



## Training of Trainers

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



# Contextualisation of the unit



The third unit, is related to the *Youth Empowerment* handbook, document addressed to VET trainers, providing guidelines and activities fostering the development and reinforcement of VET trainee's soft skills.

- 🕒 Duration of 2h
- 🕒 On successful completion of this unit 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.
- 🕒 The unit comprises the following topics:
  - 🕒 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?





# *Youth Empowerment* manual

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# Youth Empowerment manual



## What is the objective of the manual?

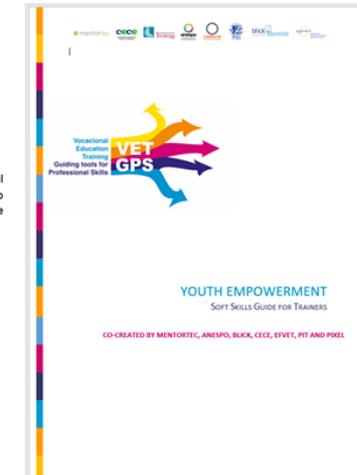
- *Youth Empowerment* is a handbook designed to inspire and support VET trainers in the identification and definition of practices and activities to be implemented in their daily classes, fostering the assessment and development of trainees' soft skills.
- *Youth Empowerment* basic principle is that soft skills are suitable to be acquired, developed and strengthen in different learning contexts at any stage of people lives and aims at fulfilling companies' needs on recruiting young qualified people that can easily evidence the adequate balance of hard or technical skills and soft skills.

### Getting started with *Youth Empowerment*

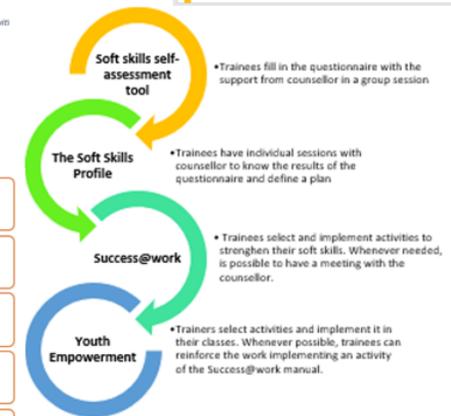
*Youth Empowerment* aims at supporting VET professionals promoting formal and non-formal learning, in the identification and implementation of activities in their daily classes, to promote the acquisition or development of the trainees' soft skills. Considering this, the handbook integrates a set of activities, designed to:



Figure 7 – The basis of the Youth Empowerment activities



- Problem solving & creativity
- Readiness to learn & critical thinking
- Adaptability
- Self-motivation & positive attitude
- Communication
- Teamwork



# Youth Empowerment manual



## To whom is it addressed?

- Designed for VET professionals providing formal or non-formal training to young trainees, with this handbook they will be able to:

understand the relevance of approaching soft skills in their daily classes

structure activities and exercises to support trainees in the assessment, acquisition and development of their soft skills

- The handbook provides information and identifies activities that can be used or adapted by VET professionals and implemented in their daily classes or activities.
- Jointly with this handbook, it was also developed two other documents addressed to VET professionals or trainees, allowing a complementary approach to trainees' soft skills by different professionals in different scenarios:

### *The Soft Skills Profile*

- Counselling guidelines allowing VET counsellors supporting trainees in the assessment and development of their soft skills

### *SUCCESS@WORK*

- Manual providing the guidelines, information and resources, allowing trainees to successfully assess and (continuously) develop their soft skills.

