><u>Active listening exercise</u> This exercise is designed to help participants understand the dynamics of active listening in conversations and to develop active listening skills.</p>	15 mins	
10:35-10:45	Communication- Effective Speaking / Writing exercise	<p><u>For/Against exercise</u> This speaking activity is designed to develop speech fluency and confidence and is easily adaptable to groups of all ages and skill levels.</p>	10 mins	
10:45-10:55	Communication - Non-verbal communication exercise	<p><u>Feel strongly exercise</u> Have each participant talk about something they feel strongly about for 1-2 minutes. Ask other participants to write down what they thought the speaker was feeling during his talk, then discuss elements that made them formulate their assessment</p>	10 mins	
10:55-11:10	Motivation	Motivation background information: definitions of motivation, self-awareness, reflexivity	15 mins	
11:10-11:20	Break		10 mins	
11:20-11:35	Motivation exercise	<p><u>Roleplay Exercise</u> The purpose of this exercise is the participants to reenact</p>	15 mins	Motivation exercise



		a self-experienced situation and explain how motivation was a resource in that specific event		
11:35–12:00	Interview skills	Interview skills, job interview structures, common interview questions and potential answers, self-description, other factors	25 mins	
12:00–12:15	Interviews exercise	<u>Interview exercise</u> This exercise helps participants to improve their interview skills, as they can go through the interview process and build the necessary skills and confidence.	15 mins	
12:15–12:40	How to create a CV	Guidelines on how to develop a CV: purpose of CV, layout, content, etc.	25 mins	The facilitator can use the instructions for filling in the Europass CV.
12:40 - 13:30	Lunch			



Unit 6 – Soft skills for Entrepreneurship or Intrapreneurship for Those Not Looking to Develop Business

Introduction

In this unit, you will learn about decision making skills and processes. Leadership types will be discussed and exercised in groups. Entrepreneurship and intrapreneurship will be discussed and participants get information about the 'Business Model Canvas' and do a short exercise. You will furthermore receive information about where to look for business support.

Learning outcomes and objectives

At the end of this unit you will:

- increase your capacity to support women in improving their skills for entrepreneurship or intrapreneurship;
- increase your knowledge and have a better understanding of supporting clients in decision making, leadership and business planning;
- gain a deeper insight in the Business Canvas Methodology;
- have knowledge of the most relevant and up-to-date resources where they can find information about entrepreneurship and intrapreneurship and could suggest them to their clients.

Time	Training	Content	Timing (in minutes)	Comments
13:30-13:50	Decision making	Decision making background information: what is decision making process, effective decision making skills and techniques	20 mins	
13:50-14:10	Decision making exercise	<u>Lost at Sea exercise</u> This exercise is designed to work mainly to develop team building, cooperation, and decision making.	20 mins	
14:10-14:30	Leadership	Leadership background information: what is leadership, types and styles	20 mins	



		of leadership, effective leadership skills		
14:30-14:50	Leadership-exercise	<u>Center Stage Exercise:</u> This exercise is designed to help participants visualize different leadership styles	20 mins	
14:50-15:00	Break		10 mins	
15:00-15:40	Entrepreneurship - Business planning	Basic elements of running a business or being self-employed, basic concepts of management, introduction to the Business Canvas Methodology, presentation of the Business Model Canvas tool and its building blocks, examples.	40 mins	
15:40-16:10	Business Canvas exercise	<u>Business model innovation Exercise:</u> This exercise uses the template of the Business Model Canvas	30 mins	
16:10- 16:30	Resources on entrepreneurship and intrapreneurship	Where to look for information: presentation of relevant resources, databases and updates and news about entrepreneurship	20 mins	
16:30-16:40	Evaluation and wrap up	Evaluation questionnaire	10 mins	
	Total duration		180 minutes	



Unit 7 – Putting it into Action; Client Tools for Empowerment.

Introduction

In this unit, you will learn about resilience and how to use the website www.resilience-project.eu. We will do one exercise from the website called ‘self-evaluation questionnaire’. This exercise consists of 21 questions divided into seven categories.

The seven categories are:

- perception;
- getting a grip of one’s life;
- forming relationships;
- acceptance and optimistic thinking (confidence in the future);
- orientation on solution and aims;
- healthy lifestyle and self-efficacy.

After you have taken the self-evaluation and you will be told in which area(s) you have a need for further development or training. You are then referred to exercises that focus on these areas in the selection box.

You will learn about time management techniques and learn how to use time-management effectively through practical exercises.

Learning outcomes and objectives

At the end of this unit you will be able to:

- identify your and your client’s resilience factors;
- help your clients improve their resilience;
- use the tools on the website;
- teach your clients about effective time-management.

Time	Training	Content	Timing (in minutes)	Comments
09:30-09:40	Review	Last module revised	10 mins	Review of unit 5-6
09:40-10:10	Resilience	Methodology Website introduced	30 mins	Input from trainer
10:10-10:30	Resilience	Exercises	20 mins	Trainers choose exercises beforehand and



				print out to save time
10:30-10:50	Time management	Time management techniques introduced	20 mins	
10:50-11:00	Break		10 mins	
11:00-11:40	Time management	How to use your time effectively	40 mins	http://blog.trainerwarehouse.com/time-management-activities/
11:40-12:10	Time management	Exercises	30 mins	
12:10-13:00	Lunch			



Unit 8 – Empowering Others; Signposting Tools and Activities.

Introduction

In the last unit, you will make an action plan using SMART goals (see unit 2). You will make another collage, using materials such as photos and clips from magazines. Finally, you will be asked to evaluate the training.

Learning outcomes and objectives

After the end of this unit participants will be able to:

- to use goals in action plan;
- to assist vulnerable women to work on their goals using action plan;
- to assist clients to work with collages.

Time	Training	Content	Timing (in mins)	Comments
13:00-13:10	Review	Last module revised	10 mins	
13:10-13:40	Action plan	Action plan with goals settings	30 mins	
13:40-14:40	Collage	Participants make own life collages	60 mins	Participants make their own life collages using photos, clips from newspapers and magazines When participants finish the collage the do the Visualize your Future exercise
14:40-14:50	Break		10 mins	
14:50-15:20	Final evaluation	Participants fill out a final evaluation paper	30 mins	
15:20-16:00	Discussion	How will you make use of your training?	40 mins	Discussion
16:00-16:30	Final Comments		30 min	Hand out Certificates
	Total duration		180 min	