



# Micro-Learning Career Management Resources

Learner's Handbook

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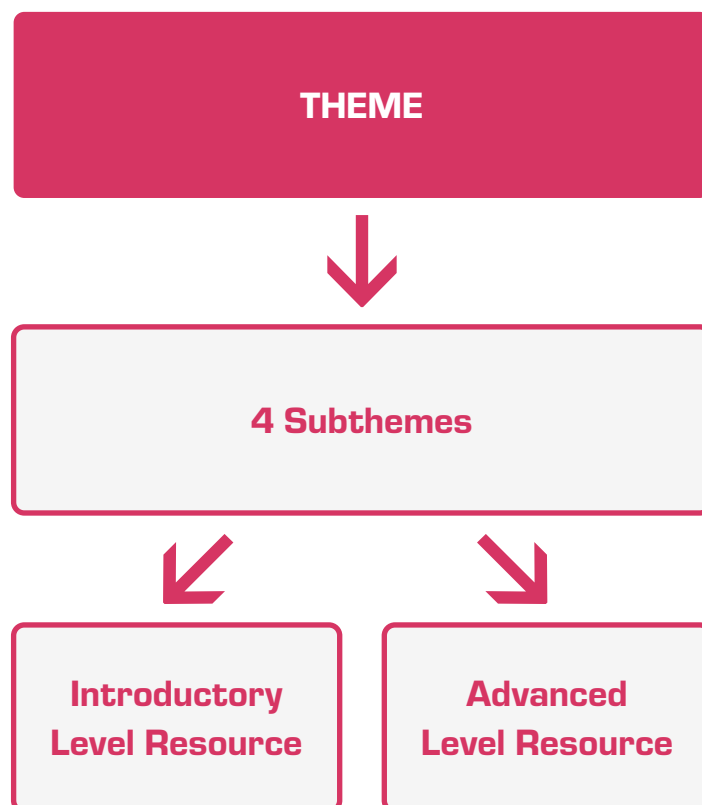
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# Introduction

This handbook was created to provide young adults with activity-based resources that support the development of their career management skills. This is in response to the effects of the COVID-19 pandemic on different job sectors and the economy. These activities should help young people to plan career paths that are aligned with their passions, values, and motivations. The activities are designed so that they can be completed outside an educational setting and in the individuals' own time. The activities can be repeated and built upon as they are developed with a view towards lifelong learning and continuous personal development. They can also easily be adapted to suit individual needs and ambitions.

There are 40 resources in this handbook. The resources are developed based on themes and subthemes. Two resources have been designed for each subtheme at an introductory and advanced level. The first 8 resources relate to 4 self-help subthemes and the following 32 resources are dedicated to career skills and are based on 4 key themes from the Scottish Career Management Framework (SCMF): Self, Strengths, Horizons, and Networks. The table below shows how the resources have been structured:



The first 8 resources are focused on self-help competencies that aim to build young adults' self-belief and resilience so that they are better prepared to face the current challenges and uncertainties in the job market. The resources address some of the mental health issues that have increased since the pandemic. The activities should support young adults to form self-care routines, understand and implement positive self-talk and build confidence. However, they are not a replacement for professional help and are only intended as a form of self-help. They contain guidance on basic practices that promote good mental health but may not be suited to everyone. The subthemes for the self-help resources are listed below. There are 2 resources for each at an introductory and advanced level:

- Self-help competencies: Self-care routine and practices
- Self-help competencies: Self-belief and managing expectations
- Self-help competencies: Making connections for resilience
- Self-help competencies: Emotional intelligence and emotional control

The themes of the other 32 resources are described below, e.g., for Self, Strengths, Horizons, and Networks: The resources developed for the Self theme are meant to enable young adults to find their sense of self within society. They deal with aspects such as personal development, self-image, being adaptable, and maintaining a healthy work-life balance. They are supposed to encourage young adults to identify their values and motivations and align these with their career goals. Young adults will create vision boards and mind-maps to help visualise what is important to them in life and in their career. They will start to establish career goals and action plans to achieve them. The subthemes are listed below:

- Self: Personal development and making positive career decisions
- Self: Developing and maintaining a positive self-image
- Self: Balancing life, learning, and career goals
- Self: Adapting to different contexts and practicing social intelligence

The resources developed for the Strengths theme contain activities that encourage young adults to identify their unique strengths and learn how to optimise them. These activities involve a lot of self-reflection on previous experiences, challenges, and achievements. Young adults will further explore their skill sets by looking at case studies (articles and Ted Talk videos) and by doing a personality assessment. They will learn about their transferable skills and research the skills needed for different careers. The subthemes are listed below:

- Strengths: Self-awareness of skills, strengths, and achievements
- Strengths: Making informed career choices based on my prior learning and experiences
- Strengths: Maintaining confidence and resilience in the face of obstacles
- Strengths: Building on strengths and achievements

The resources developed for the Horizons theme are meant to inspire young adults to explore a variety of careers and opportunities. Young adults will practice setting goals and improve their decision-making skills. They will also begin to see how different aspects of their lives interact with each other and how this impacts their work life. They will start to understand the importance of balance between these different aspects and how to go about achieving this. Young adults will further consider how to handle change in a work environment and be adaptable. They will develop their problem-solving skills and come up with solutions to managing risks and uncertainties. The subthemes are listed below:

- Horizons: Researching and evaluating opportunities for career development
- Horizons: Goal setting and decision-making in career planning
- Horizons: Interaction between life, work, community, and society
- Horizons: Responding to and managing change effectively

The resources for the Networks theme should demonstrate to young adults how to build and maintain career networks. Young adults will learn how to identify opportunities, create a networking plan, respond to challenges, and seek constructive feedback. The activities involve exploring different networking methods and platforms. From completing the activities, young adults will know what networks and groups they can join and where they can find upcoming career events. They will create a LinkedIn profile, work on an elevator pitch, and improve their communication skills. The subthemes are listed below:

- Networks: Maintaining career networks
- Networks: Building career networks
- Networks: Building my own career network
- Networks: Applying information to secure career networks

When using this handbook, young adults can choose activities that interest them and relate to skills they want to develop and goals they want to achieve. Depending on their current skill level, they can begin with the introductory level and then move onto the advanced level to further build on a competence. This handbook should equip young adults with personal and career related skills that can be applied to real world situations and their everyday life. Young adults will learn how to identify and seek out opportunities, face challenges and changes in the workplace and maintain a work-life balance. There are numerous activities available within this handbook and young adults can always revisit resources as part of their continuous professional development.

# Self-help Competences: Self-care routine and practices

## Introductory

<b>Theme Addressed:</b>	Self-help competencies: Self-care routine and practices
<b>Title of the Activity:</b>	Self-care wheel: Explore ways to better balancing your well-being
<b>Estimated Duration (mins):</b>	60-120 minutes
<b>Benefit of this activity for young adults:</b>	This activity will support young adults to visualise their different spheres of self-care, which can increase their motivation and enhance their focus when they are looking after themselves.

## Step-by-step instructions:

Vision boards allow you to visualise your desired qualities and resources for managing your career effectively, providing a tangible reminder of your goals. In this activity, you will be guided through developing your own vision board to effectively manage change in your career. To create this vision board, follow these steps:

- 1. Creating a self-care wheel (10-15 minutes):** Draw a large circle on a piece of paper or use a template online. Divide the circle into sections, like slices of a pie, to represent different aspects of self-care. Label each section with one of the following:
  - Physical
  - Emotional
  - Mental
  - Social
  - Spiritual
- 2. Reflecting on each self-care aspect (10-15 minutes):** Take a moment to think about each aspect of self-care and what it means to you.
  - What activities or practices fall under each category for you personally?
  - Write down your thoughts in the corresponding sections of the wheel.
- 3. Prioritize and rate (5-10 minutes):** After identifying activities for each aspect of self-care, consider how important they are to you right now. Rate each aspect on a scale of 1 to 5, with 1 being less important and 5 being highly important. Circle or highlight the ratings on your wheel.
- 4. Identify imbalance (15-20 minutes):** Look at your completed self-care wheel. Are there areas where you're devoting more attention than others? Are there aspects that you've been neglecting? Reflect on why this might be the case.
- 5. Set self-care goals (15 minutes):** Based on your reflections and ratings, set some self-care goals. What steps can you take to balance your self-care more effectively? Are there activities you'd like to prioritize or introduce into your routine?
- 6. Commit to action (10 minutes):** Take your self-care goals seriously and commit to implementing them into your daily or weekly routine. Make a plan to regularly engage in the self-care activities that support your overall well-being.

This activity can help you visualize and assess your current self-care practices, identify areas that may need more attention, and set actionable goals to maintain a balanced self-care routine.

## Link to Additional Resources or Reading Materials:

**Self-care practices:** <https://www.verywellmind.com/self-care-strategies-overall-stress-reduction-3144729>

**Self-care mindset:** <https://tolmanselfcare.com/blogs/blog/self-care-mindset-staying-on-a-healthy-path-sticking-to-new-healthy-habits>

**Including self-care into your workday:** <https://hbr.org/2017/06/6-ways-to-weave-self-care-into-your-workday>



### Top Tips:

3 top tips to further develop your skills:

- **Practise self-compassion:** We come across lots of harsh criticism in our daily lives. It is crucial to treat yourself with kindness and understanding, as you would do with a close friend. Avoiding self-criticism and negative self-talk is an essential component of self-care, as it helps you build a healthier relationship with yourself.
- **Set realistic goals:** It is very easy to get carried away with lots of different things that you want to achieve. Ensure that the goals you are setting are realistic and achievable, so you do not get disheartened.
- **Regularly reflect and revisit:** Since self-care is a dynamic process, reflect your self-care wheel frequently. Allow your self-care plan to evolve as your needs and circumstances change.

### Self-reflection Questions:

After completing this activity, take a few moments to reflect on what you have learned:

1. Do your goals reflect your priorities when it comes to self-care?
2. In which ways do your goals allow you to prioritise and stick to self-care?
3. How can you ensure that you keep reminding yourself of the goals you set when it comes to self-care?

## Advanced

<b>Theme Addressed:</b>	Self-help competencies: Self-care routine and practices
<b>Title of the Activity:</b>	Reframe your self-care habits to protect yourself from burnout
<b>Estimated Duration (mins):</b>	35-45 minutes
<b>Benefit of this activity for young adults:</b>	By engaging in this activity, you can develop important career management skills, enhance your ability to respond to and manage change effectively, and ultimately increase your overall employability and personal growth.
<b>Step-by-step instructions:</b>	<p>Complete the following steps to better look after yourself and avoid feeling exhausted and burned out:</p> <ol style="list-style-type: none"><li><b>1. Listen to the emotions that you're experiencing (5-10 minutes):</b> Nowadays it is very common to hide, deny or ignore our emotions. We find it easier to show, share and discuss our positive emotions, such as feeling happy or excited. However, emotions are a great source of information that we should not ignore. They inform us if something can be good for us or if a behaviour, a situation or a person is toxic and we should protect ourselves.</li><li><b>2. Understand what works best for you (5 minutes):</b> We focus a lot on coping in the same, 'prescribed' way that others do - such as our closest friend, or the influencers on social media. Approaching coping with challenging emotions in a personal way means finding something we enjoy and personalizing it into a coping mechanism.</li><li><b>3. Search for new hobbies (10-15 minutes):</b> It may not be something revolutionary, but we're not taught to value those things and while it seems silly, it might be inspiration for a new hobby," Gold said.</li><li><b>4. Practicing useful coping mechanisms both professionally and personally (15 minutes):</b> Trying new ways to relax, unwind and look after ourselves is a journey and we may find out something along the way that really works for us. Of course, if we need immediate action, then it is worth using established coping mechanisms that were proved to work for us in the past. Some examples of coping mechanisms are:<ul style="list-style-type: none"><li>• Physical needs: such as exercise, walking, going to the gym</li><li>• Internal reflection: such as mindfulness activities, yoga, journaling</li><li>• Recreation: do activities that we enjoy the most such as socializing with friends or listening to music.</li></ul></li></ol> <p>Find something you like and see if it works for you. Reminder, you can resort to Googling new ideas if you need them.</p>

<p><b>Link to Additional Resources or Reading Materials:</b></p>	<p>Tips for caring for yourself when you're experiencing burnout: <a href="https://hr.wustl.edu/tips-to-care-for-yourself-when-youre-experiencing-burnout/">https://hr.wustl.edu/tips-to-care-for-yourself-when-youre-experiencing-burnout/</a></p> <p>Signs you are experiencing a burnout: <a href="https://www.darlingdowns.health.qld.gov.au/about-us/our-stories/feature-articles/signs-you-might-be-experiencing-a-burnout-and-how-to-regain-balance-in-your-life">https://www.darlingdowns.health.qld.gov.au/about-us/our-stories/feature-articles/signs-you-might-be-experiencing-a-burnout-and-how-to-regain-balance-in-your-life</a></p> <p>Self-care ideas that you can do even when you are busy: <a href="https://www.headspace.com/mindfulness/self-care-ideas">https://www.headspace.com/mindfulness/self-care-ideas</a></p>
<p><b>Top Tips:</b></p>	<p>3 top tips to further develop your skills:</p> <ul style="list-style-type: none"> <li>• <b>Try meditation and mindfulness practices:</b> These were found to reduce stress and burnout, offering a holistic approach to well-being, addressing both the physical and psychological aspects of stress. These practices can provide you with valuable tools to build resilience, manage emotions, and foster a healthier work-life balance.</li> <li>• <b>Focus on the things you can control:</b> For example, you can control your reaction to things, how you treat yourself and your loved ones.</li> <li>• <b>Reach out to important others, such as family, and friends:</b> Sometimes we worry that sharing our thoughts and feelings with others makes us a burden to them. In reality, most friends and loved ones appreciate it when we trust them enough to confide in them, and this sharing can really enhance our bond. Having this conversation with your close people can bring to the surface what is wrong and what you should perhaps consider changing.</li> </ul>
<p><b>Self-reflection Questions:</b></p>	<p>After completing this activity, take a few moments to reflect on what you have learned:</p> <ol style="list-style-type: none"> <li>1. Reflecting on the activity, do you listen to your emotions and allow them to guide you, even if they point to something uncomfortable or challenging?</li> <li>2. Can you recognise your stress levels and how they are affecting you? Do you have established coping mechanisms that are tailored to your individual preferences and needs, rather than simply following what others do?</li> <li>3. Looking back at the activity, are you open to sharing your thoughts and feelings with your close friends and loved ones, recognizing that it can strengthen your relationships and potentially help you address what's troubling you?</li> </ol>

# Self-help Competencies: Self-belief and managing expectations

## Introductory

<b>Theme Addressed:</b>	Self-help competencies: Self-belief and managing expectations
<b>Title of the Activity:</b>	The self-belief and expectations journal
<b>Estimated Duration (mins):</b>	60-120 minutes
<b>Benefit of this activity for young adults:</b>	This activity will support young adults to explore and strengthen their self-belief while also providing strategies for managing expectations. Since this is a dynamic process, regular reflection and exploration can help to slowly but steadily build upon confidence, setting more realistic expectations in various aspects of their personal and professional life.
<b>Step-by-step instructions:</b>	<ol style="list-style-type: none"><li><b>1. Self-reflection (10 minutes):</b> Begin by reflecting on your current level of self-belief. Note down any thoughts or beliefs about yourself that you feel may play a role in your confidence levels.</li><li><b>2. Positive attributes (10 minutes):</b> Identify five positive qualities or strengths that you possess. These can be linked to your skills, or achievements.</li><li><b>3. Past successes (15 minutes):</b> Recall and write about three significant successes or accomplishments from your past. Take a moment to think: has your self-belief contributed to achieving them?</li><li><b>4. Small wins (10-15 minutes):</b> Celebrate a small achievement or success that you experience today. This could even be about finding the courage to say no to a task you do not have the time to complete. Write about how this win contributes to your self-belief.</li></ol> <p><b>Now let's move on to your expectations</b></p> <ol style="list-style-type: none"><li><b>5. Reflect on your typical expectations when achieving a goal (10-15 minutes):</b> Do you tend to have very high or normal expectations from yourself? Write down examples and reflect on whether these are realistic or overly demanding.</li><li><b>6. Adjusting expectations (10 minutes):</b> Explore areas where you may need to adjust your expectations to align them with reality. Consider how this can reduce stress and disappointment.</li><li><b>7. Write about a recent disappointment you faced (15 minutes):</b> Recall how you handled it and what you can do differently next time to manage your expectations and emotions.</li></ol>

<p><b>Link to Additional Resources or Reading Materials:</b></p>	<p><b>Self-belief and business:</b> <a href="https://aimwa.com/wctm/development/skills/self-belief-is-everything-in-business/">https://aimwa.com/wctm/development/skills/self-belief-is-everything-in-business/</a></p> <p><b>Decision confidence and trusting yourself:</b> <a href="https://smbservices.co/blogs/decision-confidence-how-to-trust-yourself/">https://smbservices.co/blogs/decision-confidence-how-to-trust-yourself/</a></p> <p><b>TEDx Talk about not getting what you want and expectations:</b> <a href="https://www.youtube.com/watch?v=FwLeiY5f7sl">https://www.youtube.com/watch?v=FwLeiY5f7sl</a></p>
<p><b>Top Tips:</b></p>	<p>3 top tips to further develop your skills:</p> <ul style="list-style-type: none"> <li>• <b>Embrace imperfection:</b> Remember, no one is flawless, and some decisions may have unwanted outcomes. Embrace the fact that errors can occur and consider them as valuable opportunities for growth and learning.</li> <li>• <b>Seeking support:</b> Identify an important other in your life from whom you can seek guidance and support when managing your expectations. After describing to them your expectation in meeting a goal, ask them to comment on that and let you know if this sounds very harsh or unreasonable.</li> <li>• <b>Regularly reflect and revisit:</b> Journaling is a great tool for self-reflection and exploration of your thoughts in relation to achieving a goal.</li> </ul>
<p><b>Self-reflection Questions:</b></p>	<p>After completing this activity, take a few moments to reflect on what you have learned:</p> <ol style="list-style-type: none"> <li>1. After reflecting on your current self-belief thoughts, how do these thoughts promote or hinder your personal or professional growth?"</li> <li>2. Having recalled some past experience, what patterns or tendencies do you notice in your expectations when setting goals, and how do these expectations affect your motivation and well-being?</li> <li>3. Is it easy to identify your self-belief thoughts and your expectations from yourself? If not, what could you do to increase awareness of them?</li> </ol>

## Advanced

<b>Theme Addressed:</b>	Self-help competencies: Self-belief and managing expectations
<b>Title of the Activity:</b>	Overcoming negative self-talk: A step-by-step guide to boosting self-belief
<b>Estimated Duration (mins):</b>	30-45 minutes
<b>Benefit of this activity for young adults:</b>	By engaging in this activity, you can increase your ability to recognise negative self-beliefs that can hinder our confidence in achieving our goals, limiting our personal growth. It is of crucial importance to challenge and replace those negative beliefs with more positive and constructive thoughts.
<b>Step-by-step instructions:</b>	<ol style="list-style-type: none"><li><b>1. Think about our own self-talk (10-15 minutes):</b> When people engage with doubting self-talk and negative thoughts, it can be very limiting and diminishing to their self-belief. To familiarise yourself with these negative self-belief statements please read the examples below. Optionally, you can also note how frequently you find yourself saying these things to yourself using a scale ranging from Never, Rarely, Occasionally Often, Very Often.<ul style="list-style-type: none"><li>• I'm not good enough.</li><li>• I'll never succeed.</li><li>• I always mess things up.</li><li>• I can't do it as well as others.</li><li>• I just don't have a chance with my luck.</li><li>• Other people are so much smarter/better than me.</li><li>• I can't handle challenges.</li><li>• I'm not talented or gifted.</li><li>• There is no way I will achieve this. This is so difficult.</li><li>• I'm just lucky when things go my way.</li></ul></li><li><b>2. Identify your negative self-talk (10-15 minutes):</b> Select the statements that seem to be relevant to you (those you have rated as: Occasionally Often and Very Often). Also, feel free to note down other specific and relevant statements you often tell yourself. These could pertain to tasks at work, such as doubts about meeting deadlines, or hesitations regarding job applications. This process will help you compile a specific list of negative self-talk statements you may be using.</li><li><b>3. Challenge negative self-talk (10-15 minutes):</b> Now that you have familiarised yourself with negative self-talk, we will try to challenge this thinking, and replace it with encouraging and supporting statements. Some examples are:<ul style="list-style-type: none"><li>• I believe in myself and my abilities.</li><li>• I have the power to create positive change in my life.</li><li>• I am resilient and can overcome this challenging situation.</li><li>• I am confident that this was the right decision for me.</li></ul>If you are struggling to replace these negative self-talk statements, feel free to double check with a friend, or colleague, or anyone you feel comfortable with.</li><li><b>4. Practice:</b> Save this piece of paper and come back to it anytime you are doubting yourself and what you can achieve.</li></ol>

