



## Training of Trainers

### Introduction to the training

A low-angle, upward-looking photograph of a group of young women, likely of Asian descent, gathered in a circle. They are all looking towards the camera and making peace signs with their hands. The women are wearing various casual clothing, including striped shirts, a white t-shirt with Japanese text, and a plaid shirt. The background is bright and slightly overexposed, creating a high-key effect. The overall mood is positive and collaborative.

## Training Objectives

**On completion of this training, participants will:**

- Have an overview and understanding of the VET\_GPS materials and tools and how can be used;
- Be able to use and test the VET\_GPS materials and tools in their VET schools/centers;
- Be able to define and apply a strategy and process of assessment, development and consolidation of VET trainees' soft skills.

# Introduction to the training



## Features

### Target groups

- Managers
- Training managers
- Trainers
- Counsellors

### Registration

- Participants need to make their registration in the Professional Development area ([here](#))

### Duration

- **8 hours in duration**
  - ✓ Unit 1 – 1h30m
  - ✓ Unit 2- 3h
  - ✓ Unit 3 – 2h
  - ✓ Unit 4- 1h30m

### Delivery

- Face-to-face training
- 1 or 2 sessions

# Introduction to the training



## Overview of the training structure

### Unit 1 Integration of Soft Skills in VET offer

- Soft Skills – The concept!
- Soft Skills Framework
- How to integrate Soft Skills on VET offer?
- The VET\_GPS methodology

### Unit 2 Professional Guidance and Coaching of Trainees

- Presentation and exploration Soft skills self-assessment online tool:
- Introduction to Soft Skills Profile:
- Presentation of the Success@work manual

### Unit 3 Development of trainees' soft skills in classes

- Presentation of the Youth Empowerment Handbook

### Unit 4 VET-Business cooperation

- VET-Business Cooperation
- How to promote VET-Business cooperation?
- Successful VET systems in Europe (OECD 2011)



# Introduction to the training



## Learning units

### Unit 1 - Integration of Soft Skills in VET offer

1h30m

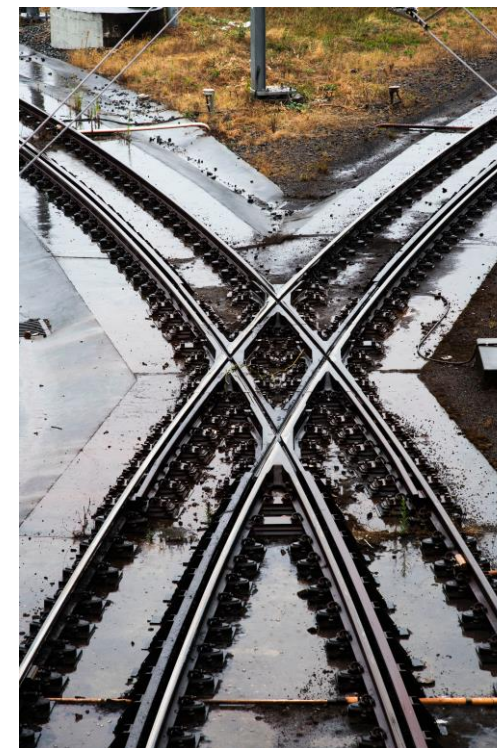
During this unit it will be approached:

- Soft Skills – The concept!
- Soft Skills Framework
- How to integrate Soft Skills on VET offer?
- The VET\_GPS methodology

At the end of the training, participants will be able to:

- Understand the concept and relevance of soft skills at personal, social and professional levels;
- Identify examples of soft skills, according to different approaches;
- Know the VET\_GPS approach for the integration of soft skills in VET offer;
- Know the VET\_GPS tools and materials and how they can be used by VET professionals and centers/schools.