# Youth Empowerment manual



## How is it structured?

- The manual is organised in four main sections:

### Welcome to Youth Empowerment!

- A section introducing the goals, key-concepts and structure of the handbook



### What about soft skills?

- Introduction to the concept and relevance of soft skills, providing examples and strategies to acquire or develop them



### Getting started with Youth Empowerment

- Dedicated to the presentation of the key concepts behind the handbook



### Youth Empowerment activities

- In this section, VET professionals have access to a list of 24 activities to be implemented in their daily classes



# Youth Empowerment manual



## How soft skills are approached?

- In the past years, soft skills are considered crucial and quite relevant, particularly to young qualified people.
- Soft skills are widely recognised as strategic for the:



engagement  
of people in  
learning



adaptation  
and transition  
to the labour  
market



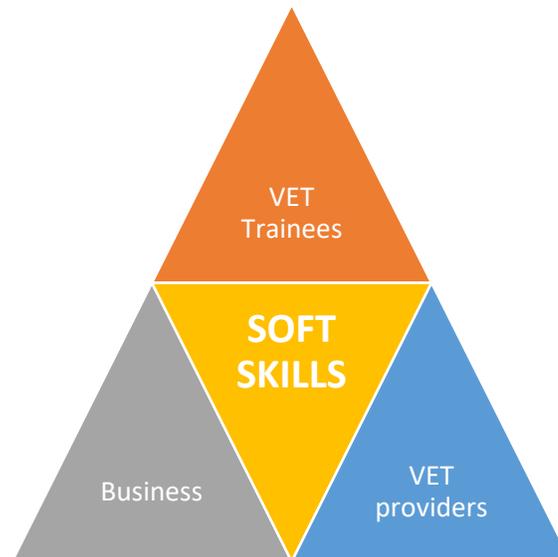
professional  
success and  
career  
development



reduction of  
the mismatch  
between  
learning in VET  
centres and  
companies'  
needs

## How soft skills are approached?

- Several examples of soft skills can be identified, and the relevance of each soft skill depends on many factors.
- When thinking about the soft skills relevant or strategic for the smooth and successful transition of trainees to the labour market, is crucial to involve all the parties in the identification of the soft skills:



- This tripartite approach was also considered in the study held by the VET\_GPS consortium at the beginning of the project: a collection of surveys, focus group or interviews to representatives of VET system and companies, were two of the activities implemented in the framework of the study.

# Youth Empowerment manual



## How soft skills are approached?

The results from this study are available in the document *National Validation of VET\_GPS soft skills list* and as a product of it, the partnership selected the following soft skills:

### Problem-solving & creativity

Ability to think and identify a solution to a complex situation and problem, using imagination or original ideas

### Readiness to learn & critical thinking

- Readiness to learn is related to the availability of a person to seek and invest in learning and in behaviour change. Critical thinking is related to the ability to analyse situations and information and make a reasoned judgement about it.

### Adaptability

Ability to change and to be able to adjust to new situations, conditions, and contexts, without compromising our beliefs, ideas and personality.

### Self-motivation & positive attitude

- The ability that drives a person to do things without the influence of other people, with a positive mental attitude that focuses on the bright side of life and a mindset that envisions favorable results.

### Communication

- Ability to interact with others in several contexts, to exchange information, ideas, knowledge, expertise, etc..

### Teamwork

- Cooperation between the members of a group of people to achieve a common goal.

# Youth Empowerment manual



## How can it be used?

- Youth Empowerment aims at supporting VET professionals promoting formal and non-formal learning, in the identification and implementation of activities in their daily classes, to promote the acquisition or development of the trainees' soft skills.

Considering this, the handbook integrates a set of activities, designed to:



The handbook is integrated into a set of materials and tools to be used by VET professionals and trainees to assess and develop trainees' soft skills:

### Soft skills self-assessment tool

- VET\_GPS questionnaire for the assessment of the level of development of trainees' soft skills

### Success@work

- Manual of trainees' soft skills development programme, with activities to be developed, autonomously by trainees

### The Soft Skills Profile

- Counselling guidelines to support counsellors in the interpretation and transmission of the results of the questionnaire to trainees.