<p><b>Link to Additional Resources or Reading Materials:</b></p>	<p><b>Building strong self-belief</b> (tips and activities): <a href="https://positivepsychology.com/self-confidence-self-belief/">https://positivepsychology.com/self-confidence-self-belief/</a></p> <p><b>How to overcome imposter syndrome:</b> <a href="https://www.apa.org/monitor/2021/06/cover-impostor-phenomenon">https://www.apa.org/monitor/2021/06/cover-impostor-phenomenon</a></p> <p><b>How to overcome your expectations:</b> <a href="https://www.aspireperformanceconsulting.com/post/how-to-overcome-your-expectations">https://www.aspireperformanceconsulting.com/post/how-to-overcome-your-expectations</a></p>
<p><b>Top Tips:</b></p>	<p>3 top tips to further develop your skills:</p> <ul style="list-style-type: none"> <li>• <b>Get prepared for your self-belief journey:</b> Take some time to reflect on what you have already achieved. Consider which were your strengths that enabled you to do well. Take your weaknesses into account too, without focusing too much on them. Practice replacing negative self-talk with positive thinking. Commit to keep trying to improve your self-belief!</li> <li>• <b>Embarking on your journey to self-belief:</b> Invest time and effort in increasing your knowledge and skills that are essential for you to succeed. Focus on the key goal and what is that you want to achieve, instead of focusing on small little details and seeking for perfection. Set small goals as they will be easier to achieve and will bring you closer to success. Keep working on your positive thinking and self-talk.</li> <li>• <b>Speeding up your journey to achievement:</b> Ensure that you celebrate your successes (even when they are smaller). Keep yourself grounded and assess your current level of self-belief identifying what strategies you can use to keep building it up.</li> </ul>
<p><b>Self-reflection Questions:</b></p>	<p>After completing this activity, take a few moments to reflect on what you have learned:</p> <ol style="list-style-type: none"> <li>1. Reflecting on the activity, how has it enhanced your ability to identify negative self-talk statements? Are there specific strategies or reminders that you can put in place to help you change this negative self-talk to a positive one?</li> <li>2. How may adopting these positive statements improve your self-belief and consequently decision-making?</li> <li>3. Can you envision situations where you can use these encouraging statements to challenge and change negative self-talk?</li> </ol>

# Self-help Competencies: Making connections for resilience

## Introductory

<b>Theme Addressed:</b>	Self-help competencies: Making connections for resilience
<b>Title of the Activity:</b>	Creating a mind-map of networks
<b>Estimated Duration (mins):</b>	30 - 60 minutes
<b>Benefit of this activity for young adults:</b>	This activity will support young adults to create a mind-map of networks that will help them increase their self-awareness of connections. This will in turn promote belongingness.



## Step-by-step instructions:

Mind-maps allow you to visualise and reflect on your existing networks and sources of social support. In this activity, you will be guided through developing your mind-map of networks to effectively turn to it if you need help in your personal or professional life. To create this mind-map, follow these steps:

- 1. Preparation (3-5 minutes):** Take a large sheet of paper and pens.
- 2. Start the mind-map (5 minutes):** Draw a circle in the middle of the paper and name it "My Networks". From this circle, draw arrows that each one of them will be referring to your personal or professional networks.
- 3. Reflection (10 minutes):** Take a moment to reflect on your existing relationships, and specific individuals you can turn to for support or help. These can be work colleagues, family, friends, or any other social groups that you belong to.
- 4. Review (10-15 minutes):** Once you finish writing down your available networks, step back for a moment and reflect on the number of personal and professional networks for building resilience.
  - Is this balanced?
  - Do you have adequate support from both spheres of your life?
  - Consider whether you would like to expand these networks and in which directions.
- 5. Select the networks you want to contact (10 minutes):** Now, note the networks they may want to initiate a conversation with, to improve your connection with them.
- 6. Reflect on the activity (5-10 minutes):** Once you finish this activity take a moment to reflect:
  - How did you feel after noting down your connections?
  - Did you find this activity helpful for your situation and why?
- 7. Display the mind-map and keep it updated (5 minutes):** Display your mind-map in a place where you can see it regularly, such as your bedroom or workspace. Let it serve as a visual reminder of your existing networks and people you can turn to for support.

<p><b>Link to Additional Resources or Reading Materials:</b></p>	<p><b>Making connections and improving resilience:</b> <a href="https://www.globalpsa.com/making-connections-improving-resilience/">https://www.globalpsa.com/making-connections-improving-resilience/</a></p> <p><b>How to be resilient at work:</b> <a href="https://positivepsychology.com/resilience-in-the-workplace/#google_vignette">https://positivepsychology.com/resilience-in-the-workplace/#google_vignette</a></p> <p><b>How to build resilience:</b> <a href="https://hbr.org/2021/01/the-secret-to-building-resilience">https://hbr.org/2021/01/the-secret-to-building-resilience</a></p>
<p><b>Top Tips:</b></p>	<p>3 top tips to further develop your skills:</p> <ul style="list-style-type: none"> <li>• <b>Find support from everywhere:</b> Look beyond traditional sources of support. For example, being part of an online community discussing a specific topic of interest, can still be a source of support and network.</li> <li>• <b>Personalise your board:</b> Make the vision board unique to your experiences and goals by including images, words, and phrases that have personal significance.</li> <li>• <b>Regularly reflect and revisit:</b> Take time to reflect on your mind-map and its information regularly. Use it as a tool for self-reflection and a reminder of the people you can turn to for advice or guidance.</li> </ul>
<p><b>Self-reflection Questions:</b></p>	<p>After completing this activity, take a few moments to reflect on the below:</p> <ol style="list-style-type: none"> <li>1. Do you find it easy to turn to people for support? If not, what can you do to improve this?</li> <li>2. Do your existing social networks encourage you to try new things? And if yes, can you describe them?</li> <li>3. Does this self-reflection allow you to nurture resilience and self-confidence?</li> <li>4. When was the last time you participated in a team activity? Is this something you would like to increase in your life?</li> </ol>

## Advanced

<b>Theme Addressed:</b>	Self-help competencies: Making connections for resilience
<b>Title of the Activity:</b>	The power of forgiving in making connections and building resilience
<b>Estimated Duration (mins):</b>	30-45 minutes
<b>Benefit of this activity for young adults:</b>	By engaging in this activity, you will be encouraged to actively and consciously forgive a colleague/friend/relative for their misbehaviour. Forgiving means to let go of the negative emotions (such as bitterness, anger, and hostility) linked to a past event that hurt us. This can, ultimately, help us move forward, and to build and maintain strong relationships. Forgiving leads us to experience more positive emotions and resilience.
<b>Step-by-step instructions:</b>	<ol style="list-style-type: none"> <li><b>1. Think of an example (5-10 minutes):</b> Bring to mind a specific misbehaviour of a colleague (or a friend or relative) that hurt or disappointed you.</li> <li><b>2. Answer the question below to create recalled what happened (5 minutes):</b> <ul style="list-style-type: none"> <li>• What was specifically said or done?</li> <li>• What kind of emotions did you experience (and perhaps still experiencing until now)?</li> <li>• What are you struggling to let go?</li> </ul> </li> <li><b>3. Take ownership (5 minutes):</b> You are encouraged to take ownership of the consequences. Stop for a moment, and treat your negative emotions as something that it is yours, and that you have to manage them.</li> <li>4. Now take a moment to rethink what happened (5-10 minutes):           <ul style="list-style-type: none"> <li>• Whose fault do you think this was?</li> <li>• Was it entirely your colleague's fault?</li> <li>• Have you contributed in any way to the incident?</li> <li>• Or it could also be that external factors have contributed to this?</li> </ul> </li> <li><b>5. Try to forgive (5 minutes):</b> Taking into account that forgiving individuals can allow us to make greater connections, you are now encouraged to make a conscious effort to forgive this person for their misbehaviour. In the case where an external factor influenced your colleague/friend/relative in the way they behaved, then you could show some greater understanding of their reaction. If you feel that this was completely their fault, make a conscious decision to let go of the disappointment and move forward.</li> <li><b>6. Resolutions and moving forward (5-10 minutes):</b> Since this misbehaviour had an impact on your relationship with your colleague, how would you like to correct or amend the current situation? If that is not possible, how might you make it better?</li> </ol>

<p><b>Link to Additional Resources or Reading Materials:</b></p>	<p>Restoring workplace relationships: <a href="https://medium.com/@SGailBorden/restoring-workplace-relationships-5-things-to-know-about-forgiveness-d200a540fe3e#:~:text=Before%20you%20refuse%20to%20forgive,behavior%2C%20increased%20bitterness%20and%20more.">https://medium.com/@SGailBorden/restoring-workplace-relationships-5-things-to-know-about-forgiveness-d200a540fe3e#:~:text=Before%20you%20refuse%20to%20forgive,behavior%2C%20increased%20bitterness%20and%20more.</a></p> <p>How to build good working relationships: <a href="https://www.mindtools.com/aorge4z/building-good-work-relationships">https://www.mindtools.com/aorge4z/building-good-work-relationships</a></p> <p>Strong relationships toolkit: <a href="https://thewellbeingproject.co.uk/wp-content/uploads/2021/12/Wraw-Strong-Relationships-Toolkit-print.pdf">https://thewellbeingproject.co.uk/wp-content/uploads/2021/12/Wraw-Strong-Relationships-Toolkit-print.pdf</a></p>
<p><b>Top Tips:</b></p>	<p>3 top tips to further develop your social skills and build stronger relationships:</p> <ul style="list-style-type: none"> <li>• <b>Separate behaviour from identity:</b> Avoid labelling others' behaviour. For example, if someone made a mistake and hurt you, that does not mean that they are arrogant or do not care for others' emotions. Give them a second chance.</li> <li>• <b>Communication feedback loop:</b> Recognise that you are in a constant feedback loop of communication, both verbal and non-verbal. Working hard on your communication and observation skills is pivotal. Giving people your full attention will give you lots of insight to better understand them.</li> <li>• <b>You get back what you give out:</b> So, if you want someone to be more understanding of you, then ensure that you are also understanding their point of view too.</li> </ul>
<p><b>Self-reflection Questions:</b></p>	<p>After completing this activity, take a few moments to reflect on what you have learned:</p> <ol style="list-style-type: none"> <li>1. Reflecting on the activity, try to make meaning of what happened, by thinking of what you have learnt from this incident.</li> <li>2. How does it feel forgiving individuals who hurt you? Is this something easy or difficult to do? Please note that some misbehaviours may be easier to accept and forgive than others.</li> <li>3. Looking back at the activity, what are the main insights or takeaways you have gained from this exercise?</li> </ol>

# Self-help Competencies: Emotional intelligence and emotional control

## Introductory

<b>Theme Addressed:</b>	Self-help competencies: Emotional intelligence and emotional control
<b>Title of the Activity:</b>	Noticing and understanding incorrect beliefs about your emotions
<b>Estimated Duration (mins):</b>	60 minutes
<b>Benefit of this activity for young adults:</b>	This activity supports young adults to explore the way they express emotions, their personal interpretations of them, and uncover dysfunctional beliefs about them. By revealing any mistaken beliefs about our emotions (such as negative emotions should be avoided), allow us to better experience them and consequently improve our overall well-being.

## Step-by-step instructions:

Reflecting on our emotions can increase our self-awareness skills, a fundamental element of emotional intelligence. In this activity, you will be guided to reflect on a particular difficult emotion and change how you would normally respond to it. To untangle this emotion, follow these steps:

- 1. Preparation (3-5 minutes):** Prepare a sheet of paper and grab pens or pencils.
- 2. Choose one emotional state that you consider to be challenging or difficult for you (5 minutes):** It can, for example, be anxiety over an upcoming event, or disappointment from an important person to you. You may choose an emotion you are currently experiencing, or have experienced in the past. Write down the chosen emotion at the centre of the page.
- 3. Brainstorm (15 minutes):** Now take a moment and think of the core beliefs you hold for this emotion. Do you tend to allow yourself to experience it without judging it? Create thought bubbles (around the emotion written in the centre of the page) so you can write your beliefs in them.
- 4. Your thoughts (10 minutes):** While brainstorming about your core beliefs around negative emotions, consider if you ever thought:
  - “I am overreacting. I should keep going and not make a big issue out of it”
  - “If I express how I feel to others they will think less of me/perceive me as vulnerable”
  - “Why can’t I cope like other people do?”
- 5. Reflection (10 minutes):** Reflect on how these beliefs you have about negative emotions are impacting you.
  - How does this change how you feel, behave, and talk to yourself when dealing with this emotion?
  - Make a note on your piece of paper about both the positive and negative impact of your beliefs on how you actually end up experiencing the negative emotion as you can think of in your piece of paper.
- 6. Positive alternatives (15 minutes):** If you noted down any negative consequences, think of alternative and more positive ways you can perceive your emotions and note these down.
  - What would it be?
  - Could it be that experiencing this emotion has something to teach you and help you improve?
- 7. Going forward:** If you would like to remind yourself about the importance of acknowledging your emotions, keep this piece of paper in your drawer, so you can come back to it at any time.

<p><b>Link to Additional Resources or Reading Materials:</b></p>	<p>3-minute video about emotional intelligence: <a href="https://www.youtube.com/watch?v=Y7m9eNoB3NU">https://www.youtube.com/watch?v=Y7m9eNoB3NU</a></p> <p>Emotional intelligence and developing people skills: <a href="https://www.mindtools.com/ab4u682/emotional-intelligence">https://www.mindtools.com/ab4u682/emotional-intelligence</a></p> <p>Emotional intelligence in the workplace: <a href="https://leaders.com/articles/personal-growth/emotional-intelligence-in-the-workplace/">https://leaders.com/articles/personal-growth/emotional-intelligence-in-the-workplace/</a></p> <p>Short video about empathy: <a href="https://www.youtube.com/watch?v=1Evwgu369Jw">https://www.youtube.com/watch?v=1Evwgu369Jw</a></p>
<p><b>Top Tips:</b></p>	<p>3 top tips to further develop your emotional intelligence skills:</p> <ul style="list-style-type: none"> <li>• <b>Practice stress management techniques like:</b> Recognise when the job stress takes a toll on your emotional well-being and take a break. Spend time with family and friends, or doing an activity that you enjoy such as reading a book.</li> <li>• <b>Empathy as a daily habit:</b> Practice your empathy skills as this will allow you to see the world with others' eyes and understand better why they are behaving in the way they do. It allows you to create stronger relationships and bond.</li> <li>• <b>Express yourself:</b> Talk openly to others about what you are thinking and how you are feeling. Work on your communication skills, to ensure that this is conveyed in the right way so they can see your point of view and support you if needed.</li> </ul>
<p><b>Self-reflection Questions:</b></p>	<p>After completing this activity, take a few moments to reflect on what you have learned:</p> <ol style="list-style-type: none"> <li>1. How did you feel while doing this exercise?</li> <li>2. Was it easy or difficult to identify the impact of these negative emotions on your thoughts and behaviours?</li> <li>3. Has the activity encouraged you to respond differently to a negative emotion in the future? If yes, in which way?</li> </ol>

## Advanced

<b>Theme Addressed:</b>	Self-help competencies: Emotional intelligence and emotional control
<b>Title of the Activity:</b>	Enhancing emotional intelligence through social skills development
<b>Estimated Duration (mins):</b>	60-120 minutes
<b>Benefit of this activity for young adults:</b>	By engaging in this activity, you can practice on your emotional intelligence skills, through the development of your social skills.



**Step-by-step instructions:**

Complete the following steps below to build upon your emotional intelligence skills:

**1. Ask for feedback on behaviours that demonstrate strong social skills (20-30 minutes):** This activity allows you to gain insight into your most respectful qualities.

- Start by reaching out to three - five coworkers and/or supervisors, either in person or via email.
- Ask them to describe specific examples in which you demonstrated good social skills, asking them to describe when and how they have observed you treating people with kindness and respect.
- Once you have collected this feedback, reflect on the examples provided and specifically the context, your own approach, and the individuals with whom you interacted at your best.
- Take any opportunity that comes your way to demonstrate civility and use your positive interpersonal skills.

**2. Discover your shortcomings (20-30 minutes):** Collect honest feedback from both colleagues and friends about areas of improvement or weaknesses regarding the way you interact with others.

- Identify a couple of trusted colleagues who genuinely care about your improvement and that you trust that they will offer direct and honest feedback.
- Ask them to suggest specific improvements and suggested behaviours.
- Pay close attention to their responses and propositions.

**3. Ask, specifically, how you can improve? (20-30 minutes):** After you've identified the behaviours, you would like to improve, collect information from others about the effective strategies for improvement. Adopting such a "feedforward" approach provides a valuable means of obtaining concrete ideas for refining your behaviours. And how can you achieve this?

- Identify the individuals who want to approach and ask them to provide you with two suggestions, about how you can improve your social skills.
- Actively listen to their input, ask clarifying questions, and note down their suggestions. Do not forget to "thank them" without offering excuses or becoming defensive.
- Continue the process by seeking input from additional individuals.

**4. Work with a coach (optional step):** If you need additional guidance and advice on how to improve your social skills, coaches can:

- Offer a safe and non-judgmental space for you to explore what you want to improve, guide you when setting goals and planning action.
- They can also provide guidance on practicing new behaviours, breaking old habits, and reinforcing positive changes.
- A coach can hold you accountable for your growth and development as well as support and encourage you.

At last, a coach can tailor their coaching to your specific needs and objectives. They recognize that everyone's emotional intelligence development is unique, and they adapt their strategies and techniques accordingly.

**Link to Additional Resources or Reading Materials:**

How emotionally intelligent are you (quiz): <https://www.mindtools.com/axbwm3m/how-emotionally-intelligent-are-you>

How to improve emotional intelligence: <https://positivepsychology.com/emotional-intelligence-training/>

Social skills guide: <https://www.nytimes.com/2020/01/23/smarter-living/adults-guide-to-social-skills.html>

**Top Tips:**

3 top tips to further develop your emotional intelligence skills:

- **Constructively confront someone:** If you avoid solving an issue that bothers you then it is highly likely that your relationship's quality will suffer. When you are ready to have the conversation and express what you do not like, focus on using "I" statements like "I feel hurt that my idea was not taken into consideration during the meeting" and describe the behaviour and your reaction to it, rather than blaming and accusing the other person. In order to have a healthy confrontation you need to be aware of your own emotions first.
- **Connectedness:** Invest time and effort in building positive relationships with others. Having strong social skills increases the degree to which others perceive us as approachable and likable.
- **Strike up a conversation with someone new at work:** That way, not only you make the new colleague feel included, but you also get to know a different person and their diverse experiences.

**Self-reflection Questions:**

After completing this activity, take a few moments to reflect on what you have learned:

1. Reflecting on the activity, how has it enhanced your ability to ask for feedback from important others around you? Do you find it easy to listen and accept what other people have to say or recommend?
2. How can you ensure that you constantly revisit your weaknesses and that you commit to taking actions to improve?
3. Looking back at the activity, what are the main insights or takeaways you have gained about managing your social skills?