Lecture and workshop



# Introduction to the training



## Learning units

### Unit 2 - Professional Guidance and Coaching of Trainees

3h

During this unit it will be approached:

- Presentation and exploration Soft skills self-assessment online tool:
  - What is it for?
  - Who can have access to it?
  - How to use it?
  - How to interpret and transmit the results to trainees and teachers?
- Introduction to Soft Skills Profile:
  - To whom is addressed?
  - How was it structured?
  - Which information can we find?
- Presentation of the Success@work manual
  - What is the objective of the manual?
  - To whom is addressed?
  - How can it be used?
  - Key-concepts behind the handbook
  - How are activities organised.



At the end of the training, participants will be able to:

- Guide and support trainees in the self-assessment of the level of development of their soft skills;
- Understand and interpret the results of the online self-assessment tool;
- Support trainees understanding the results of the self-assessment;
- Support trainees in the definition of strategies and activities to develop and/or strengthen their soft skills;
- Motivate trainees to strengthen their soft skills by doing activities outside their classes and VET schools/center.

Lecture and workshop

# Introduction to the training



## Learning units

### Unit 3 - Development of trainees' soft skills in classes

2h

During this unit it will be approached:

- Presentation of the Youth Empowerment Handbook
  - What is the objective of the Youth Empowerment manual?
  - To whom is Youth Empowerment manual addressed?
  - How is Youth Empowerment manual structured?
  - How soft skills are approached in the Youth Empowerment manual?
  - How can Youth Empowerment manual be used?
  - What is Youth Empowerment activity?
  - How to engage trainees?

At the end of the training, participants will be able to:

- Know how to structure and implement activities fostering the development of trainees' soft skills in their daily classes;
- Select and implement the activities of the Youth Empowerment handbook to the development, reinforcement and/or consolidation of trainees' soft skills.

Lecture and workshop



# Introduction to the training



## Learning units

### Unit 4 - VET-Business cooperation

1h30m

During this unit it will be approached:

- Introduction
  - Soft Skills and VET curricula
  - Why look at the VET?
  - Why is the initial VET need?
- VET-Business Cooperation
  - Why is VET-Business cooperation important?
  - Who is involved in VET-Business cooperation?
  - How do national policies contribute to VET-Business cooperation?
- How to promote VET-Business cooperation?
  - Which conditions are needed to promote and maintain VET-Business cooperation?
  - Which professionals need to be involved and how?
  - Which strategies and initiatives need to be implemented for establishing or strengthen VET-Business cooperation?
  - Which good practices exist?
- Successful VET systems in Europe (OECD 2011)
  - Practices for companies' need analysis
  - Soft skills implementation in Europe
  - European projects on Soft Skills

At the end of the training, participants will be able to:

- Know and understand the relevance of the VET-Business cooperation to match the labour market needs;
- Identify good practices of VET-Business cooperation;
- Define a strategy to the establishment and strengthen of VET-Business cooperation.

Lecture and workshop





# Introduction to the training



## Training assessment

Before the  
training

- fill in an initial self-assessment questionnaire related to their knowledge, skills and attitudes to successfully design strategies/activities, develop and assess trainees' soft skills in a training context.

At the end  
of the  
training

- to fill a final self-assessment questionnaire related to their knowledge, skills and attitudes to successfully design strategies/activities, develop and assess trainees' soft skills in a training context.

# Introduction to the training



## VET\_GPS products



### Guide for the integration of Soft Skills in VET offer



### Toolkit for Professional Guidance and Coaching

- [Soft skills self-assessment online tool](#)
- [Success@work](#)
- Soft skills Profile



### Programme for Professional Development

- Training of Trainers
- Youth Empowerment



### Quality Framework and Platform for the Cooperation in VET system

- VET-Business Cooperation Framework
- [Professional Development area](#)

Vocational  
Education  
Training  
Guiding tools for  
Professional Skills

VET  
GPS

Contact: [\(organisation, country, person and contacts\)](#)

Website: <https://www.vetgps.eu>

Facebook page: <https://www.facebook.com/VETGPS.eu/>