### Youth Empowerment

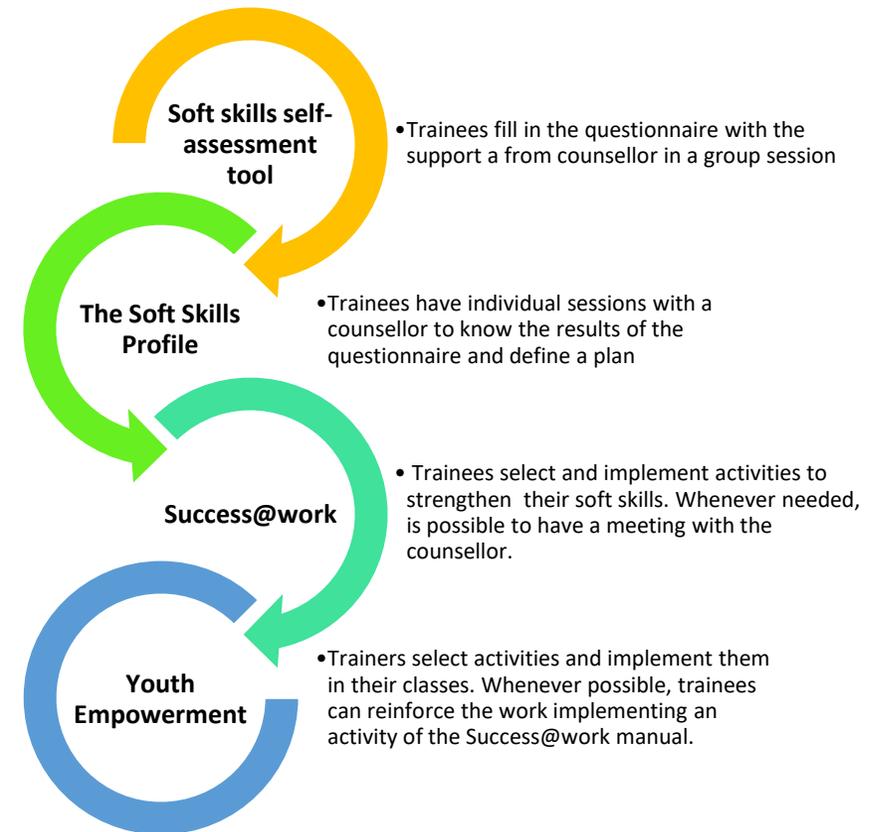
- Trainers' handbook with activities and materials for classes

# Youth Empowerment manual



## How can it be used?

- The process will start with an assessment of the level of development of trainees' soft skills. This is made in a group session with the guidance and support from a counsellor.
- Once having the results, the counsellor invites trainees to an individual session to transmit and discuss the results of the questionnaires. In this session, trainees will have the possibility of exploring the soft skills to be acquired or reinforced, defining a strategy for it.
- The acquisition or reinforcement of trainees' soft skills can be done in two ways:
  - 1. Autonomously by the trainees, using one of the activities available in the Success@work manual or
  - 2. In their daily classes, with the guidance and support from trainers, and based on the activities available in the *Youth Empowerment Handbook*



# Youth Empowerment manual



## What is *Youth Empowerment* activity?



Problem-solving & creativity



Readiness to learn & critical thinking



Adaptability



Self-motivation & positive attitude



Communication



Teamwork

- The activities of Youth Empowerment have been selected or structured to promote the acquisition and the development of trainees' soft skills, by promoting complementary activities and initiatives in their classes.
- The activities can also be implemented in other contexts of promotion of non-formal learning, with different groups of trainees.
- VET trainers are responsible for identifying, guiding and monitoring the implementation of the activities in the class, always with high involvement of the trainees in the activities.
- Similarly, to the activities addressed to trainees, the activities included in this handbook integrates actions of self-reflection and debriefings, essential to raise trainees' awareness related to the impact of the activities in the acquisition and reinforcement of their soft skills, strengthen the possibility of being successful in this process.
- Overall, the handbook has 24 activities focusing on the six soft skills identified.