# Self: Personal development and making positive career decisions

## Introductory

<b>Theme Addressed:</b>	Self: Personal development and making positive career decisions
<b>Title of the Activity:</b>	Building me up!
<b>Estimated Duration (mins):</b>	45 minutes
<b>Benefit of this activity for young adults:</b>	By completing this activity, young adults can hope to better build their career management and personal development skills. Through this activity, young adults are encouraged to reflect on specific habits or behaviours that they want to track. This initial step prompts self-awareness and a focus on areas that directly impact their personal and career development. By engaging in this activity, young adults not only create a personalised habit tracker but also develop skills in goal-setting, time management, and self-reflection—essential components of effective career management and personal development.

**Step-by-step instructions:**

- 1. Identify your goals (10 minutes):** Begin by identifying the specific habits or behaviours that you want to track for personal development. These could include health-related benefits, learning goals, or any other area that you want to focus on.
- 2. Look at different habit tracker options (5 minutes):** Spend some time researching existing habit tracker apps or templates. This will provide inspiration and help you understand the features that might be beneficial for your personal habit tracker.
- 3. Create a features list (5 minutes):** Based on your research, create a list of essential features that your habit tracker should have. Consider factors such as simplicity, usability, and the ability to track progress over time.
- 4. Make a sketch (10 minutes):** Use a pen and some paper, or a digital device, to sketch the layout of your habit tracker.
  - Include sections for each habit, space for tracking progress, and any additional notes or reflections.
  - Don't worry about making it perfect – focus on the overall structure.
  - To keep the activity focused, set a timer for 30-45 minutes. This will help prevent overthinking and encourage you to make decisions quickly.
- 5. Review your design (5 minutes):** Review your initial sketch and make any necessary adjustments.
  - Consider colour-coding, symbols, or other visual cues to enhance the tracker's effectiveness.
  - Make sure to go over the design to make it more visually appealing and user-friendly.
  - Make it personal! Try to include personal elements into your habit tracker such as motivational quotes, personal affirmations, or visual elements that resonate with you.
- 6. Come up with a plan (10 minutes):** Take a few minutes to think about how you will integrate this habit tracker into your daily routine. Consider where you will keep it, how often you'll update it, and any additional tools or reminders you might need.
- 7. Trial run:** Use your habit tracker for at least a week. Make notes on what works well and what could be improved. Use this feedback to make any necessary adjustments to your design.

**Link to Additional Resources or Reading Materials:**

Canva template 1: <https://www.canva.com/p/templates/EAFVU1cyzAc-colorful-simple-habit-tracker-bullet-journal/>

Canva template 2: <https://www.canva.com/p/templates/EAFZQuThxMg-colorful-elegant-habit-tracker/>

Why and how a habit tracker works (article): <https://www.intelligentchange.com/blogs/read/why-and-how-a-habit-tracker-works>

The ultimate habit tracker guide: Why and how to track your habits (article): <https://jamesclear.com/habit-tracker>

**Top Tips:**

3 top tips to further develop your skills:

- **Career development goals:** Start by clearly defining specific and achievable career development goals. Whether it's acquiring a new skill, expanding your professional network, or setting job search milestones, having well-defined objectives will provide direction and purpose to your habit tracker. Break down larger goals into smaller, manageable tasks to make progress more tangible.
- **Consistently update and review your habit tracker:** Set aside dedicated time each day or week to assess your progress, make adjustments, and plan for the future. Consistency in tracking habits not only reinforces positive behaviours but also helps you stay on course with your career management plan. Treat your habit tracker as a living document that evolves with your goals and experiences.
- **Adaptability:** Be open to iterating on your habit tracker based on your experiences and feedback. If certain strategies or habits are not yielding the desired results, don't hesitate to make adjustments. Adaptability is a valuable skill in the professional world, and this activity provides a practical way to cultivate it. Learn from both successes and challenges, refining your approach to better align with your evolving career aspirations.

**Self-reflection Questions:**

Once you have completed this activity, use these questions to self-reflect on what you have learned:

What habits have proven most impactful?

In what areas have you demonstrated the most growth?

## Advanced

<b>Theme Addressed:</b>	Self: Personal development and making positive career decisions
<b>Title of the Activity:</b>	Career compass: Planning your way to success
<b>Estimated Duration (mins):</b>	30-45 minutes
<b>Benefit of this activity for young adults:</b>	Career goals are things you decide you want to do in your job. It could be picking a job or figuring out where you want to be in your job in a few years. Having a career goal means choosing what types of jobs you want to do. When you set a goal, it makes it clearer what you want to achieve. The aim of this activity is to increase the planning and decision-making skills of learners to further improve their ability to understand how decisions are made. This also helps to identify barriers that may interfere with attaining career goals and developing strategies to overcome these barriers.
<b>Step-by-step instructions:</b>	<ol style="list-style-type: none"> <li><b>1. Preparation (2-3 minutes):</b> Begin by printing out the handout linked below, and finding a quiet place where you can complete the activity.</li> <li><b>2. Think about your future career decisions (5 minutes):</b> Take some time to consider the career-related decisions that you could be making in the future. This could relate to education and training, promotions, starting your career, entering a new industry, among many others.</li> <li><b>3. Where do you see your career going? (5 minutes):</b> Using the following prompt questions, consider where you would like to be in terms of your career: <ul style="list-style-type: none"> <li>• What can you achieve to help your career in the next five weeks?</li> <li>• What about in the next five months?</li> <li>• What would you have liked to have achieved in the next five years?</li> </ul> </li> <li><b>4. Come up with a career goal (10-15 minutes):</b> Write down a career goal. It could be something you want to achieve soon, like in the next six months, or something for the longer term, like two to five years, or even a lifetime goal. After that, the action plan will guide you in figuring out the steps to reach it.</li> <li><b>5. Make an action plan (10-15 minutes):</b> No matter what your goal is, making an action plan can be the key to moving ahead instead of getting stuck. Many examples show that people who create a clear plan for reaching their goal are much more likely to make it happen. Use the handout to follow along in creating an action plan to achieve your career goals.</li> <li><b>6. Reflect (5 minutes):</b> Once you have completed the handout, remember to reflect upon your decisions by reviewing the handout as often as possible but at least every three months.</li> </ol>
<b>Link to Additional Resources or Reading Materials:</b>	<p>How to set SMART goals: <a href="https://www.youtube.com/watch?v=qU9DOORoQm4">https://www.youtube.com/watch?v=qU9DOORoQm4</a></p> <p>How to write an action plan: <a href="https://www.indeed.com/career-advice/career-development/how-to-write-an-action-plan">https://www.indeed.com/career-advice/career-development/how-to-write-an-action-plan</a></p> <p>Career action plan: <a href="https://www.europelanguagejobs.com/blog/career-action-plan">https://www.europelanguagejobs.com/blog/career-action-plan</a></p>

### Top Tips:

3 top tips to further develop your skills:

- **Define clear career goals:** Start by thinking about your future career decisions and goals. Set clear objectives for yourself, whether they're short-term (next six months), medium-term (two to five years), or long-term (lifetime goals). Defining your career goals provides a clear direction for decision-making.
- **Create an action plan:** After setting your career goal, use the provided handout to create an action plan. Break down your goal into smaller, manageable steps. Having a clear plan significantly increases the likelihood of achieving your objectives. Take the time to follow the handout to guide you through the process.
- **Regularly reflect and adjust:** Once you've completed your action plan, make it a habit to reflect on your decisions regularly, preferably every three months. Use the handout as a tool for self-reflection. Consider if your goals have changed, if you've faced any new challenges, or if adjustments to your action plan are needed. Regular reflection helps you stay on track and make informed decisions for effective career management.

### Self-reflection Questions:

Once you have completed this activity, use these questions to self-reflect on what you have learned:

1. What insights have you gained about your career goals and decision-making tendencies through the process of setting and planning to achieve a specific career goal?
2. How do you anticipate the action plan you've created will positively impact your ability to navigate and make decisions in your career?



# My Career Action Plan



## My Goal Statement

What do you need to reach that goal? Write down all the things you have to do to reach it. Pay attention to when you should do them, because some things might need to happen before others (like training first before searching for a job).

	Action Steps	Do This By	Result	Done
1				
2				
3				
4				
5				
6				
7				





# My Career Action Plan



As you make your plan, think about any problems or things that might get in your way. It's good to know about these beforehand so you can be ready and deal with them quicker.

*Write down what problems you might face and how you're going to fix them.*

Possible Barriers to Overcome	Plan to Overcome the Barriers

## How Will I Stay Motivated?

Here are some follow-up questions you can ask yourself in three months time to ensure that you action plan is still relevant...

- What other things can I include in my plan to make it better?
- How close am I to reaching my goal?
- Did I get to my goal? If not, what's stopping me from moving forward?
- How will any new details I find change what I want to do?
- If I reached my goal, do I have a new one?

# Self: Developing and maintaining a positive self-image

## Introductory

<b>Theme Addressed:</b>	Self: Developing and maintaining a positive self-image
<b>Title of the Activity:</b>	Positive self-image collage
<b>Estimated Duration (mins):</b>	60 minutes
<b>Benefit of this activity for young adults:</b>	This activity encourages participants to recognize and maintain a positive self-image which will contribute to overall well-being and career growth. A positive self-image boosts confidence in one's professional skills and abilities as it contributes to assertiveness and resilience in the face of challenges.
<b>Step-by-step instructions:</b>	<ol style="list-style-type: none"><li><b>1. Reflect (15 minutes):</b> Find a quiet and comfortable space to focus. Take a few deep breaths to relax. Reflect on your strengths, skills, and experiences.<ul style="list-style-type: none"><li>• What are my accomplishments and strengths (at least five positive qualities or achievements I am proud of)?</li><li>• What are my strengths, both personal and professional? In which situations have I demonstrated these strengths?</li></ul></li><li><b>2. Identify significant experiences and challenges (15 minutes):</b> Draw a timeline of significant experiences in your life, both positive and challenging, that contributed to your self-image.<ul style="list-style-type: none"><li>• Identify moments that shaped who you are today. Reflect on challenges you've overcome, and lessons learned.</li><li>• Use different colours to represent different types of experiences (e.g., happy moments, achievements, obstacles overcome).</li></ul></li><li><b>3. Create a collage (30 minutes):</b> Flip through the magazines and cut out images, words, or phrases that represent your strengths and achievements. Arrange these cutouts on your paper in a visually appealing way, creating a collage that reflects your positive qualities.</li></ol>

<p><b>Link to Additional Resources or Reading Materials:</b></p>	<p>Examples of positive self-image: <a href="https://www.believeinmind.com/know_thyself/positive-self-image-examples/#2-set-realistic-goals-for-yourself">https://www.believeinmind.com/know_thyself/positive-self-image-examples/#2-set-realistic-goals-for-yourself</a></p> <p>Building self-esteem: <a href="https://www.mayoclinic.org/healthy-lifestyle/adult-health/in-depth/self-esteem/art-20045374">https://www.mayoclinic.org/healthy-lifestyle/adult-health/in-depth/self-esteem/art-20045374</a></p> <p>Research article about how positive self-concept can help individuals overcome career indecision: <a href="https://www.researchgate.net/profile/Malikeh-Beheshtifar/publication/281176650_Positive_Self-Concept_A_Vital_Factor_to_Overcome_Career_Indecision/links/55d9c96608aec156b9ad1dd0/Positive-Self-Concept-A-Vital-Factor-to-Overcome-Career-Indecision.pdf">https://www.researchgate.net/profile/Malikeh-Beheshtifar/publication/281176650_Positive_Self-Concept_A_Vital_Factor_to_Overcome_Career_Indecision/links/55d9c96608aec156b9ad1dd0/Positive-Self-Concept-A-Vital-Factor-to-Overcome-Career-Indecision.pdf</a></p>
<p><b>Top Tips:</b></p>	<p>3 top tips to further develop your skills:</p> <ul style="list-style-type: none"> <li>• Regularly self-reflect: Set aside dedicated time to reflect on your thoughts, feelings, and experiences. This could be through journaling, meditation, or simply quiet contemplation.</li> <li>• Seek feedback and reflect: Talk to your family, friends, colleagues, or professionals to gain valuable insights into your skills or areas for improvement. Be open to constructive criticism and view it as an opportunity for growth.</li> <li>• Continue learning, making mistakes, and explore new opportunities: Embrace mistakes as something to learn from, and continue to seek new knowledge, skills, and opportunities. Trying new activities or taking on different challenges can reveal aspects of yourself you may not have known. It could be a new hobby, a class, or even travel to unfamiliar places.</li> </ul>
<p><b>Self-reflection Questions:</b></p>	<p>Final questions for reflection on what you have learned:</p> <ol style="list-style-type: none"> <li>1. Reflecting on the activity, how has your awareness of developing and maintaining a positive self-image evolved, and in what ways do you see this impacting your personal and professional life?</li> <li>2. What positive experiences stand out on your timeline, and how have they contributed to your self-image?</li> <li>3. How did you overcome challenging experiences in your timeline, and what lessons did you learn? In what ways have these challenges shaped your resilience and personal growth?</li> </ol>

## Advanced

<b>Theme Addressed:</b>	Self: Developing and maintaining a positive self-image
<b>Title of the Activity:</b>	Self-discovery journey
<b>Estimated Duration (mins):</b>	60-70 minutes
<b>Benefit of this activity for young adults:</b>	This activity encourages participants to reflect on their personal, social, educational, and vocational goals and empower them to understand the influence of self-image on their career path, fostering a deeper connection between their aspirations, self-awareness, and positive decision-making.

## Step-by-step instructions:

**1. Preparation & reflection (5-10 minutes):** Begin by finding a quiet and comfortable space where you can focus. Reflect on your personal, social, educational, and vocational goals and write one goal for each category.

Examples include the following:

- Exercise at least three times a week.
- Hang out with friends more often.
- Upgrade your English.
- Develop leadership skills and attain a leadership role within the next five years.

**2. Timeline (10 minutes):** Create a timeline on a piece of paper to mark significant decisions you've made in your personal, social, educational, and vocational spheres. Think how your self-concept and awareness influenced these decisions. Examples include the following:

- I decided to pursue a career change through education after a clear understanding of my passions and strengths led me to realize that my current career wasn't aligned with my authentic self.
- Becoming more self-aware allowed me to recognize the negative impact of a toxic friendship on my mental well-being.
- I enhanced my self-awareness around my skills and finally asked for a salary increase.

**3. Watch this video and reflect (15 minutes):** Watch a video of a successful individual. In additional resources, you can find videos that can inspire you to see the impact of self-image on your career path. Watch this video and think about your career path. Answer these questions:

- Who do I have to be to dream again?
- Who do I have to be to live the life I want?
- Who do I have to be to produce the results I want?

Take time to reflect on your strengths, skills, and experience. Consider how your self-image influences your career development and how you can alter it for the better.

**4. Create a vision board (15 minutes):** Create a small vision board on a card or paper, representing your ideal self in the future.

- Use images, words, or symbols that reflect their aspirations.
- Think about the link between self-awareness, goals, and future decisions.

**5. Positive psychology (15-20 minutes):** Explore positive psychology. Positive psychology focuses on using your strengths, gratitude practices, positive self-talk, positive relationships, and its impact on career development. Read this article on positive psychology in the workplace to familiarize yourself with its principles and practical tips.

Which part resonated most with me?

What are my key strengths and talents?

What aspects of my work and personal life am I grateful for?

What are my short-term and long-term career goals?

How do I approach challenges and feedback at work?

In what ways do I contribute positively to my workplace or community?

<b>Link to Additional Resources or Reading Materials:</b>	Video about self-image: <a href="https://www.youtube.com/watch?v=C5dyGh3oMVQ">https://www.youtube.com/watch?v=C5dyGh3oMVQ</a> Positive psychology article: <a href="https://positivepsychology.com/positive-psychology-workplace-labor-of-love/">https://positivepsychology.com/positive-psychology-workplace-labor-of-love/</a>
<b>Top Tips:</b>	3 top tips to further develop your skills: <ul style="list-style-type: none"> <li>• Clarify and align your goals: When reflecting on personal, social, educational, and vocational goals, ensure clarity and alignment with your values. Write goals that resonate with your authentic self, promoting a sense of purpose and fulfillment.</li> <li>• When creating a timeline of significant decisions: Focus on understanding the thought processes influenced by your self-concept. Identify patterns or shifts in your awareness that played a role in shaping these decisions.</li> <li>• Cultivate a growth mindset: Embrace a growth mindset that sees challenges as opportunities for learning and growth. Understand that abilities and intelligence can be developed through dedication and hard work. A growth mindset fosters resilience, positively influencing your approach to personal, social, educational, and vocational goals.</li> </ul>
<b>Self-reflection Questions:</b>	Final questions for reflection on what you have learned: <ol style="list-style-type: none"> <li>1. Reflecting on the timeline activity, what patterns or themes do you notice? How have your self-perception and awareness evolved over time, impacting the choices you've made in your personal, social, educational, and vocational spheres?</li> <li>2. After watching the video of a successful individual, how do you currently perceive your own potential and capabilities? In what ways can you alter your self-image for the better to align with your career aspirations?</li> <li>3. What emotions or insights arose as you thought about your ideal self in the future?</li> </ol>

# Self: Balancing life, learning and career goals

## Introductory

<b>Theme Addressed:</b>	Self: Balancing life, learning and career goals
<b>Title of the Activity:</b>	Wheel of balance
<b>Estimated Duration (mins):</b>	45-60 minutes
<b>Benefit of this activity for young adults:</b>	Through this activity, young adults will begin to understand their current life balance and how satisfied they are in different areas of their life. They will also set a goal that will help them work towards a better life balance.

**Step-by-step instructions:**

- 1. Reading (10 minutes):** Begin by reading this article about the life balance formula. This will give you an idea of how the rest of the activity will work.
- 2. Research and reflect (5-10 minutes):** Do a little bit of research about life roles and reflect on what the major areas of your life are. Think about your family, friends, relationships, jobs, school, hobbies, interests, etc.
- 3. Complete the wheel of balance handout (10-15 minutes):** The handout is attached to this resource. Look at the four sections on the wheel: Career, Society, Family, and Self. Think about what these areas look like in your life. Take some notes about the elements that make them up for you personally. For each area on the wheel, give yourself a fulfillment/satisfaction rating out of 10 (10 being fully fulfilled). Put a dot on each section of the wheel at the number you have selected for this area. Then, connect the dots. The shape that you make shows how 'balanced' your life is, e.g., a round circle is very balanced! You can take some further notes about the reasoning behind your ratings.
  - For career, consider any jobs you have had/currently have, your experiences, and your achievements.
  - For society, think about anything you do that contributes to your local community or the world.
  - For family, consider your friends and other important and supportive relationships in your life.
  - For self, consider aspects such as your personal development, time spent doing enjoyable activities and hobbies, and other important parts of yourself.
- 4. Calculate your life balance (5 minutes):** Use the ratings from the handout and the life balance formula to calculate your life balance/fulfilment score. The higher your score, the more fulfilled/satisfied you are with your life. The maximum score is 10. Don't worry if your score is low – throughout life this score fluctuates. The intention of this activity is to get a baseline of how satisfied you currently are and identify the areas in your life that you want to work on.
  - Life Balance Formula = (Work + Self + Family + Society) / 4
- 5. Review your life balance (5 minutes):** Consider which areas of your life you want to improve to increase these scores and give your life more balance. Think about what your ideal scores would be and what your ideal life would look like.
- 6. SMART goals (10-15 minutes):** Focus on a specific area you have identified that you want to work on. Brainstorm ways you can increase your rating and achieve what you want. Then use the SMART (specific, measurable, achievable, relevant, and time-bound) acronym to set a goal. You can use the handout or a sheet of paper for this. Remember, start with a small and achievable goal!

