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EMPOWER

Women

Facilitator's Guide: Output 5

EMPOWER Yourself - 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 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 motivational factors to become economically active;
- know the organisations, programmes, and tools in that can help you to solve problems, to become more confident, to increase resilience and to believe in yourselves;
- explore role models / success stories.

Time	Training	Content	Timing (in minutes)	Comments
9:30-9:50	Introduction	Trainers introduction The project is introduced, organization of training modules, trainers etc.	10	<u>Resources and materials:</u> <ul style="list-style-type: none"> • 3-4 PPT slides about the project • -4 PPT slides about the Empower training program
9:50-10:30	Introduction of participants and their expectations	Each participant introduces themselves: 3-4 minutes per participant. Icebreaker for participants.	40	Icebreaker with thread ball <u>Resources and materials:</u> <ul style="list-style-type: none"> • thread ball
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 <u>Resources and materials:</u> <ul style="list-style-type: none"> • printed blank forms of agreements
10:40-10:50	Break		10	
10:50-11:30	Discussion	Training needs of vulnerable women	40	Questions from the focus group meetings <u>Resources and materials:</u> <ul style="list-style-type: none"> • flipchart, pens



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 (see slides from SIF)
11:50-12:10	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 <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 country	10	PPT presentations One slide 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
12:20-13:00	Lunch		40	



Unit 2 – Getting to Know Your Strengths

Introduction

In this unit, you will explore tools and techniques for helping to recognise and appreciate your individual strengths. You will make your own goals for the training using SMART goals methodology and try out a range of exercises to reflect on yourself.

Learning outcomes and objectives:

At the end of this unit you will:

- know how to use the SWOT-analysis method;
- know how to set your goals;
- know how to evaluate and appreciate your softs skills, including learning to learn and developing a sense of initiative and entrepreneurship.

Time	Training	Content	Timing (in minutes)	Comments
13:00-13:20	Circle of life	Helps to evaluate each participant life situation	20	Practical exercise individually with following discussions in the group <u>Resources and materials:</u> • 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> • PPT presentation
13:30-14:00		Each participant works on their goal for the training	30	Individual work <u>Resources and materials:</u> • Blank sheets of paper and colour pens
14:00-14:10	SWOT	SWOT analysis	10	Input from trainer <u>Resources and materials:</u> • PPT presentation
14:10-14:40		Each participant works on own SWOT	30	Individual work <u>Resources and materials:</u> • Blank sheets of paper and colour pens
14:40-14:50	Break		10	
14:50-15:00	Exercise the power of name		10	Group work
15:00-15:10			10	Introduction by the trainer



15:10-15:50	Self-needs analysis		40	Individual work using OER's <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 Strengths and Confidence for Employability and Entrepreneurship

Introduction

Practical tools and activities to help you better understand strengths when looking to start a business/return to work

Learning outcomes and objectives:

After the end of this unit you will:

- Have a better understanding of your strengths and how to make the most of these to potential employers,
- Gain understanding in how to prioritise what you 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	Powerpoint slides. Discussion of strength management, changing mindsets, strength families
10:15 - 10:50	Strengths exercise	Individuals choose 5 strengths that best represent them from the	10 mins to choose skills	Strength list (10 strengths and key



		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!	20 mins to discuss in pairs 5 mins to discuss as a group	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 of the strengths. Cut out the pictures and glue	45 minutes	A3 paper, magazines, brochures, glue, coloured pens.



		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 you will learn how to think positively, develop your presentation skills and learn how to use relaxation technique which can help you to deal with stressful situation such as a job interview.

Learning outcomes and objectives:

At the end of this unit you will:

- better understand how to generate positive ideas about your future and start to have a more positive outlook about future possibilities;
- be able to present yourself positively to others for jobs/business opportunities;
- have the tools to relaxation for supporting yourself 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.	15 mins to draw fantasy job picture; 20 minutes	A4 paper; coloured pens; My Fantasy Job Handout



		Facilitator says 'Imagine there are no 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.	to answer the questions with your partner; 10 mins for group discussion at end	
14:30-15:00	Training in Presenting Yourself to Others	Support to participants in presenting themselves to others e.g. non-verbal communication; use of voice	30 minutes	Powerpoint slides
15:00-15:15	Break		15 minutes	
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!	After what may have been difficult for many of the participants, the facilitator leads the group in a discussion about feelings during presenting and then leads group in a group relaxation	30 minutes	Relaxation script



		exercise, using the script provided.		
16:15-16:30	Evaluation and wrap up	<p>All participants draw round their hand on a flipchart piece of paper and write inside their hand:</p> <p>Positive things I've learned about myself today;</p> <p>One thing I enjoyed about the session;</p> <p>Also complete standard evaluation forms.</p>	15 mins	<p>Reminder of next session date/venue.</p> <p>Facilitator writes the statements "Positive things I've learned about myself today' and "one thing I enjoyed about the 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.</p> <p>Participants complete evaluation session forms.</p> <p>Give out e learning link.</p> <p>Give out certificate for day.</p>
	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? What is not effective? 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 your capacity to improve the employability;
- have a better understanding of how to present yourself;
- have a better understanding how to develop your communication, motivation and interview skills;
- 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;	20 mins	



		Basic communication skills: 1) active/effective listening, 2) effective speaking / writing and 3) non-verbal communication		
10:20-10:35	Communication - Active/ Effective Listening exercises	<p><u>Team story exercise</u></p> <p>This game helps people engage in listening and learn to be creative enough to make the story continue on and make sense.</p> <p><u>Active listening exercise</u></p> <p>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></p> <p>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></p> <p>Have each participant talk about something they feel strongly about for 1-2 minutes. Ask other participants to write down what they thought the</p>	10 mins	



		speaker was feeling during his talk, then discuss elements that made them formulate their assessment		
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	<u>Roleplay Exercise</u> The purpose of this exercise is the participants to reenact a self-experienced situation and explain how motivation was a resource in that specific event	15 mins	Motivation exercise
11:35-12:00	Interview skills	Interview skills, job interview structures, common interview questions and potential answers, self-description, other factors	25 mins	Material from VMST
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 you will get information about the ‘Business Model Canvas’ and do a short exercise. You will receive more information about where to look for business support.

Learning outcomes and objectives:

At the end of this unit you will:

- will improve your skills for entrepreneurship or intrapreneurship;
- increase your knowledge and have a better understanding about 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 for finding information about entrepreneurship and intrapreneurship.

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	20 mins	



		leadership, types and styles 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 – Your Tools for Empowerment

Introduction

In this unit, you will learn about resilience with help from 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, you will be told in which area(s) there is room 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 resilience factors;
- improve your resilience;
- use the tools on the website;
- learn 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.trainerswarehouse.com/time-management-activities/
11:40-12:10	Time management	Exercises	30 mins	
12:10-13:00	Lunch			



Unit 8 – 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 you will be able to:

- use goals in action plan;
- build-up the action plan;
- to work with collages.

Time	Training	Content	Timing (in minutes)	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		10 min	Hand out certificates
	Total duration		180 mins	