# Youth Empowerment manual



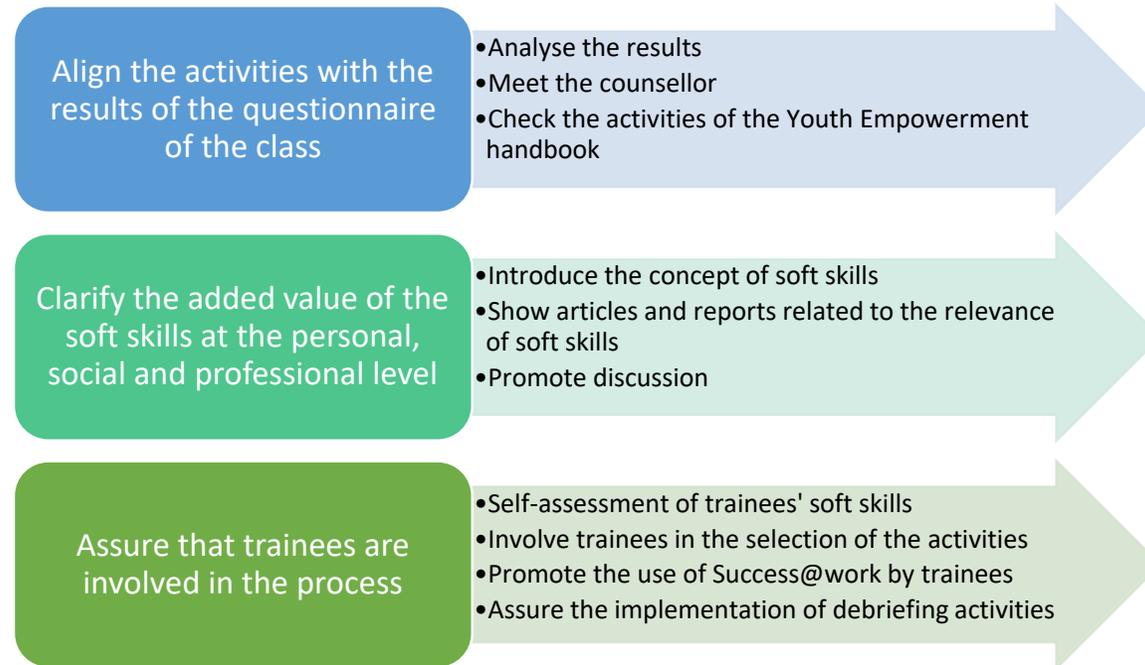
## What is Youth Empowerment activity?

- Every activity of this handbook is structured and presented in a single format, facilitating its analysis in terms of soft skill(s) approached, duration, type of activity, goals, methods, setting and resources necessary for its implementation.
- Is important to guarantee that the activities implemented in the classes are in accordance with trainees' needs, competencies and expectations.
- The scheme on the right introduces a suggestion of a process to support VET trainers in the identification of the activities to develop in their classes.



## How to engage trainees?

- The engagement and active involvement of trainees will be strategic for the effectiveness of the activities in the development and reinforcement of their soft skills.
- How can this be done? The scheme below introduces an approach that can contribute to the engagement of trainees:



# Youth Empowerment manual



A challenge for you!



The facilitators of the event identified an activity from the *Youth Empowerment* manual to implement with you



The facilitator will start by implementing the activity, involving all participants that will play the role of trainees



At the end of the activity the group will discuss about the activity. The other participants will discuss about the simulation



# Final remarks

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# Final remarks



## Unit summary



**WHAT IS THE OBJECTIVE  
OF THE MANUAL?**



**TO WHOM IS IT  
ADDRESSED?**



**HOW IS IT STRUCTURED?**



**HOW SOFT SKILLS ARE  
APPROACHED?**



**HOW CAN IT BE USED?**



**WHAT IS YOUTH  
EMPOWERMENT  
ACTIVITY?**



**HOW TO ENGAGE  
TRAINEES?**

# Final remarks



## Recommended Reading

- ☞ VET\_GPS partnership. (2019). *Youth Empowerment – Soft skills guide for trainers*. Available [here](#).
- ☞ VET\_GPS partnership. (2018). *National validation of VET\_GPS Soft Skills list*. Available [here](#)
- ☞ VET\_GPS partnership. (2018). *The Soft Skills Profile – Guidelines to counsellors and/or trainers*. Available [here](#).
- ☞ VET\_GPS partnership. (2019). *Success@work – Manual for Soft Skills development of trainees*. Available [here](#).



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**VET  
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