**Link to Additional Resources or Reading Materials:**

Applying the balance formula to your career goals: <https://www.linkedin.com/advice/0/how-do-you-apply-life-balance-formula-your>  
What are life roles: <https://ceric.ca/2003/09/an-introduction-to-life-roles/>  
Choosing our roles in life consciously: <https://www.psychologytoday.com/us/blog/what-the-wild-things-are/202209/choosing-our-roles-in-life-consciously>



**Top Tips:**

3 top tips to further develop your skills:

- Repeat this activity for long-term results: Repeat every 6-12 months and see how your life balance changes and improves. It is a good way to reflect and see where you might need to make changes in a certain area.
- Your life roles: Spend some time exploring the resources to better understand your own life roles.
- Real change happens slowly over time: Be patient and set goals that are realistic. It takes time to make changes and create new habits – start small!

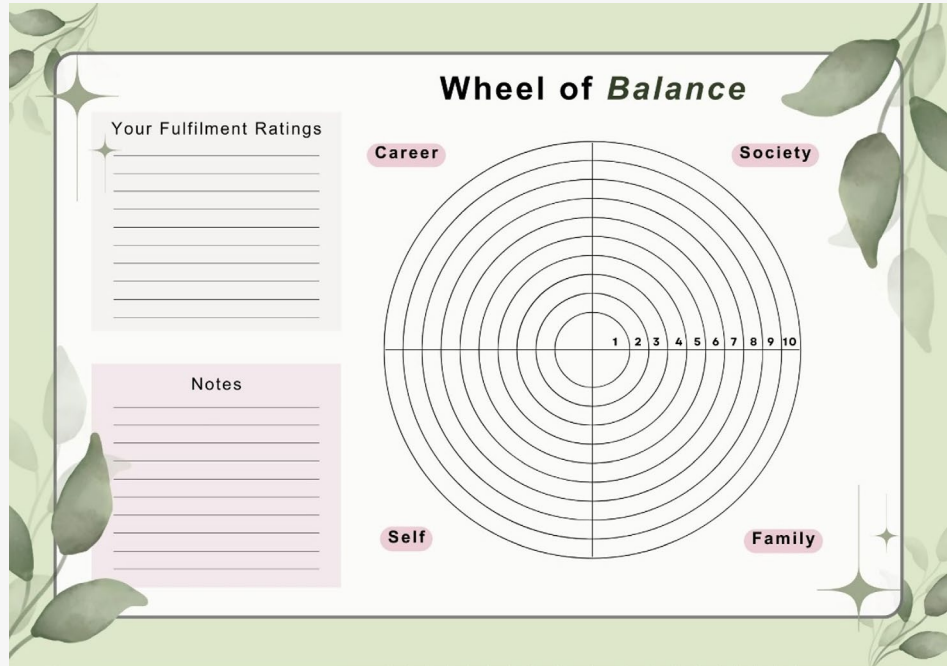
**Self-reflection Questions:**

After completing this activity, take a few moments to reflect on what you have learned:

1. What do you think about your current life balance?
2. How do you think you will apply the life balance formula to your professional career goals?
3. Did you find this technique useful? Do you plan on using it again?

Activity Worksheet:

Wheel of balance (handout 1):



**Wheel of Balance**

Your Fulfilment Ratings

Notes

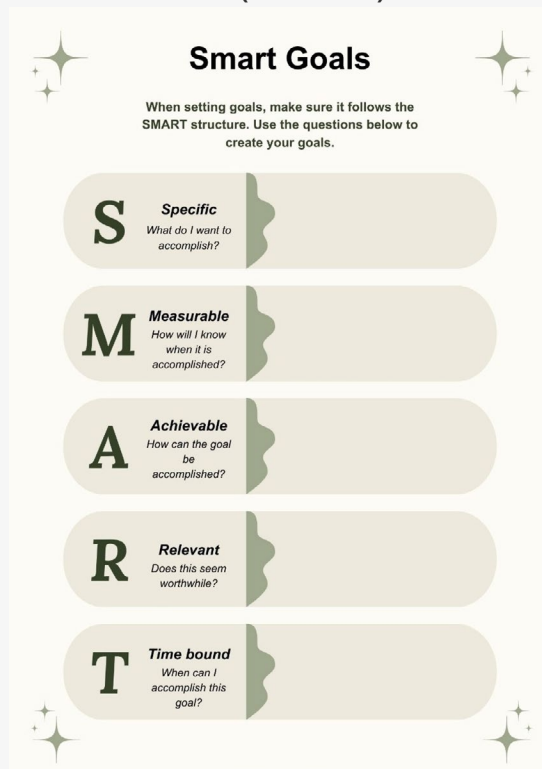
Career Society

Self Family

1 2 3 4 5 6 7 8 9 10

The handout features a central circular 'Wheel of Balance' with ten concentric rings and a horizontal axis labeled 1 to 10. The wheel is divided into four quadrants: Career (top-left), Society (top-right), Self (bottom-left), and Family (bottom-right). To the left of the wheel are two text boxes: 'Your Fulfilment Ratings' with a star icon and a list of lines, and 'Notes' with a pink background and a list of lines. The entire handout is framed with decorative green leaves and starburst icons.

Wheel of balance (handout 1):



**Smart Goals**

When setting goals, make sure it follows the SMART structure. Use the questions below to create your goals.

**S Specific**  
What do I want to accomplish?

**M Measurable**  
How will I know when it is accomplished?

**A Achievable**  
How can the goal be accomplished?

**R Relevant**  
Does this seem worthwhile?

**T Time bound**  
When can I accomplish this goal?

The handout is titled 'Smart Goals' and includes an introductory sentence. Below are five rows, each representing a SMART criterion. Each row consists of a large letter (S, M, A, R, T), the criterion name in bold, and a question. The background is light yellow with decorative starburst icons in the corners.

## Advanced

<b>Theme Addressed:</b>	Self: Balancing life, learning and career goals
<b>Title of the Activity:</b>	Creating a more balanced life
<b>Estimated Duration (mins):</b>	45-65 minutes
<b>Benefit of this activity for young adults:</b>	During this activity, young adults will work through three short exercises. Each exercise demonstrates a different skill that will help them to better balance their life, learning and career goals! They will learn how to prioritise tasks and make healthy boundaries in their lives. The last exercise should help them to map out how simple daily actions and choices can impact their future and others around them. This will help to better inform them about what they choose to prioritise and what boundaries they implement.

## Step-by-step instructions:

- 1. Reading (10-15 minutes):** Begin by reading this article to get an overview of what work-life balance is and how setting priorities comes into it. Consider the following priority related questions in the article (Coursera, 2024):
  - What really matters to me and am I doing enough of it?
  - Where can I make compromises? Where have I been making too many compromises?
  - What can I do to ensure I am devoting enough time to my goals and relationships?
  - Where can I integrate my responsibilities, so I honour more than one at the same time?
- 2. Exercise 1 practice prioritising based on urgency and importance (10 minutes):** The handout attached contains a version of the Eisenhower Matrix which is a four-part table that can be used to prioritise different daily tasks. Tasks are organised as urgent and important, not urgent but important, urgent but not important, and not urgent and not important. Use the handout to prioritise the following tasks:
  - Watching your favourite TV show
  - Doing the laundry
  - Finalising a project for a work deadline (project is due tomorrow)
  - Feeding your neighbour's pet
  - Looking at an online sale
  - Going food shopping
  - Calling a family member
  - Attending an appointment with your doctor
  - Preparing a presentation for work (due next week)
- 3. Exercise 2 setting boundaries at work (15-20 minutes):** Setting boundaries at work is an important skill and will be helpful when you're trying to create a work-life balance. For this exercise you are going to practice your communication skills and how to say "no".
  - Find a space you're comfortable and relaxed in, e.g., somewhere in your home. Some people find practicing communication skills in front of a mirror helpful – but do what suits you best.
  - Think about a few boundaries you want to set either at work or in another area of your life. Try to think of a boundary that would be helpful to you and add value to your life. Start with something small and simple first. Then consider the person you would be communicating this boundary to.
  - For each boundary, fill in the blanks of the sentence below:
    - When you \_\_\_\_\_, I felt \_\_\_\_\_. Please don't \_\_\_\_\_.
    - \_\_\_\_\_ is important to me.
  - Take a few deep breaths and then practice saying the sentences out loud repeatedly.
  - Additionally, you can select some of the statements from this article to practice different ways of saying "no" at work. Try saying these out loud also.
  - With practice, you can become more comfortable and confident when it comes to actually setting boundaries at work or in other areas of your life!
- 4. Exercise 3 how choices impact our future selves and others (10-20 minutes):** For this last exercise you will brainstorm and create a mind-map. This will allow you to see the ways that your choices and actions impact your future self and those around you. You will see how they are interconnected!
  - Get a sheet of paper and write 'my choices/actions' in the centre of the page.
  - Write down some of your daily actions and choices, e.g., the way you travel (bus, car, etc.), who you talk to during the day, how you communicate with them and the way you work with others. You can also include activities you do daily, such as cooking and watching TV, etc.
  - Pick 3-4 of your daily actions/choices, think about the impact each one has on your future self over time and then think about how it may impact other people around you. Try to think of both positive and negative impacts

<p><b>Link to Additional Resources or Reading Materials:</b></p>	<p>Article about work-life balance and how to improve your own: <a href="https://www.coursera.org/articles/work-life-balance">https://www.coursera.org/articles/work-life-balance</a></p> <p>Article with tips for achieving a work-life balance: <a href="https://careergoalplanning.medium.com/balancing-work-and-life-tips-for-better-career-planning-and-management-6d764937f9ac">https://careergoalplanning.medium.com/balancing-work-and-life-tips-for-better-career-planning-and-management-6d764937f9ac</a></p> <p>Tips for creating boundaries at work: <a href="https://www.calm.com/blog/9-tips-for-setting-healthy-boundaries">https://www.calm.com/blog/9-tips-for-setting-healthy-boundaries</a></p> <p>How your choices shape your future: <a href="https://www.linkedin.com/pulse/how-your-choices-can-shape-future-guide-making-conscious-vijeth/">https://www.linkedin.com/pulse/how-your-choices-can-shape-future-guide-making-conscious-vijeth/</a></p>
<p><b>Top Tips:</b></p>	<p>Top tips to further develop your skills:</p> <ul style="list-style-type: none"> <li>• <b>Set priorities:</b> You can use the Eisenhower Matrix to prioritise your own daily tasks. Start by writing a to-do list and then consider the urgency of each task.</li> <li>• <b>Continue to practice your communication skills and set boundaries:</b> Doing this can help you to prioritise the things you want to do. Find the communication tactics that work best for you by trying out and practicing different ones!</li> <li>• <b>Review what your day-to-day choices look like:</b> It is a good idea to think about your day-to-day life and how small choices and actions can shape your future. Try to prioritise the things that have a positive impact on your life.</li> </ul>
<p><b>Self-reflection Questions:</b></p>	<p>After completing this activity, take a few moments to reflect on what you have learned:</p> <ol style="list-style-type: none"> <li>1. What are the rewards of achieving a work-life balance?</li> <li>2. Is there anything you have realised about your current life priorities from working through these exercises?</li> <li>3. Are there any changes you want to make going forward?</li> <li>4. How did you find practicing communication skills?</li> </ol>



**Adapted from:**

- Lovric, K. and Howarth, D. (2021) Goals and priorities. Available at: <https://usq.pressbooks.pub/academicsuccess/chapter/goals-and-priorities/> (Accessed: 22 February 2024).
- Marko, M. (2020) Eisenhower Matrix definition, guide and examples. Available at: <https://instagantt.com/eisenhower-matrix-definition-guide-and-examples> (Accessed: 22 February 2024).

# Self: Adapting to different contexts and practicing social intelligence

## Introductory

<b>Theme Addressed:</b>	Self: Adapting to different contexts and practicing social intelligence
<b>Title of the Activity:</b>	Developing my social intelligence
<b>Estimated Duration (mins):</b>	30-60 minutes
<b>Benefit of this activity for young adults:</b>	By completing the activity, you will develop a deeper understanding of the concepts discussed and apply them in your own life, which can lead to personal growth and success. Additionally, the activity promotes critical thinking and self-awareness, which are critical skills for lifelong learning and personal development.
<b>Materials needed:</b>	<ul style="list-style-type: none"><li>• Pen or pencil</li><li>• Paper or notebook</li><li>• Access to a computer or mobile device with internet access</li></ul>

**Step-by-step instructions:**

- 1. Reflect (5 minutes):** Take a few moments to reflect on a time when you had to adapt to a new context or situation.
  - What was the situation?
  - What did you do to adapt?
  - How did you feel about the experience?
- 2. Research (10 minutes):** Using your computer or mobile device, research a culture or community that is different from your own.
  - What are some of the norms, values, and customs of this culture?
  - How might you need to adjust your behaviour or communication style to fit in with this culture?
- 3. Identify barriers (10 minutes):** If you were to move to this culture, consider what potential barriers you might face when:
  - Finding employment
  - Finding somewhere to live
  - Having your skills and professional experience recognised
  - Building a social life
- 4. Identify skills and qualities related to social intelligence (15 minutes):** Write down some of the skills and qualities that are important for adapting to different contexts and practising social intelligence. Consider skills such as:
  - Active listening
  - Empathy
  - Flexibility
  - Communication skills
- 5. Consider a relevant situation (10 minutes):** Think about a current or upcoming situation where you may need to adapt your behaviour or communication style.
  - What are some strategies you can use to help you adapt? (at least 3 strategies)
- 6. Small group discussion (5-10 minutes):** Share your reflections and strategies with a partner or small group. Discuss any similarities or differences in your approaches and how you can learn from each other.

**Link to Additional Resources or Reading Materials:**

Article about reflection: <https://www.gmc-uk.org/education/standards-guidance-and-curricula/guidance/reflective-practice/the-reflective-practitioner---a-guide-for-medical-students/how-can-you-reflect#:~:text=Reflection%20is%20personal%2C%20and%20there,most%20effectively%2C%20can%20be%20helpful>

Article about different communication styles: <https://umatter.princeton.edu/respect/tools/communication-styles#:~:text=There%20are%20four%20main%20styles,passive%2Daggressive%2C%20and%20assertive>

Tips for adjusting to change: <https://centerstone.org/adjusting-to-change-adapt-and-overcome/>



### Top Tips:

3 top tips to further develop your skills:

- **Build communication skills:** Good communication skills are critical in the workplace. Ensure that you practice active listening, clearly communicate your ideas and thoughts, and develop your non-verbal communication skills.
- **Be adaptable:** The ability to adapt to different situations and contexts is essential in today's rapidly changing workplace. Make sure to develop your adaptability skills by being open to feedback, learning from mistakes, and embracing change.
- **Develop emotional intelligence:** Emotional intelligence is the ability to understand and manage our own emotions and those of others. It is important to develop your emotional intelligence by practising self-awareness, empathy, and effective communication.

### Self-reflection Questions:

After completing this activity, take a few moments to reflect on what you have learned, by answering the following questions:

1. What are some of the challenges you may face when adapting to different contexts?
2. What strategies can you use to overcome these challenges?
3. How can you continue to develop your skills in adapting to different contexts and practising social intelligence?

## Advanced

<b>Theme Addressed:</b>	Self: Adapting to different contexts and practicing social intelligence
<b>Title of the Activity:</b>	Learning how to adapt and adjust
<b>Estimated Duration (mins):</b>	30-60 mins
<b>Benefit of this activity for young adults:</b>	This activity provides you with a fun and interactive way to develop essential skills that can benefit you in various aspects of your life, such as personal relationships, academic or professional settings, and social situations.
<b>Step-by-step instructions:</b>	<ol style="list-style-type: none"> <li><b>1. Reflect (5 minutes):</b> Begin by reflecting on the concept of adapting to different contexts and why it is an essential skill to have. Think about situations where you have had to adapt to a new context and the challenges you faced.</li> <li><b>2. Identify skills and qualities for adapting to different situations (10 minutes):</b> Identify the skills and qualities needed to adapt to different contexts. These may include flexibility, open-mindedness, cultural sensitivity, effective communication, and self-awareness.</li> <li><b>3. Case study (20 minutes):</b> Read the case study worksheet provided below. Identify the context and the challenges presented in the case study. Consider how you would manage the situation if you were in the same position.</li> <li><b>4. Discuss in pairs (10 minutes):</b> Find a partner or form a small group to discuss your ideas and develop a plan for how you would adapt to the new context and overcome the challenges presented in the case study.</li> <li><b>5. Present your plan (10 minutes):</b> Reconvene as a class and listen to each group to present their plan. Encourage discussion and feedback from the class.</li> <li><b>6. Review and summarise (5 minutes):</b> Conclude the activity by summarising the skills and qualities needed to adapt to different contexts and how these skills can be applied in different areas of life.</li> </ol>
<b>Link to Additional Resources or Reading Materials:</b>	<p>6 Important workplace adaptability skills (with examples): <a href="https://www.indeed.com/career-advice/career-development/adaptability-skills">https://www.indeed.com/career-advice/career-development/adaptability-skills</a></p> <p>6 ways to develop adaptability in the workplace and embrace change: <a href="https://asana.com/resources/workplace-adaptability-skills">https://asana.com/resources/workplace-adaptability-skills</a></p> <p>Ways to boost your adaptability skills: <a href="https://drexel.edu/graduatecollege/professional-development/blog/2019/September/4-ways-to-boost-your-adaptability-skills/">https://drexel.edu/graduatecollege/professional-development/blog/2019/September/4-ways-to-boost-your-adaptability-skills/</a></p>

### Top Tips:

3 top tips to further develop your skills:

1. **Active listening:** Encourage yourself to listen attentively to everyone during group discussions. This helps you understand different perspectives and learn from others' experiences.
2. **Constructive feedback:** Encourage yourself to give and receive feedback constructively and respectfully. This helps you develop effective communication skills and learn from one another.
3. **Goal setting:** Encourage yourself to set goals for yourself based on what you have learned during the activity. This can help you take proactive steps towards personal and professional growth.

### Self-reflection Questions:

Here are some self-reflection questions that you can consider after completing the activity:

1. How did I feel about participating in this activity?
2. Did I learn anything new about adapting to different contexts and practising social intelligence?
3. What challenges did I encounter during the activity, and how did I overcome them?

## Case Study Worksheet (Adapting to Different Contexts)

You have been offered a job at a company in a new city. The job is a great opportunity for you, but it will require you to move away from your hometown, friends, and family. The company culture is very different from what you're used to, and the work environment is fast-paced and competitive. You're also unsure of the social norms in the new city and worry about making new friends.

Q1. Identify the context and challenges presented in this case study.

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Q2. What skills and qualities do you think you would need to adapt to this new context?

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Q3. Develop a plan for how you would handle the situation if you were in this position. How would you adapt to the new context and overcome the challenges presented?

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# Strengths: Self-awareness of skills, strengths, and achievements

## Introductory

<b>Theme Addressed:</b>	Strengths: Self-awareness of skills, strengths, and achievements
<b>Title of the Activity:</b>	My skills inventory
<b>Estimated Duration (mins):</b>	30 minutes
<b>Benefit of this activity for young adults:</b>	There are many different skills that are valuable in a professional setting. These skills include adaptive and transferable skills. The purpose of this activity is to increase your awareness of the different skills in your inventory and how these can be improved upon and built into strengths. This activity aims to enhance your self-awareness of your skills, strengths, and achievements through a guided self-assessment quiz. By the end of this activity, you will have a clearer understanding of your professional capabilities and accomplishments.

<p><b>Step-by-step instructions:</b></p>	<ol style="list-style-type: none"> <li><b>1. Self-reflection (5 minutes):</b> Begin by finding a quiet place where you can do some self-reflection on your own skills, strengths, and achievements.</li> <li><b>2. Consider different career directions (5 minutes):</b> Think the career direction that you would like to follow in the future, and consider the following questions: <ul style="list-style-type: none"> <li>• What skills are most important to advancing your future career?</li> <li>• Which skills do you currently have that are transferable to your future career plans?</li> <li>• Which skills do you currently have that adaptable to your career?</li> </ul> </li> <li><b>3. Complete handout (10 minutes):</b> Take the time to complete the handout by assessing the different adaptive and transferable skills in your arsenal.</li> <li><b>4. Consider what skills you would like to develop and improve (5 minutes):</b> Once you have completed the handout, consider the skills that you would like to improve, and which skills would be most helpful to you in your career journey.</li> <li><b>5. Make a plan (5 minutes):</b> Using what you have learned, make a plan to develop these skills through learning. Consider the following steps: <ul style="list-style-type: none"> <li>• Set clear, achievable goals for enhancing specific skills.</li> <li>• Establish a timeline with deadlines to monitor your progress.</li> <li>• Identify suitable learning resources, such as workshops, courses, or mentorship opportunities.</li> <li>• Explore practical ways to apply and reinforce newly acquired skills in your daily life or work.</li> </ul> </li> <li><b>6. Continuous learning:</b> Embrace a mindset of continuous learning. Actively seek opportunities to expand your knowledge and skills in alignment with your career goals.</li> </ol>
<p><b>Link to Additional Resources or Reading Materials:</b></p>	<p><b>Transferable skills:</b> <a href="https://www.indeed.com/career-advice/resumes-cover-letters/transferable-skills">https://www.indeed.com/career-advice/resumes-cover-letters/transferable-skills</a></p> <p><b>Adaptive skills:</b> <a href="https://www.indeed.com/career-advice/resumes-cover-letters/adaptive-skills">https://www.indeed.com/career-advice/resumes-cover-letters/adaptive-skills</a></p> <p><b>Identifying skills and upskilling:</b> <a href="https://nationalcareers.service.gov.uk/careers-advice/identifying-skills-and-upskilling">https://nationalcareers.service.gov.uk/careers-advice/identifying-skills-and-upskilling</a></p>
<p><b>Top Tips:</b></p>	<p>3 top tips to further develop your skills:</p> <ul style="list-style-type: none"> <li>• <b>Reflection:</b> Find a quiet and comfortable space for reflection, free from distractions. The environment should inspire focus and introspection. Consider using tools like ambient music or soft lighting to enhance concentration. A purposeful setting will encourage thoughtful self-analysis.</li> <li>• <b>Honesty:</b> Approach the skills assessment with honesty and specificity. Reflect on real-life situations where you've demonstrated certain skills. Avoid generalisations and provide concrete examples. This honesty will ensure a more accurate understanding of your strengths and areas for improvement.</li> <li>• <b>When developing your skills improvement plan, set goals that are realistic, measurable, and actionable:</b> Break down larger objectives into smaller, manageable tasks. This approach makes it easier to track progress and maintain motivation. Additionally, be adaptable—allow for adjustments as you learn and grow.</li> </ul>

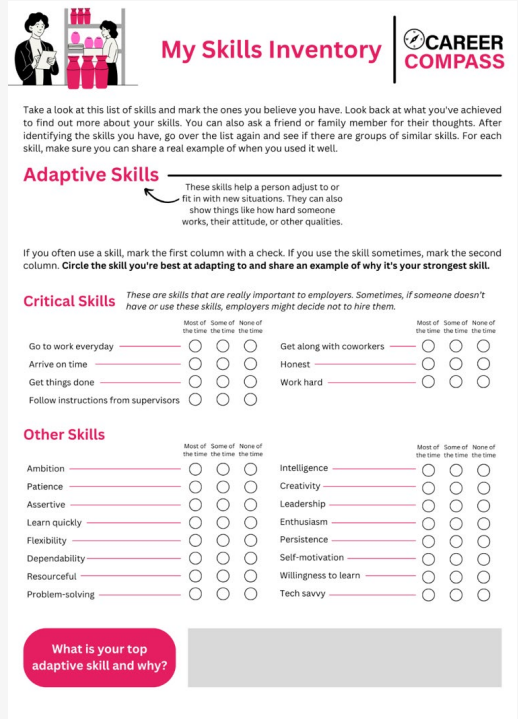
**Self-reflection Questions:**

Once you have completed this activity, use these questions to self-reflect on what you have learned:

1. What specific examples from my past experiences highlight the transferable skills I possess, and how these skills have contributed to my achievements?
2. In considering the skills I aim to improve, what are the immediate steps and resources I can identify to implement my skills development plan effectively?

**Activity Worksheet:**

**My skills inventory handout:**



**My Skills Inventory** | CAREER COMPASS

Take a look at this list of skills and mark the ones you believe you have. Look back at what you've achieved to find out more about your skills. You can also ask a friend or family member for their thoughts. After identifying the skills you have, go over the list again and see if there are groups of similar skills. For each skill, make sure you can share a real example of when you used it well.

**Adaptive Skills** — These skills help a person adjust to or fit in with new situations. They can also show things like how hard someone works, their attitude, or other qualities.

If you often use a skill, mark the first column with a check. If you use the skill sometimes, mark the second column. Circle the skill you're best at adapting to and share an example of why it's your strongest skill.

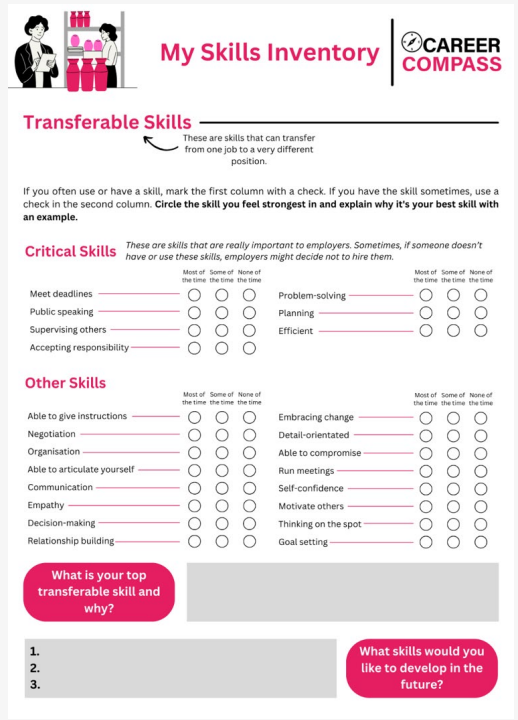
**Critical Skills** — These are skills that are really important to employers. Sometimes, if someone doesn't have or use these skills, employers might decide not to hire them.

Go to work everyday	Most of the time	Some of the time	None of the time	Get along with coworkers	Most of the time	Some of the time	None of the time
Arrive on time	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Honest	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Get things done	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Work hard	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Follow instructions from supervisors	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				

**Other Skills**

Ambition	Most of the time	Some of the time	None of the time	Intelligence	Most of the time	Some of the time	None of the time
Patience	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Creativity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Assertive	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Leadership	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Learn quickly	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Enthusiasm	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Flexibility	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Persistence	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Dependability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Self-motivation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Resourceful	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Willingness to learn	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Problem-solving	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Tech savvy	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

What is your top adaptive skill and why?



**My Skills Inventory** | CAREER COMPASS

**Transferable Skills** — These are skills that can transfer from one job to a very different position.

If you often use or have a skill, mark the first column with a check. If you have the skill sometimes, use a check in the second column. Circle the skill you feel strongest in and explain why it's your best skill with an example.

**Critical Skills** — These are skills that are really important to employers. Sometimes, if someone doesn't have or use these skills, employers might decide not to hire them.

Meet deadlines	Most of the time	Some of the time	None of the time	Problem-solving	Most of the time	Some of the time	None of the time
Public speaking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Planning	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Supervising others	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Efficient	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Accepting responsibility	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				

**Other Skills**

Able to give instructions	Most of the time	Some of the time	None of the time	Embracing change	Most of the time	Some of the time	None of the time
Negotiation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Detail-orientated	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Organisation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Able to compromise	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Able to articulate yourself	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Run meetings	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Communication	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Self-confidence	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Empathy	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Motivate others	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Decision-making	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Thinking on the spot	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Relationship building	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Goal setting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

What is your top transferable skill and why?

1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

What skills would you like to develop in the future?

## Advanced

<b>Theme Addressed:</b>	Strengths: Self-awareness of skills, strengths, and achievements
<b>Title of the Activity:</b>	My MBTI profile!
<b>Estimated Duration (mins):</b>	60 minutes
<b>Benefit of this activity for young adults:</b>	<p>The Myer-Briggs Type Indicator (MBTI) is a widely used personality assessment tool that categorises individuals into 16 distinct personality types, each offering unique insights into how we perceive the world, make decisions, and interact with others. The aim of this activity is to delve into your personality traits, preferences, and communication styles through the lens of the MBTI. By engaging in this activity, you will gain a deeper understanding of yourself and how your unique qualities influence various aspects of your life and your career.</p>



**Step-by-step instructions:**

- 1. MBTI personality assessment (20-30 minutes):** Begin by taking the MBTI that can be found here.
- 2. Results (5 minutes):** Once you have completed the test, you will receive your four-letter MBTI personality type. Read about the characteristics and traits associated with your specific MBTI personality type. Explore how your type tends to approach relationships, work, decision-making, and communication.
- 3. Reflection on results and personal experience (5 minutes):** Take a few moments to reflect on your personal experiences that align with the characteristics of your MBTI type. Consider instances where you felt particularly energised, fulfilled, or challenged, and try to connect these experiences with your personality type.
- 4. Create a strengths and weaknesses list (10 minutes):** Create a list of your perceived strengths and weaknesses based on your MBTI type. Think about how these qualities manifest in different areas of your life, such as work, relationships, and personal development.
- 5. Reflect on your communication styles (5 minutes):** Use the following prompts:
  - How do you prefer to communicate with others?
  - Are you more introverted or extroverted in your communication approach?
- 6. Communication style considerations:** Consider the ways in which your communication style may impact your interactions with friends, family, and colleagues.
- 7. Reflect and plan goals (5 minutes):** Identify specific areas in your life where leveraging your personality strengths could lead to personal or professional growth. Conversely, pinpoint areas where you might want to work on mitigating challenges associated with your personality type. Try to set realistic and achievable personal and professional goals based on these reflections.

**Link to Additional Resources or Reading Materials:**



Myer-Briggs Type Indicator personality assessment tool.  
Link: <https://www.16personalities.com/free-personality-test>

**Top Tips:**

3 top tips to further develop your skills:

- Use your MBTI results to identify careers that align with your personality type: Explore professions known to complement your strengths and preferences, allowing you to thrive in environments that resonate with your natural inclinations. For example, if you're an INTJ (Introverted, Intuitive, Thinking, Judging), you might excel in roles that require strategic planning and problem-solving.
- Leverage your MBTI insights to tailor your professional development efforts: Recognise areas where you can enhance skills related to your personality strengths and identify potential areas for improvement. This targeted approach to skill development can lead to more fulfilling and successful career experiences. If your type emphasises creativity and innovation, focus on workshops or courses that nurture these aspects of your personality.
- Understand your communication style and how it influences your interactions with colleagues, supervisors, and clients: By recognising the preferences of others by considering their MBTI types, you can create better collaboration and communication. If you're aware of your tendency to focus on details (e.g., ISTJ - Introverted, Sensing, Thinking, Judging), you can adapt your communication style to be more concise and practical when working with those who value efficiency. This can contribute to improved teamwork and a more positive work environment.

**Self-reflection Questions:**

Once you have completed this activity, use these questions to self-reflect on what you have learned:

1. How has my MBTI type influenced my career choices and experiences?
2. In what ways can I leverage my MBTI insights for future career growth?

# Strengths: Making informed career choices based on my prior learning and experiences

## Introductory

<b>Theme Addressed:</b>	Strengths: Making informed career choices based on my prior learning and experiences
<b>Title of the Activity:</b>	Career reflection
<b>Estimated Duration (mins):</b>	45 minutes
<b>Benefit of this activity for young adults:</b>	This activity encourages young adults to reflect on various factors that influence their career choices. By reflecting on previous experiences young adults can make more informed and intentional decisions.
<b>Materials needed:</b>	<ul style="list-style-type: none"><li>• Pen or pencil</li><li>• Paper or notebook</li></ul>

**Step-by-step instructions:**

**1. Reflection time (10-15 minutes):** Begin by finding a quiet and comfortable space where you can focus and reflect on your strengths and achievements. Think about the factor that influences career choice. Explore these factors that may have influenced your career choices:

- childhood fantasies
- culture
- gender
- life roles
- personality type
- skills and talent
- social and economic conditions

For example, if societal expectations favour certain gender roles, you may have felt pressure to choose a career traditionally associated with your gender, such as nursing for females or engineering for males. This influence can impact your career preferences. Reflect on how these factors impacted your career preference.

**2. Reflect on your previous experience (10-15 minutes):** Recognize that you can acquire career experience not just by having a job but also while doing research & and consultation, training, mentoring, and socializing with people you share a career with.

- Reflect on your previous career experience and finish this sentence: I worked as a job title and it has taught me how to e.g. be responsible, coordinate, and collaborate.
- Write down a minimum of 1 positive and 1 negative previous experience that significantly influenced your understanding of your career.

**3. Deciding on career options (15 minutes):** Write down 3 career options that come to mind. Answer questions such as:

- Have I previously engaged in a similar job?
- Have I felt good doing this job?
- Did I feel the desire to learn more about what I was doing?

Place an “x” next to each career option while responding to the questions. Reflect on the results regarding the previous experience, does it have similarities?

**Link to Additional Resources or Reading Materials:**

Article about the factors that influence career choice: <https://edubirdie.com/examples/the-factors-influencing-the-career-choice/>

The importance of internships/experience: <https://career.vt.edu/experience/Internships/reflect.html>

**Top Tips:**

3 top tips to further develop your skills:

- Self-reflection is important: Take time to reflect on your previous work experiences, both positive and negative experiences. When reflecting on factors influencing your career choices, be honest with yourself. Acknowledge any external pressures or societal expectations that may have impacted your decisions. Openness in reflection can lead to more meaningful insights.
- Learn from your previous experiences: Extract valuable lessons for both positive and negative experiences - focus on the lessons learned. Consider how each experience contributed to your personal and professional growth. Be specific about the skills acquired, challenges overcome, and the impact on your understanding of your chosen field.
- Explore career options with open-mindedness: Consider career options that not only align with your interests but also offer a potential for advancement. When identifying and evaluating career options, approach the exercise with an open mind. Consider not only the alignment with your past experiences but also the potential for growth and fulfilment in each option. Use the reflections on your previous experiences to guide your assessment.

**Self-reflection Questions:**

Final questions for reflection on what you have learned:

1. Which factors had the most impact on your career preference? How have the identified influences shaped your career narrative?
2. What key lessons emerged while reflecting on your positive and negative career experiences?
3. Did you notice some common themes or patterns in terms of your past experience while looking at listed career options?
4. Were there any unexpected insights that emerged during the reflection process?

## Advanced

<b>Theme Addressed:</b>	Strengths: Making informed career choices based on my prior learning and experiences
<b>Title of the Activity:</b>	Identifying transferable skills
<b>Estimated Duration (mins):</b>	45 minutes
<b>Benefit of this activity for young adults:</b>	This activity encourages adults to reflect and identify transferable skills that will help them on their career path.
<b>Step-by-step instructions:</b>	<ol style="list-style-type: none"><li><b>1. Preparation (2-3 minutes):</b> Begin by finding a quiet and comfortable space where you can focus and reflect on your strengths and achievements.</li><li><b>2. Watch a TEDx video (10-15 minutes):</b> In the additional resources, you will find a video of an individual who explored different career paths until he discovered the perfect match.<ul style="list-style-type: none"><li>• Watch the video and take notes about what diverse study options he encountered (college, vocational training online courses, etc.).</li><li>• Think about all the various career paths you explored and write it down.</li></ul></li><li><b>3. Learn to identify transferable skills (10 minutes):</b> There are two kinds of skills: one is “hard skills” which are very technical and specific, and the other one is “soft skills”, or we can call them transferable skills. These skills can be applied to different industries and job roles.<ul style="list-style-type: none"><li>• Make a list of transferable skills.</li><li>• Reflect on the past experience and identify in which situations (job, education, etc.) you developed transferable skills.</li><li>• Match the list of transferable skills with previous career experience.</li></ul></li><li><b>4. Identify and develop transferable skills (10 minutes):</b> Identify the specific transferable skills that are required or valued in the chosen career path.<ul style="list-style-type: none"><li>• Reflect on what transferable skills you want to further develop.</li><li>• List the activities that can help you improve current or desired transferable skills.</li></ul></li><li><b>5. Create a plan on how you can integrate these activities into your routine (10 minutes):</b> Make a plan on how you are going to incorporate new activities in real-life situations.<ul style="list-style-type: none"><li>• Embrace a mindset of continuously learning new skills.</li><li>• Regularly evaluate your progress and upgrade your skills as your career evolves.</li></ul></li></ol>

<p><b>Link to Additional Resources or Reading Materials:</b></p>	<p>How to identify transferable skills: <a href="https://www.forbes.com/sites/forbescoachescouncil/2022/08/16/changing-careers-identify-your-transferable-skills-in-three-simple-steps/?sh=5984bdf568b">https://www.forbes.com/sites/forbescoachescouncil/2022/08/16/changing-careers-identify-your-transferable-skills-in-three-simple-steps/?sh=5984bdf568b</a></p> <p>Developing transferable skills: <a href="https://www.michaelpage.com/advice/career-advice/growing-your-career/developing-transferable-skills">https://www.michaelpage.com/advice/career-advice/growing-your-career/developing-transferable-skills</a></p> <p>Professional development: <a href="https://www.tagvenue.com/virtual-events/professional-development-activities">https://www.tagvenue.com/virtual-events/professional-development-activities</a></p> <p>Bridging the gap to right-fit career paths: <a href="https://www.ted.com/talks/deven_paolo_bridging_the_gap_to_right_fit_career_paths/transcript">https://www.ted.com/talks/deven_paolo_bridging_the_gap_to_right_fit_career_paths/transcript</a></p>
<p><b>Top Tips:</b></p>	<p>3 top tips to further develop your skills:</p> <ul style="list-style-type: none"> <li>• Regularly reflect on your career path: Dedicate time for self-reflection on your career so you can stay on the desired career path.</li> <li>• Identify transferable skills: Reflect on the past experience and identify which transferable skills you want to further develop.</li> <li>• Practice your transferable skills in real-life situations: List the activities that can help you improve your current or desired transferable skills.</li> </ul>
<p><b>Self-reflection Questions:</b></p>	<p>Final questions for reflection on what you have learned:</p> <ol style="list-style-type: none"> <li>1. How the skills that you acquired recently have contributed to your professional growth?</li> <li>2. In what areas have you identified opportunities for improvement?</li> <li>3. How do you plan on implementing the activities that will help you on your career path?</li> </ol>

# Strengths: Maintaining confidence and resilience in the face of obstacles

## Introductory

<b>Theme Addressed:</b>	Strengths: Maintaining confidence and resilience in the face of obstacles
<b>Title of the Activity:</b>	Building my inner strength and confidence
<b>Estimated Duration (mins):</b>	40-70 minutes
<b>Benefit of this activity for young adults:</b>	This activity will help young adults to identify their inner strengths and practice expressing their thoughts, feelings, and emotions in a healthy way through different activities. Understanding your strengths and feeling comfortable expressing yourself increases your confidence and self-esteem. Everyone is different. When carrying out this activity, do so in a way that is comfortable for you. You can skip steps or change them as needed!



**Step-by-step instructions:**

- 1. Understanding resilience (15 minutes):** Start by watching this video and reading this article to begin exploring resilience.
- 2. Identify your strengths (10-20 minutes):** Get some sticky notes or paper. Think about your different strengths and write them down. Consider times when you did something that made you feel proud or when you achieved something. What quality, skill, or strength helped you to do this?
  - Start by writing down anything that comes to mind. Don't worry about what it is – there are no right answers, and this activity is just for you!
  - If you are struggling to think of strengths, try to write down at least one. Then take a look at this [list of examples](#) and see if you can relate to any.
  - Ask someone who knows you well and who you trust, what they think your strengths are. Compare these to what you have written down already. Are they similar or completely different?
  - You can take this short personality assessment (optional) to find out your personality type and the associated characteristics. This might help you to identify more of your inner strengths!
- 3. Express yourself (15-25 minutes):** Being able to openly express your thoughts, feelings, and emotions will help you to build confidence and become more comfortable within yourself. Everyone expresses themselves differently and that is okay! Read through these self-expression exercises and see if there is one that you would like to try.
  - Creativity, dance, and other types of movement can be great forms of self-expression!
  - Don't be afraid to try something new. Trying new things in a safe space can help you to discover new things about yourself and become more adaptable and open. Sometimes people become afraid of failure – try to remember that it is okay to do things for fun and that you don't have to be a master of all!
  - If you have hobbies that you enjoy and that allow you to express yourself, try to make time for these and prioritise them.
- 4. Reflection (10 minutes):** Reflect on how you have found this activity. Try to write 2-3 sentences about your experience.

**Link to Additional Resources or Reading Materials:**

Article about the link between self-confidence and resilience: <https://skillstraining.medium.com/the-link-between-self-confidence-and-resilience-acea7a87af39>

Article with more strength finding activities: <https://www.berkeleywellbeing.com/strength-finding.html>

Strength worksheet: <https://www.josnierop.nl/wp-content/uploads/discover-your-ikigai-worksheet.pdf>

Article about how to build self-confidence: <https://www.mindtools.com/ap5omwt/how-to-build-self-confidence>

**Top Tips:**

Top tips to further develop your skills:

- Try to build your self-confidence: Assure yourself that your innate qualities and strengths are always there for you to tap into. Remember that everyone has different and unique strengths.
- Do what you enjoy: Try to implement activities into your routine that you enjoy and allow you to express yourself in different ways.
- Make time for new things: Try to explore new things and give yourself the freedom to express yourself through different activities.

**Self-reflection Questions:**

After completing this activity, take a few moments to reflect on what you have learned:

1. Did you find it challenging to identify strengths?
2. How can you embrace your strengths?
3. How can you embrace self-compassion?
4. Is there anything new that you learnt about yourself?

## Advanced

<b>Theme Addressed:</b>	Strengths: Maintaining confidence and resilience in the face of obstacles
<b>Title of the Activity:</b>	Make a resilience plan
<b>Estimated Duration (mins):</b>	40-60 minutes
<b>Benefit of this activity for young adults:</b>	Life throws unexpected hurdles our way, but it's how we respond to these challenges that define our journey. Resilience is not just a quality we're born with. It is a skill we can nurture and grow. There are strategies for cultivating resilience, so we can rise above adversity and succeed. This activity will show young adults how to do this by creating their own plan that they can use when faced with difficult challenges!

**Step-by-step instructions:**

- 1. Example story (10-20 minutes):** Start the activity by watching this 9-minute Ted Talk by Joana Baquero. She tells her personal story about resilience and overcoming health challenges. Reflect afterwards and think about the key points in the story and the steps she suggests for building resilience. What can you personally learn from this person's experience?
- 2. Your previous challenges (15 minutes):** Using the first handout (attached), think about a challenge you have overcome in the past. This can be a big or small challenge. The main idea of this activity is to think about how you dealt with it, what worked well, and what did not. Consider the following when completing the handout:
  - Who supported you to overcome this challenge?
  - How did you overcome this challenge? What was your strategy?
  - What are your takeaways from this challenge? What did you learn by overcoming it?
  - How did you come up with solutions during this time? Think about the problem-solving skills you used (article about how to problem-solve).
  - What went well?
  - What did not go well? Or what would you do differently if a similar challenge occurred again?
- 3. Create a plan for future challenges (20-25 minutes):** Based on what you have worked out from the last step, write out a plan for future challenges using the second handout (attached). It is good to be prepared ahead of facing a challenge, as often, when a challenge arises, it can be more difficult to think clearly at that moment. If you have a plan, you can easily take a step back and then try to apply your plan to the situation.
  - You can read and use these articles: identifying supportive people & developing problem-solving skills to help with making your plan!
  - 'My warning signs' relates to typical signs that you are experiencing a challenge, e.g., increased stress levels. Being aware of these signs will help you to identify that you are experiencing a challenge.

**Link to Additional Resources or Reading Materials:**

Article about cultivating resilience and thriving in the face of challenges: <https://www.linkedin.com/pulse/cultivating-resilience-thriving-face-challenges-hinton-hill/>

Problem-solving skills: <https://www.coursera.org/articles/problem-solving-skills>

**Top Tips:**

- 3 top tips to further develop your skills:
- Update your plan: You can always update your plan as you face more challenges in life and learn new things. It is a good idea to reflect after facing a challenge to identify how you dealt with the situation and what you learnt.
  - Learn from others: Listen and learn from other people's experiences, not just your own! Often, others can give us great insight.
  - Look for positives: When you are faced with a challenge, if possible, try to see if you can find any opportunities or positives. This does not apply to all situations, but being able to see something good when you are in a difficult place is a great skill to have to better cope with a challenge.

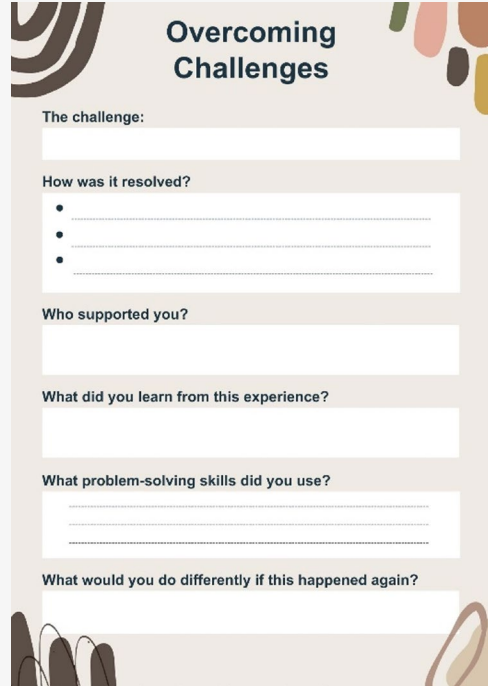
**Self-reflection Questions:**

After completing this activity, take a few moments to reflect on what you have learned:

1. What can you do to adapt and learn from setbacks?
2. What actions can you take in order to celebrate victories, even small ones?
3. What types of opportunities can you find in challenges?

**Activity Worksheet:**

**Overcoming challenges handout:**



**Overcoming Challenges**

The challenge: \_\_\_\_\_

How was it resolved?

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Who supported you? \_\_\_\_\_

What did you learn from this experience? \_\_\_\_\_

What problem-solving skills did you use? \_\_\_\_\_

What would you do differently if this happened again? \_\_\_\_\_

**My plan for challenges handout:**



**My Plan for Challenges**

1 My warning signs are: \_\_\_\_\_

2 Steps for problem-solving:

- What are the possible solutions?
- Evaluate and pick the best one.
- Implement the solution.
- Monitor the effect.
- Reflect on the outcome.

3 People I can reach out to for support:

_____	_____
_____	_____
_____	_____

4 My strategies are: \_\_\_\_\_

5 Things I can do to comfort myself:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Remember: Help is always available

# Strengths: Building on strengths and achievements

## Introductory

<b>Theme Addressed:</b>	Strengths: Building on strengths and achievements
<b>Title of the Activity:</b>	Reflecting on strengths and achievements
<b>Estimated Duration (mins):</b>	30-45 minutes
<b>Benefit of this activity for young adults:</b>	This activity promotes self-awareness as learners reflect on strengths, achievements, and development priorities. It also emphasises goal setting, aiding in establishing career-focused objectives. Lastly, it promotes the ability to articulate and communicate strengths, achievements, and personal development goals, which are essential for job interviews, networking, and professional interactions.
<b>Step-by-step instructions:</b>	<ol style="list-style-type: none"><li><b>1. Preparation (2-5 minutes):</b> Begin by finding a quiet and comfortable space where you can focus and reflect on your strengths and achievements.</li><li><b>2. Recognising your strengths (5 minutes):</b> Take a few minutes to think about your unique qualities, skills, and talents. Write down at least three strengths that you possess.<ul style="list-style-type: none"><li>• Reflect on specific examples or situations where you have demonstrated these strengths in the past.</li><li>• Write a brief description for each example, highlighting how your strengths were used and the positive outcomes that resulted.</li><li>• Consider how these strengths have contributed to your personal growth and success.</li></ul></li><li><b>3. Articulating your achievements (10-15 minutes):</b> Write down three significant achievements or milestones you have accomplished. These can be academic, personal, or professional achievements.<ul style="list-style-type: none"><li>• For each achievement, describe the specific actions you took to accomplish it and the skills or qualities you utilised.</li><li>• Reflect on the impact of these achievements on your life and the lessons you have learned from them.</li></ul></li><li><b>4. Setting priorities for personal development (10-15 minutes):</b> Identify three areas where you would like to focus your personal development efforts. These can be areas where you want to enhance existing skills or develop new ones.<ul style="list-style-type: none"><li>• Write a brief description for each area, explaining why it is important to you and how it aligns with your long-term goals.</li><li>• Consider the steps you can take to further develop these areas, such as seeking relevant courses, seeking mentorship, or engaging in practical experiences.</li></ul></li></ol>

<p><b>Link to Additional Resources or Reading Materials:</b></p>	<p>Tips to find out your strengths: <a href="https://barclayslifeskills.com/i-want-to-choose-my-next-step/school/5-ways-to-find-out-what-you-re-good-at/">https://barclayslifeskills.com/i-want-to-choose-my-next-step/school/5-ways-to-find-out-what-you-re-good-at/</a></p> <p>How to find your achievements: <a href="https://barclayslifeskills.com/i-want-to-choose-my-next-step/school/5-ways-to-find-out-what-you-re-good-at/">https://barclayslifeskills.com/i-want-to-choose-my-next-step/school/5-ways-to-find-out-what-you-re-good-at/</a></p> <p>How to set personal development goals for work: <a href="https://www.indeed.com/career-advice/career-development/personal-development-goals-for-work">https://www.indeed.com/career-advice/career-development/personal-development-goals-for-work</a></p>
<p><b>Top Tips:</b></p>	<p>3 top tips to further develop your skills:</p> <ul style="list-style-type: none"> <li>• Encourage reflection: Take the time to reflect on your strengths, achievements, and career goals regularly. This will help you track your progress and make any necessary adjustments to your career management strategy.</li> <li>• Seek feedback: Don't be afraid to ask for feedback from mentors, teachers, or professionals in your field. Their insights can provide valuable guidance for further development and improvement.</li> <li>• Build a support network: Surround yourself with a supportive network of peers, mentors, and professionals who can offer guidance, support, and opportunities for growth. Networking can open doors to new opportunities and provide valuable resources for your career development.</li> </ul>
<p><b>Self-reflection Questions:</b></p>	<p>After completing this activity, take a few moments to reflect on what you have learned:</p> <ol style="list-style-type: none"> <li>1. What are your key strengths and skills that you have identified during this activity? How do you believe they can contribute to your career success?</li> <li>2. Reflect on your past achievements and experiences. What are some significant accomplishments you are proud of? How can you leverage these achievements to advance your career?</li> <li>3. Consider the learning environment and opportunities available to you. How can you evaluate if a particular learning environment or opportunity is right for you and aligns with your career goals?</li> </ol>

## Advanced

<b>Theme Addressed:</b>	Strengths: Building on strengths and achievements
<b>Title of the Activity:</b>	Discovering core values
<b>Estimated Duration (mins):</b>	45-60 minutes
<b>Benefit of this activity for young adults:</b>	<p>Through this activity, the learner will:</p> <ul style="list-style-type: none"> <li>• Gain clarity on personal values and beliefs.</li> <li>• Enhance decision-making skills.</li> <li>• Align actions and goals with core values.</li> <li>• Foster self-awareness and authenticity.</li> </ul>
<b>Step-by-step instructions:</b>	<p>It is advised that the learner watches the video before completing the following steps which will help them to apply what they have learned to building on their strengths:</p> <ol style="list-style-type: none"> <li><b>1. Reflect on past experiences (5-10 minutes):</b> Think about a few significant moments or experiences in your life that have had a profound impact on you. <ul style="list-style-type: none"> <li>• Consider instances where you felt fulfilled, proud, or deeply connected to your values.</li> <li>• Write down at least three experiences that come to mind.</li> </ul> </li> <li><b>2. Identify key elements (10-15 minutes):</b> Analyse each experience and identify the key elements or aspects that made it meaningful to you. <ul style="list-style-type: none"> <li>• Consider the emotions, values, beliefs, or principles that were present during those experiences.</li> <li>• Write down the specific elements for each of the three experiences.</li> </ul> </li> <li><b>3. Extract core values (10-15 minutes):</b> Review the elements you identified and look for common themes or patterns. <ul style="list-style-type: none"> <li>• Extract the core values that underpin those experiences and reflect your authentic self.</li> <li>• Write down three core values that resonate with you.</li> </ul> </li> <li><b>4. Align actions and goals (10-15 minutes):</b> Evaluate your current actions and goals in different areas of your life (e.g., career, relationships, personal growth). <ul style="list-style-type: none"> <li>• Assess whether they align with your identified core values.</li> <li>• Identify areas where adjustments may be needed to align your actions and goals more closely with your values.</li> </ul> </li> </ol>
<b>Link to Additional Resources or Reading Materials:</b>	<p>Examples of core values: <a href="https://www.yourdictionary.com/articles/examples-core-values">https://www.yourdictionary.com/articles/examples-core-values</a></p> <p>Aligning your actions with your goals and values: <a href="https://www.achieveyourbestlife.com/2021/05/02/align-your-actions-with-your-goals-and-values/">https://www.achieveyourbestlife.com/2021/05/02/align-your-actions-with-your-goals-and-values/</a></p>



**Top Tips:**

3 top tips to further develop your skills:

- Reflection: Be open-minded and reflective, allowing yourself to explore your experiences and values without judgment.
- Ask others: Consider seeking input from trusted friends or family members who can provide insights into your core values based on their observations.
- Continuous development: Remember that core values can evolve over time, so be open to revisiting and re-evaluating them periodically.

**Self-reflection Questions:**

After completing this activity, take a few moments to reflect on what you have learned:

1. How did reflecting on past experiences help you identify your core values? Did any surprises or insights emerge during this process?
2. How do your core values influence your decision-making process and actions in your everyday life?
3. Are there any areas of your life where your current actions and goals are not aligned with your core values? How can you make adjustments to align them?

# Horizons: Researching and evaluating opportunities for career development

## Introductory

<b>Theme Addressed:</b>	Horizons: Researching and evaluating opportunities for career development
<b>Title of the Activity:</b>	Searching for and evaluating online career resources
<b>Estimated Duration (mins):</b>	30-40 minutes
<b>Benefit of this activity for young adults:</b>	It is important that young adults are equipped with the skills to search for and find information about learning and career opportunities online. This activity will help them to develop evaluation and critical thinking skills. They will practice evaluating a source and determining its reliability.
<b>Step-by-step instructions:</b>	<ol style="list-style-type: none"><li><b>1. Start your search (15-20 minutes):</b> For this step, you are going to search for online resources that provide information about educational and career opportunities.<ul style="list-style-type: none"><li>• Consider what search engine or database you will use for your search.</li><li>• Pick 3-5 keywords that you will use to search for resources.</li><li>• Look at the search and evaluation techniques in this article. You might need the search techniques when you're searching for more specific information or resources.</li><li>• Find 4-5 different resources.</li><li>• Choose one to evaluate. If possible, pick one that you have not used before or recognise.</li></ul></li><li><b>2. Evaluation (15-20 minutes):</b> There are many techniques you can use to evaluate an online resource. You want to find out that the information provided by a resource is reliable and trustworthy. You want to check that it is safe to use this resource also.<ul style="list-style-type: none"><li>• Use the handout (attached) to evaluate the resource you chose.</li><li>• Optionally, you can try out other evaluation techniques described in this article. You can also evaluate more resources to practice more.</li></ul></li></ol>
<b>Link to Additional Resources or Reading Materials:</b>	Evaluation method: <a href="https://library.csuchico.edu/sites/default/files/craap-test.pdf">https://library.csuchico.edu/sites/default/files/craap-test.pdf</a> Web evaluation: <a href="https://knowledgequest.aasl.org/web-evaluation-website-smell-funny/">https://knowledgequest.aasl.org/web-evaluation-website-smell-funny/</a> Video explaining disinformation, mass media, and the news (why evaluation is important): <a href="https://www.youtube.com/watch?v=q-Y-z6HmRgl">https://www.youtube.com/watch?v=q-Y-z6HmRgl</a>

### Top Tips:

3 top tips to further develop your skills:

- **Verify information:** When you are searching for career information online, always do a quick check, e.g., that information is up-to-date and coming from a reliable and qualified source.
- **Continue to practice and develop this skill:** Always question information, evaluate it, and consider the relevance and importance of information to you. Do not become complacent online!
- **Broaden your search:** When you are searching for specific career information or looking for job opportunities, use the search techniques and vary the search terms you use. This will help you to broaden the results you find. It is a good idea to practice this skill also.

### Self-reflection Questions:


After completing this activity, take a few moments to reflect on what you have learned:

1. What was your final opinion of the resource you evaluated? Was it reliable?
2. Would you use this resource to find out career-related information?
3. Do you usually question and evaluate information you find online?

### Activity Worksheet:

#### Evaluation checklist handout:

## Evaluation Checklist

Always Check your Sources 

**Resource Name:**

**Stop, Look, Listen:**

- Is the information relevant?
- Is the information appropriate?
- Is the information well-organised and presented in a logical order?
- Is the resource easy-to-use?

**Who, What, Where, When, Why?** (Schrock, 2022)

Who created the resource? What are their credentials?

When was the resource created and last updated?

What is the stated purpose of the resource?

What else might the resource be used for?

Where does the information come from? Are there references?

Why use this resource and not another one?

Adapted from:

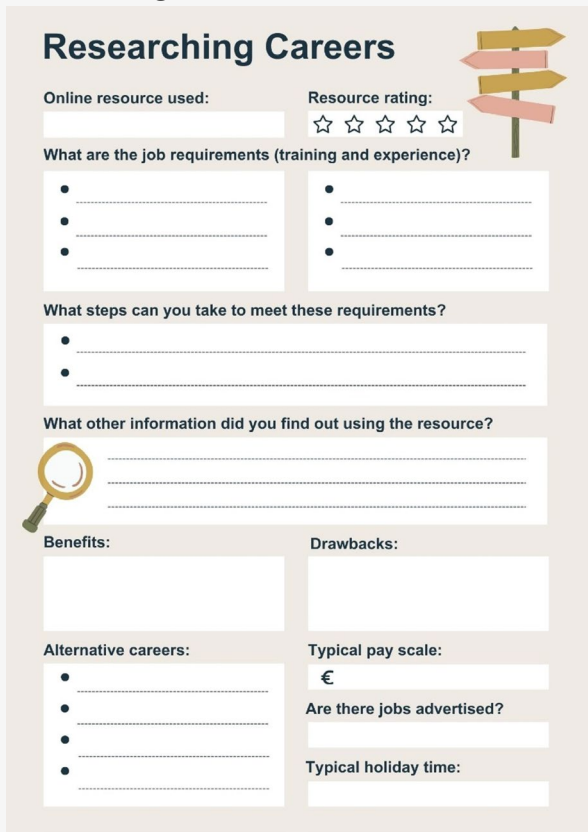
Schrock, K. (2022) The 5w's of web site evaluation. Available at: <http://www.schrockguide.net/uploads/3/9/2/2/392267/5ws.pdf> (Accessed: 29 January 2024).

## Advanced

<b>Theme Addressed:</b>	Horizons: Researching and evaluating opportunities for career development
<b>Title of the Activity:</b>	Researching career options using different online resources
<b>Estimated Duration (mins):</b>	55-95 minutes
<b>Benefit of this activity for young adults:</b>	This activity will help young adults to practice researching career options. They will learn about different job roles and check multiple sources for career-related information. This will ensure that they can access opportunities and understand their options, which will allow them to make fully informed decisions about their careers!

## Step-by-step instructions:

- 1. Prepare (5-10 minutes):** Decide on a career that you will research for this activity. It does not have to be a career you are interested in pursuing, but it is more beneficial to you if it is. You have probably already identified a career path that you are interested in from the previous activities. However, if you are unsure, you can take this career quiz to give you a starting point.
- 2. Online resources (5-10 minutes):** You are going to search for information about your chosen career from three different online resources. Choose three resources to explore from the following:
  - Europass – This resource allows you to search for jobs and courses in European countries. There are tools that allow you to compare qualifications and learn about working and studying abroad. You can also look at the different job and skill trends across Europe.
  - Careers Portal – This website is specific to Ireland but can still be used to explore different careers and learn more about your options. It has information about courses, careers, apprenticeships, and career sectors.
  - Career Pilot – This website is specific to the United Kingdom (UK) but can still be used to learn about different careers and options. It includes job and course information, along with videos about different careers.
  - My Next move – This is an American website. You can search for and learn about different careers based on the industry or your interests. This site is informative and includes videos about each job.
- 3. Search for and compile information (20-35 minutes):** You will search for and compile information about the career you have chosen to research using each online resource.
  - For each of the three resources complete one handout (attached below).
  - Fill in as much information as you can on each handout. Include everything you can find out about the career and related courses/training on the resource.
  - If you cannot find a piece of information on the resource, e.g., the typical pay scale, leave this blank on the handout.
  - Rate the resource out of 5 at the end (5 being excellent; 0 being poor).
- 4. Exploring other types of resources (15-20 minutes):** This is an optional step you can take to further explore and understand your career options. Take note of the pros and cons of these additional online resources and how they might be helpful to you in the future. The resources you can explore include the following:
  - Spunout Compass – this is a resource for young adults living in Ireland. It will provide you with useful information and links that are tailored to you and are based on where you live in Ireland and any additional needs you might have.
  - BBC Bitesize Careers – A UK website that you can use to explore different people's careers and educational stories.
  - icould – This is another UK website that includes useful information and videos that give insight into different jobs and people's first-hand experiences working in different career sectors. There is also general advice and guides available on this site.
- 5. Compare what you have found (10-20 minutes):** Compare the information you found from each resource. Use the three handouts you completed to do this and consider the following questions:
  - Did the information vary greatly depending on the resource?
  - Did some of the resources leave out vital information? Were there blank spaces on any of your handouts?
  - What were the strengths and weaknesses of each resource?
  - Which resources would you use again?
  - Are there any resources you would not use? Why?

<p><b>Link to Additional Resources or Reading Materials:</b></p>	<p>BBC video series showing five teenagers going to different places for work experience (there are 5 episodes and each episode is 30-minutes long): <a href="https://www.bbc.co.uk/iplayer/episodes/p06zhf9j/the-nine-to-five-with-stacey-dooley">https://www.bbc.co.uk/iplayer/episodes/p06zhf9j/the-nine-to-five-with-stacey-dooley</a></p> <p>Indeed (job search engine): <a href="https://ie.indeed.com/?r=us">https://ie.indeed.com/?r=us</a></p> <p>Glassdoor (job search engine, information about different companies and job salaries): <a href="https://www.glassdoor.ie/Job/index.htm">https://www.glassdoor.ie/Job/index.htm</a></p>
<p><b>Top Tips:</b></p>	<p>3 top tips to further develop your skills:</p> <ul style="list-style-type: none"> <li>• Explore more than one online resource: Don't rely on one source when you are looking for career or course information. Confirm that the information you read on a website is correct and up to date by doing a Google search and checking if you can find this information elsewhere.</li> <li>• Try to learn about other people's experiences of jobs and courses: This can give you a better insight into what the job/course entails and if you would be suited to it. Gather as much information as you can!</li> <li>• Look for and explore alternative options: You might find a better option or something you would prefer. Having a list of alternative options means that you also have a back-up plan if your initial career route does not work out.</li> </ul>
<p><b>Self-reflection Questions:</b></p>	<p>After completing this activity, take a few moments to reflect on what you have learned:</p> <ol style="list-style-type: none"> <li>1. What resources did you find the most helpful and why?</li> <li>2. Why is it important to use more than one resource?</li> <li>3. What have you learnt about your career options through this exercise?</li> </ol>
<p><b>Activity Worksheet:</b></p>	<p><b>Researching careers handout:</b></p>  <p><b>Researching Careers</b></p> <p>Online resource used: _____</p> <p>Resource rating: ☆ ☆ ☆ ☆ ☆</p> <p>What are the job requirements (training and experience)?</p> <ul style="list-style-type: none"> <li>• _____</li> <li>• _____</li> <li>• _____</li> </ul> <p>What steps can you take to meet these requirements?</p> <ul style="list-style-type: none"> <li>• _____</li> <li>• _____</li> </ul> <p>What other information did you find out using the resource?</p> <p>_____</p> <p>_____</p> <p>Benefits: _____</p> <p>Drawbacks: _____</p> <p>Alternative careers:</p> <ul style="list-style-type: none"> <li>• _____</li> <li>• _____</li> <li>• _____</li> <li>• _____</li> </ul> <p>Typical pay scale: € _____</p> <p>Are there jobs advertised? _____</p> <p>Typical holiday time: _____</p>

# Horizons: Goal-setting and decision-making in career planning

## Introductory

<b>Theme Addressed:</b>	Horizons: Goal-setting and decision-making in career planning
<b>Title of the Activity:</b>	Challenging career aspirations and goals
<b>Estimated Duration (mins):</b>	90 minutes
<b>Benefit of this activity for young adults:</b>	This activity will support young adults in identifying and challenging their career aspirations which will motivate them to pursue continuous growth, development, and fulfilment in their professional lives.

**Step-by-step instructions:**

- 1. Reflect on your career and career aspirations (15 minutes):** Prepare a large sheet of paper or poster board and markers. Reflect on your current career aspirations and write them down. That can be anything from working in an industry that you're passionate about, managing or leading successfully, using your talents or skills in a role, or starting or owning a business. Example: pursuing a career in customer service and hospitality or becoming a renowned motivational speaker and life coach.
- 2. Reflect on your strengths, skills, and personal interests (15 minutes):** Write down how these align with your current career aspirations.
- 3. Brainstorm (15 minutes):** Brainstorm potential challenges or obstacles you might face in pursuing your career aspirations. Think about both external factors (industry trends, competition) and internal factors (skills gaps, personal limitations).
- 4. Career research (20 minutes):** Do a brief online research about the industries or careers you aspire to. Identify current trends, required skills, and potential opportunities or challenges. Review your career aspirations in light of the identified challenges and new insights from the research.
- 5. Short-term goals (10 minutes):** Use your reflections to set short-term goals and break down your long-term aspirations into achievable steps.
- 6. Action plan (15 minutes):** Create a brief action plan in your notebooks, outlining steps to address challenges and work toward your goals. Reflect on what you've learned about your aspirations and the importance of challenging them.

**Link to Additional Resources or Reading Materials:**

Career aspirations: <https://www.coursera.org/articles/career-aspirations>  
Examples of career aspirations: <https://www.indeed.com/career-advice/interviewing/career-aspirations-examples>  
Talking about career aspirations in an interview: <https://content.mycareersfuture.gov.sg/how-answer-career-aspirations/>

**Top Tips:**

- 3 top tips to further develop your skills:
- Regularly reflect: On your interests, values, and passions. Explore various industries and professions to gain a deeper understanding of what truly excites and motivates you. Self-reflection is important because it allows you to explore different options and discover new possibilities or refine your goals based on genuine interests.
  - Do a reality check: Reflect on your aspirations through a realistic overview of the current job market, industry trends, and skills required. Being realistic and identifying challenges allows you to develop strategies and overcome them.
  - Seek feedback: From mentors, career counselors, or professionals in your desired field. Share your aspirations and ask for insights and advice. Feedback from experienced individuals can give you different perspectives and uncover blind spots.



**Self-reflection  
Questions:**

After completing this activity, take a few moments to reflect on what you have learned:

1. How have your perceptions of the industries or careers you aspire to changed after these activities?
2. What insights did you gain from reflecting on your current career aspirations and how they align with your strengths, skills, and personal interests?
3. In identifying potential challenges or obstacles, did you discover any surprises or gain a new perspective on factors that may impact your career path?
4. How did the online research about your desired industry or career impact your perception of your aspirations?
5. What short-term goals can you set based on your reflections to move closer to your long-term career aspirations?

## Advanced

<b>Theme Addressed:</b>	Horizons: Goal-setting and decision-making in career planning
<b>Title of the Activity:</b>	Identifying skill gaps
<b>Estimated Duration (mins):</b>	60 minutes
<b>Benefit of this activity for young adults:</b>	By engaging in this activity, you will independently explore high-tech career opportunities through practical tasks and research.
<b>Step-by-step instructions:</b>	<ol style="list-style-type: none"><li><b>1. Identify your interests (5 minutes):</b> Identify your areas of interest by reflecting on your passions and interests within the chosen industry. Make a list of your top three areas.</li><li><b>2. Evaluate (5 minutes):</b> Evaluate your current skills relevant to your chosen areas of interest. Identify any skill gaps such as technical skills, soft skills, or specific certifications.</li><li><b>3. Explore online learning platforms (10 minutes):</b> Explore online learning platforms such as Coursera, edX, or Udacity, and try to find a relevant course or tutorial that addresses your skill gap.</li><li><b>4. Engage in a hands-on learning activity related to your chosen area (15 minutes):</b> If you want to enhance your communication skills, join an online discussion forum related to a personal interest. Contribute to discussions, express ideas, and practice articulating thoughts effectively. If you want to learn coding, explore beginner-friendly coding exercises on platforms like Codecademy or Khan Academy.</li><li><b>5. Look at job roles (10 minutes):</b> Explore job roles within your chosen areas and research companies that are prominent in those fields. Use platforms like Glassdoor or LinkedIn to gain insights into job requirements and company cultures.</li><li><b>6. Personal project (15 minutes):</b> Develop a small personal project related to your area of interest. This not only enhances your skills but also serves as a portfolio piece. Create a short presentation or write a brief article on a topic of personal interest. If interested in coding, create a basic webpage using platforms like Wix or WordPress.</li></ol>
<b>Link to Additional Resources or Reading Materials:</b>	Identify your skill gaps: <a href="https://www.go1.com/blog/how-to-identify-your-skill-gaps">https://www.go1.com/blog/how-to-identify-your-skill-gaps</a>  How to identify skill gaps in three steps: <a href="https://enterprise.fiverr.com/blog/identify-skill-gaps/">https://enterprise.fiverr.com/blog/identify-skill-gaps/</a>

**Top Tips:**

3 top tips to further develop your skills:

- Continuously learn and develop your skills: Stay current with industry trends, and continuously develop your skills. Online platforms, such as Coursera, Udacity, and Khan Academy, offer thousands of courses covering various industries.
- Leverage professional networking platforms: Like LinkedIn to connect with individuals in your chosen field. Actively engage in industry discussions, follow relevant companies, and seek informational interviews. These conversations provide valuable insights into different roles, and industries, and may open doors to potential opportunities.
- Gain practical experience: Through projects through building a website, creating a mobile app, or contributing to open-source projects. It can provide concrete examples to showcase in your portfolio or during interviews.

**Self-reflection Questions:**

After completing this activity, take a few moments to reflect on what you have learned:

1. Reflecting on the activity, how has it helped you to identify your current skills relevant to your chosen areas of interest and any skill gaps you may need to address? Can you identify any specific strategies or approaches you can use in different contexts?
2. In exploring online learning platforms to enhance your skills, what courses or tutorials have you found and how do these learning opportunities align with your areas of interest and skill development goals?
3. Looking back at the activity, what are the main insights or takeaways you have gained about exploring your career opportunities? How do you envision applying these insights in your future career endeavours?

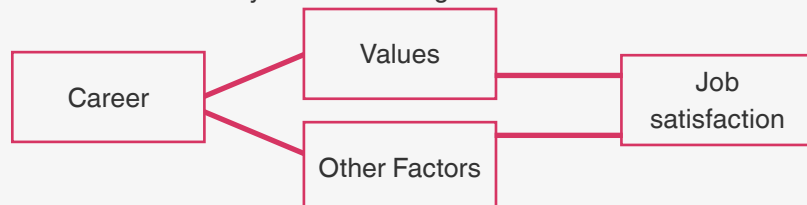
# Horizons: Interaction between life, work, community, and society

## Introductory

<b>Theme Addressed:</b>	Horizons: Interaction between life, work, community, and society
<b>Title of the Activity:</b>	What are my career values?
<b>Estimated Duration (mins):</b>	45-60 minutes
<b>Benefit of this activity for young adults:</b>	This activity will help young adults to determine the importance of work to them. They will work out what they expect from a job and what their career values are. They will think about job satisfaction and the positive and negative effects work can have on their lifestyles.

**Step-by-step instructions:**

- 1. Working out your career values (10 minutes):** Take this career values quiz to find out what some of your values are.
  - Note that you can move forward in the quiz without giving your name or email.
  - You can also save your results as a file at the end.
- 2. Research (10-15 minutes):** When you complete the quiz, you will find out what career value you scored highest in, e.g., meaning, problem-solving, creativity, etc. You can look at careers associated with this value. You will also see the other values that you scored highest in.
  - Take some time to research your top three values and one of the careers that interests you.
  - Careers portal is a useful website for exploring careers, courses, and apprenticeships.
- 3. Brainstorm (10-15 minutes):** Consider other factors that will impact your career path and determine how compatible a career is with your lifestyle.
  - Create a mind-map in any format that you like.
  - Brainstorm additional factors that will affect your satisfaction in a job, e.g., working hours, environment, pay, etc.
  - Consider what your preferences are for each of these factors and how flexible you are about each one. Think about how these factors may impact your life balance positively or negatively.
- 4. Career exploration (10-20 minutes):** Choose two potential careers that align with your values. If possible, pick one that you think you would be satisfied in and another that you think you wouldn't be satisfied in, e.g., due to the factors you identified in the last step.
  - Create a table for each career. You can do this in any format you like (written or typed in a Word document).
  - Your table for each may look something like this:



- Think about how each job lines up with your values, how important this is to you, and how it would impact your job satisfaction. Creating this table for each career should help you to see the connections between everything you explored in the earlier steps!

**Link to Additional Resources or Reading Materials:**

Career values: <https://www.indeed.com/career-advice/career-development/career-values>  
Another career values article: [https://cc.careersportal.ie/careerplanning/self-assessment.php?ed\\_sub\\_cat\\_id=28&parent=11](https://cc.careersportal.ie/careerplanning/self-assessment.php?ed_sub_cat_id=28&parent=11)  
What is job satisfaction: <https://knowadays.com/blog/what-is-job-satisfaction-and-how-to-increase-yours/>  
How to find a job that matches your values: <https://www.nesfircroft.com/resources/blog/how-to-find-a-job-that-matches-your-values-1043224522/>

**Top Tips:**

Top tips to further develop your skills:

- Continue this practice: Keep exploring different career options with consideration of both your values and other outside factors that are important to you.
- Use the linked resources: Read more about career values and job satisfaction in the linked resources.

**Self-reflection Questions:**

After completing this activity, take a few moments to reflect on what you have learned from the following questions:

1. Were you surprised by your results in the careers value quiz?
2. How important is job satisfaction to you?
3. What do you think are important things that employers can do to create a nice working environment?
4. In your ideal job, how would things be structured or organised to suit you?
5. How does job satisfaction relate to your specific career values?
6. What are the benefits and drawbacks of work?
7. What are the challenges and opportunities of work?

## Advanced

<b>Theme Addressed:</b>	Horizons: Interaction between life, work, community, and society
<b>Title of the Activity:</b>	The bigger picture
<b>Estimated Duration (mins):</b>	60-80 minutes
<b>Benefit of this activity for young adults:</b>	Through this activity, young adults will work through three case studies that encourage them to explore the connections between life, work, community, and society. They will start to see the bigger picture of how their job can play a role in their community and in society. They will consider this with respect to planning a career.

**Step-by-step instructions:**

**1. Case study 1 (10-20 minutes):** To begin, you will consider the importance of community in general. Read this article and answer the following questions.

- What does community mean to you? Is it important?
- What impact does community have on your life?
- What are the benefits of being part of a community?
- What are the possible drawbacks of community?
- What kind of workplaces have you experienced? What was good, and what was not good about them (in terms of the environment, atmosphere, and social relationships)?

Start to consider how your work, family, and community could be connected. Even if it is not obvious, try to see where there are possible links!

**2. Case study 2 (15-40 minutes):** For this case study you will learn about a social enterprise that benefits the community and works to tackle homelessness in Scotland. Watch this video that gives an overview of Social Bite. You can also look at the Social Bite website and watch more videos (optional) about the work they do. Answer the following questions:

- What are your thoughts on this enterprise? (write 2-3 points)
- What did you learn from exploring this case study? (write 2-3 points)
- What are other things that companies can do to positively impact their community?
- Do you know of any similar enterprises that do social work in your community? What work do they do?
- What are some of the needs in your community?
- How important is community engagement to you?
- How could you play a positive role in your community?

**3. Case study 3 (15-20 minutes):** Watch this video that explains consumer society and sustainability. Think about your career path and the job sector you might choose to work in. Do additional research as needed and answer the following questions:

- What kind of environmental impact do the job sectors tend to have that you are interested in?
- How do these sectors positively or negatively contribute to society and the environment?
- Think about how your current, previous, or future job may have an inadvertent impact (positive or negative) on other people's lives. Write 3-4 points.

**Link to Additional Resources or Reading Materials:**

Importance of community in the workplace: <https://www.webmdhealthservices.com/blog/why-community-matters-in-the-workplace/>

Community engagement and businesses: <https://www.linkedin.com/pulse/community-engagement-how-businesses-can-foster-positive-ngida/>

Best practice examples of social enterprises in Ireland that have positive social and environmental impacts: <https://www.dcu.ie/socialentrepreneurship/social-enterprises-best-practice-examples>



**Top Tips:**

Top tips to further develop your skills:

- **Community:** If community is not a big part of your life, consider the benefits of community and if there is something you want to contribute to or become more involved in.
- **Connect:** Check if there are ways you can keep an eye on what is going on in your local community, e.g., through social media groups. Then, if something that interests you is happening, you can get involved.

**Self-reflection Questions:**

After completing this activity, take a few moments to reflect on what you have learned from the following questions:

1. How does interaction with society and communities make better people?
2. What are some of the ways people can help others in the community?
3. How can I improve my interaction with people?
4. What is the importance of work in my life as an individual and my society?
5. How does work contribute to your community and to the wider society?
6. How can work and consumption have an impact on society and the environment?
7. How do economic and social trends affect my work and learning opportunities?

# Horizons: Responding to and managing change effectively

## Introductory

<b>Theme Addressed:</b>	Horizons: Responding to and managing change effectively
<b>Title of the Activity:</b>	Building responding to and managing change effectively skills through creative visualisation
<b>Estimated Duration (mins):</b>	60-120 minutes
<b>Benefit of this activity for young adults:</b>	This activity will support young adults to create a vision board that will help them to respond to change, which can increase their motivation and enhance their focus when they are faced with a change.

**Step-by-step instructions:**

Vision boards allow you to visualise your desired qualities and resources for managing your career effectively, providing a tangible reminder of your goals. In this activity, you will be guided through developing your own vision board to effectively manage change in your career. To create this vision board, follow these steps:

- 1. Preparation (5-10 minutes):** Prepare a large sheet of paper or poster board, magazines, scissors, glue, markers, and any other art supplies you enjoy using.
- 2. Reflection (10 minutes):** Reflect on the concept of responding to and managing change effectively and what it means to you. Consider the skills, qualities, and resources that can help you navigate challenges and bounce back stronger.
- 3. Finding images and words for your vision board (20-40 minutes):** Flip through the magazines and cut out images, words, and phrases that resonate with your vision of responding to and managing change effectively and overcoming obstacles. Look for visuals that inspire and represent your desired qualities.
- 4. Creating the vision board (20-40 minutes):** Arrange and glue the cut-outs onto your poster board, creating a collage that reflects your vision of responding to and managing change effectively. Get creative and play with different layouts and combinations.
- 5. Pause (2-3 minutes):** Once you are satisfied with your responding to and managing change effectively vision board, take a step back and admire your creation.
- 6. Reflection (10-15 minutes):** Reflect on the elements you included and what they symbolise in terms of responding to and managing change effectively.
- 7. Conclusion (5-10 minutes):** Display your vision board in a place where you can see it regularly, such as your bedroom or workspace. Let it serve as a visual reminder of how you can respond to and manage change effectively and of your goals and aspirations.

**Link to Additional Resources or Reading Materials:**

How to cope with change in the workplace: <https://fellow.app/blog/productivity/how-to-cope-effectively-with-change-in-the-workplace/>

Adapting to change: <https://www.hays.com.au/career-advice/career-development/adapting-to-change-how-to-better-handle-change-at-work>

How to create a vision board: <https://www.betterup.com/blog/how-to-create-vision-board>

**Top Tips:**

3 top tips to further develop your skills:

- Be open to inspiration: Look beyond traditional sources and be open to unexpected visuals and messages that resonate with your idea of responding to and managing change effectively.
- Personalise your board: Make the vision board unique to your experiences and goals by including images, words, and phrases that have personal significance.
- Regularly reflect and revisit: Take time to reflect on your vision board and its messages regularly. Use it as a tool for self-reflection and a reminder of your goals.

**Self-reflection  
Questions:**

After completing this activity, take a few moments to reflect on what you have learned:

1. What elements did you include in your responding to and managing change effectively vision board, and why did you choose them?
2. How does your vision board reflect your understanding of responding to and managing change effectively and your career management goals?
3. How can you incorporate the qualities and resources depicted on your vision board into your daily life and decision-making processes?

## Advanced

<b>Theme Addressed:</b>	Horizons: Responding to and managing change effectively
<b>Title of the Activity:</b>	Exploring change & me
<b>Estimated Duration (mins):</b>	55-65 minutes
<b>Benefit of this activity for young adults:</b>	The purpose of this activity is to reflect on your understanding of innovation and change in organisations, your ability to adapt to evolving organisational structures, and your openness to exploring non-traditional life and work scenarios. This self-reflective activity is designed to provide individuals with a structured process for exploring key concepts related to business innovation, adaptability, and non-traditional scenarios, fostering deeper self-awareness and actionable insights.
<b>Step-by-step instructions:</b>	<ol style="list-style-type: none"> <li><b>1. Preparation and reflection (10 minutes):</b> Using the Canva linked below, reflect on the ways that organisations operate and how they adapt to change.</li> <li><b>2. Research (15 minutes):</b> Take some time to research and identify examples of innovative practices or changes within a business or industry of your choice. <ul style="list-style-type: none"> <li>• Reflect on how these innovations have influenced the organisation’s success and the challenges they may have faced. Consider the impact on employees, customers, and the overall industry.</li> </ul> </li> <li><b>3. Reflect on your experiences (10-15 minutes):</b> Think about your current or past experiences with organisational changes, either in work or in educational settings. It could be a change in leadership, restructuring, or a shift in company culture. <ul style="list-style-type: none"> <li>• Identify specific strengths you drew upon to navigate these changes successfully.</li> <li>• Reflect on how your relationship with the organisational structure influenced the way you applied these strengths.</li> </ul> </li> <li><b>4. Brainstorm (15 minutes):</b> Engage in a brainstorming session to identify non-traditional life and work scenarios. Consider freelancing, remote work, entrepreneurship, or unconventional career paths. <ul style="list-style-type: none"> <li>• Choose one non-traditional scenario that intrigues you the most. Reflect on the potential benefits and challenges associated with that scenario.</li> <li>• Consider how this scenario aligns with your personal and professional values.</li> </ul> </li> <li><b>5. Reflection (5-10 minutes):</b> Once you have completed your analysis, use the self-reflection questions below to assess your understanding of how to handle organisational change.</li> </ol>

<p><b>Link to Additional Resources or Reading Materials:</b></p>	<p>Organisational change: <a href="https://whatfix.com/blog/types-of-organizational-change/">https://whatfix.com/blog/types-of-organizational-change/</a></p> <p>How to adapt to change in the workplace: <a href="https://whatfix.com/blog/adapt-to-change/">https://whatfix.com/blog/adapt-to-change/</a></p> <p>How organisations adapt to change: <a href="https://www.forbes.com/sites/jeffboss/2015/11/14/6-secrets-of-organizations-that-successfully-adapt-to-change/?sh=be3d8fa2b0b1">https://www.forbes.com/sites/jeffboss/2015/11/14/6-secrets-of-organizations-that-successfully-adapt-to-change/?sh=be3d8fa2b0b1</a></p>										
<p><b>Top Tips:</b></p>	<p>3 top tips for developing your skills:</p> <ul style="list-style-type: none"> <li>• When researching innovative practices, choose a business or industry that genuinely interests you: This will make the process more enjoyable and increase the likelihood of meaningful insights. Take notes on both the successes and challenges faced by the organisation, considering a broad perspective that includes impacts on employees, customers, and the industry.</li> <li>• Be specific: As you reflect on your strengths during organisational changes, be specific about situations and examples where these strengths were evident. Consider not only the skills you used but also the mindset and approach that contributed to your success. This specificity will enrich your understanding of how you can leverage these strengths in different contexts.</li> </ul>										
<p><b>Self-reflection Questions:</b></p>	<p>Once you have completed this activity, use these questions to self-reflect on what you have learned:</p> <ol style="list-style-type: none"> <li>1. How did the examples of business innovation you researched contribute to your understanding of how organisations evolve?</li> <li>2. Explore your chosen non-traditional scenario. How does it align with your personal values and professional goals?</li> </ol>										
<p><b>Activity Worksheet:</b></p>	<p><b>Exploring change handout:</b></p>  <p><b>Understanding Business Innovation</b></p> <p>Choose an industry that you would like to work in and consider the changes and innovations that they have made in the last five years. What impact have these changes had on the following?</p> <table border="1"> <thead> <tr> <th>Impact on Employees</th> <th>Impact on Customers</th> <th>Impact on the Industry</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p><b>Adapting to Organisational Change</b></p> <p>Think about the personal strengths and skills that you will need to navigate organisational change, drawing on your experience from organisational you have experienced before, either in work or in education.</p> <table border="1"> <thead> <tr> <th>What are my strengths?</th> <th>How can they help me navigate organisational change?</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> </tr> </tbody> </table>	Impact on Employees	Impact on Customers	Impact on the Industry				What are my strengths?	How can they help me navigate organisational change?		
Impact on Employees	Impact on Customers	Impact on the Industry									
What are my strengths?	How can they help me navigate organisational change?										

Exploring change handout:



Exploring Change



Exploring Non-Traditional Scenarios

Explore non-traditional life and work scenarios such as freelancing, remote work, entrepreneurship, and unconventional career paths. Choose one scenario, and use the mind map below to reflect on the potential benefits and challenges associated with that scenario. Consider how the scenario aligns with your personal and professional values.



# Networks: Maintaining career networks

## Introductory

<b>Theme Addressed:</b>	Networks: Maintaining career networks
<b>Title of the Activity:</b>	Creating my elevator pitch!
<b>Estimated Duration (mins):</b>	45 minutes
<b>Benefit of this activity for young adults:</b>	An elevator pitch is a concise and compelling summary of who you are, what you do, and what you're looking to achieve, delivered in the time it takes for a short elevator ride, typically lasting 30 seconds to 1 minute. It serves as a quick introduction that captures the listener's attention and provides a snapshot of your professional identity. This activity is designed to help young individuals develop essential skills in networking, collaboration, and communication by creating an elevator pitch. Through this activity, you will learn how and when to contact potential mentors, understand the importance of working with others in diverse roles, and build supportive peer networks.
<b>Step-by-step instructions:</b>	<ol style="list-style-type: none"><li><b>1. Preparation (2-3 minutes):</b> Find a quiet corner where you can engage with this activity uninterrupted.</li><li><b>2. Define your goals (5 minutes):</b> Begin by setting clear goals for your elevator pitch, and identifying the specific information you want to convey about yourself, your interests, and your goals. Consider how this pitch can help you in networking and collaborative efforts.</li><li><b>3. Identify people (5 minutes):</b> Make a list of individuals who could provide valuable information about work and learning opportunities. This could include professionals in your field of interest, mentors, teachers, or even peers with shared goals. Ensure you have their contact information.</li><li><b>4. Write the pitch and practice (25 minutes):</b> Create a concise and compelling elevator pitch which includes information about your skills, interests, and what you are looking to achieve. Focus on creating a pitch that is engaging and showcases you to the best of your abilities. Practice delivering it within the timeframe of a short elevator ride (30 seconds to 1 minute).</li><li><b>5. Networking plan (5 minutes):</b> Think about the different companies or individuals you would like to work with and reflect on how you can reach out to them to boost your profile.</li><li><b>6. Identify opportunities (5 minutes):</b> Finally, begin exploring opportunities to build a supportive peer network by identifying individuals who share similar interests and goals. Reflect on the benefits of having a diverse peer network and how it can contribute to both personal and professional growth.</li></ol>



**Link to Additional Resources or Reading Materials:**



Article about how to write an elevator pitch – includes examples.

Link: <https://careerservices.fas.harvard.edu/blog/2022/10/11/how-to-create-an-elevator-pitch-with-examples/>

**Top Tips:**

Top tips to further develop your skills:

- **Dedicate time and space:** Set aside a dedicated and uninterrupted time to engage with this activity. Finding a quiet corner ensures that you can focus on setting clear goals, crafting your elevator pitch, and reflecting on your networking strategies without distractions. Quality time invested in this activity will contribute to more thoughtful and effective outcomes.
- **Continue to practice:** Crafting an elevator pitch is a skill that improves with practice. After creating your pitch, practice delivering it to a friend, family member, or mentor. Seek feedback on both content and delivery and use this input to refine and improve your pitch. Iterative practice will boost your confidence and enhance the effectiveness of your communication.

**Self-reflection Questions:**

Answer the following questions:

1. How has the process of crafting and delivering your elevator pitch increased your awareness of your own skills, interests, and goals?
2. How do you believe this self-awareness will positively impact your networking and collaborative efforts?

## Advanced

<b>Theme Addressed:</b>	Networks: Maintaining career networks
<b>Title of the Activity:</b>	Linking into the loop!
<b>Estimated Duration (mins):</b>	60 minutes
<b>Benefit of this activity for young adults:</b>	It is important to understand what different tools are available for people to use to network more effectively such as LinkedIn. The purpose of this activity is to develop skills in creating and leveraging LinkedIn for effective career management and networking.

**Step-by-step  
instructions:**

- 1. Preparation (2-3 minutes):** Find a quiet corner where you can relax alone with a journal and your mobile phone.
- 2. Reflection (5 minutes):** Take some time to reflect on your personal and professional goals – consider your interests, skills, and the industries or fields you are professional about.
- 3. Learn more about LinkedIn (optional, 5 minutes):** In this activity, we will look at the networking social media of LinkedIn and how it can be used to help your career. If you would like to learn more about how LinkedIn works, scan the QR code below.
- 4. Explore LinkedIn (10 minutes):** Spend some time exploring LinkedIn profiles of professionals in your field, examining them to try and identify key sections and elements commonly included in a strong LinkedIn profile.
- 5. Create/update your LinkedIn profile (15-20 minutes):** Using your gathered information, it's time to create or update your LinkedIn profile. To learn how to set up a LinkedIn profile, you can watch the video linked below.
6. Include the following to make your profile more professional:
  - Photograph
  - Headline
  - Summary
  - Experience
  - Education
  - Skills
- 7. Network (5 minutes):** After you have set up or updated your profile, take some time to search for classmates, colleagues, and industry professionals on LinkedIn and send connection requests to build your network.
- 8. Look for relevant groups to join (5 minutes):** Search and try to identify a relevant LinkedIn group that is relevant to your interests and engage in discussions and connect with its group members.
- 9. Self-reflection (5 minutes):** Once you have completed some networking through connection requests and joining relevant groups, reflect on your experience using the prompt questions below.
- 10. Review & finalise (3-5 minutes):** Optimise your profile based on your reflections to ensure that your LinkedIn profile adequately and accurately represents your interests.

**Link to Additional Resources or Reading Materials:**



An article explaining what LinkedIn is and how it is used

Link: <https://www.techtarget.com/whatis/definition/LinkedIn>



A video explaining how to create a great LinkedIn profile

Link: <https://www.youtube.com/watch?v=zd4ALKv8Das>

**Top Tips:**

3 top tips to further develop your skills:

- **Asking for interviews:** When reaching out for informational interviews, craft well-thought-out messages. Clearly express your intentions, explain why you're interested in their experiences, and highlight specific questions you'd like to discuss. Be respectful of their time and open to the possibility of future networking. Following up with a thank-you message after the interview is also a good practice.
- **Connecting with others on LinkedIn:** Join and participate in LinkedIn groups relevant to your interests and career goals. Engaging in discussions, sharing insights, and asking thoughtful questions can help you establish yourself as a valuable member of the community. Actively connecting with group members can expand your network and provide diverse perspectives.
- **Be genuine:** Actively seek out and connect with professionals in your field, classmates, and colleagues. Personalise connection requests by expressing genuine interest in their work or experiences. Avoid generic requests, and always include a brief message introducing yourself and explaining why you'd like to connect.

**Self-reflection Questions:**

Once you have completed this activity, use these questions to self-reflect on what you have learned:

1. Reflect on any collaboration with peers during this activity. How did working with others enhance your learning experience?
2. If you already had a LinkedIn profile, describe the changes you made to your LinkedIn profile and the rationale behind those changes. How do you believe these adjustments will positively impact your networking efforts?

# Networks: Building career networks

## Introductory

<b>Theme Addressed:</b>	Networks: Building career networks
<b>Title of the Activity:</b>	Maintaining positive relationships
<b>Estimated Duration (mins):</b>	60-75 minutes
<b>Benefit of this activity for young adults:</b>	By engaging in this activity, you will explore and understand the importance of positive relationships in both personal and professional life.
<b>Step-by-step instructions:</b>	<ol style="list-style-type: none"><li><b>1. Reflection (5 minutes):</b> Reflect on your current understanding of the importance of relationships in personal and professional life. Write down any initial thoughts or questions you have.</li><li><b>2. Ted Talk video (20 minutes):</b> Watch a TED Talk related to positive relationships - “The Power of Vulnerability” by Brené Brown. While watching, take notes on key points and insights that resonate with you.</li><li><b>3. Reflect on your own experiences (10 minutes):</b> Consider positive relationships you’ve had and their impact on your well-being and happiness. Write down specific examples of how positive relationships have influenced your personal life and then your professional life.</li><li><b>4. Research (15 minutes):</b> Do a brief online research on the importance of positive relationships in the workplace. Look for articles, case studies, or research papers that highlight the benefits of positive professional relationships.</li><li><b>5. Mind-map (10 minutes):</b> Create a mind map summarizing key insights from both personal and professional perspectives. Use words, phrases, and short descriptions to capture the essence of what you’ve learned.</li><li><b>6. Personal goals &amp; action plan (10-15 minutes):</b> Based on your reflections and research, set two or three personal goals related to nurturing positive relationships. These goals could focus on building stronger connections with friends, family, or colleagues. Create a simple action plan outlining how you will work towards achieving your goals. Include specific steps you can take in both personal and professional contexts.</li></ol>
<b>Link to Additional Resources or Reading Materials:</b>	<p>The power of healthy relationships at work: <a href="https://hbr.org/2022/06/the-power-of-healthy-relationships-at-work">https://hbr.org/2022/06/the-power-of-healthy-relationships-at-work</a></p> <p>Building good relationships at work: <a href="https://www.mindtools.com/aorqe4z/building-good-work-relationships">https://www.mindtools.com/aorqe4z/building-good-work-relationships</a></p>

**Top Tips:**

3 top tips to further develop your skills:

- Practice active listening: To comprehend others' perspectives fully. The next time you speak with your friend or a colleague, give them your complete attention, make eye contact, and provide verbal or non-verbal feedback to show that you are engaged and processing the information. Don't interrupt and allow them to fully express their thoughts before responding.
- Practice clear and concise communication: Convey your thoughts and ideas clearly to avoid misunderstandings. When working with others, articulate your ideas clearly and ask for clarification when needed.
- Work on your emotional intelligence: Develop empathy to understand the emotions and perspectives of others. This involves recognizing and appreciating their feelings, which can lead to more effective communication and collaboration. Demonstrate empathy by acknowledging and validating the emotions of your team members. Be mindful of your own emotions and express them appropriately.

**Self-reflection Questions:**

After completing this activity, take a few moments to reflect on what you have learned:

1. Reflecting on the activity, how has your awareness of the importance of positive relationships evolved, and in what ways do you see this impacting your personal and professional life? Can you identify specific instances from your experiences or the TED Talk that resonated with you?
2. In considering personal relationships, what are some tangible examples from your life that highlight the positive influence of strong connections? How do these examples align with or differ from the information you gathered during your research on the importance of positive relationships in the workplace?
3. What personal goals have you set for fostering positive relationships in your life? How do you anticipate these goals contributing to your overall well-being and happiness?

## Advanced

<b>Theme Addressed:</b>	Networks: Building career networks
<b>Title of the Activity:</b>	Professional communication and relationship building
<b>Estimated Duration (mins):</b>	90 minutes
<b>Benefit of this activity for young adults:</b>	By engaging in this activity, you will enhance the ability to express feelings appropriately, solve interpersonal problems in the work environment, and build career networks.
<b>Step-by-step instructions:</b>	<ol style="list-style-type: none"> <li><b>1. Reflection (10 minutes):</b> Reflect on your recent professional experiences and examples where effective communication positively influenced work relationships and problem-solving. What are some challenges or areas for improvement in expressing feelings in the workplace?</li> <li><b>2. Ted Talk video (15 minutes):</b> Explore emotional intelligence in a professional setting by watching Daniel Goleman’s TED Talk titled “<a href="#">Why aren’t we more compassionate?</a>”. He discusses how understanding and managing emotions can lead to more effective communication, collaboration, and overall success in professional settings. Think about how can you integrate the principles mentioned in the video into your daily professional interactions to enhance communication, build stronger relationships, and contribute positively to the work environment?</li> <li><b>3. Create scenarios (10-20 minutes):</b> Create three hypothetical scenarios based on common workplace communication challenges. For example, handling conflicting opinions in a team meeting, delivering constructive feedback, or addressing a misunderstanding with a colleague. Write these scenarios in the first person, placing yourself in the situation.</li> <li><b>4. Respond to the challenges (20 minutes):</b> Read each scenario and reflect on how you would navigate the given communication challenge. Consider your emotional responses, the language you would use, and any specific strategies you might employ to address the situation positively.</li> <li><b>5. Look at different resources and reflect on your responses (20-25 minutes):</b> Explore Mindtools which offers a variety of resources for personal and professional development, and their guide on communication skills provides practical tips and strategies. After exploring some of the articles, compare your initial thoughts with the strategies suggested in these resources. Note any differences or insights gained.</li> </ol>
<b>Link to Additional Resources or Reading Materials:</b>	<p>Mindtools - to help you build on your skills and capabilities so you can enjoy the career you deserve: <a href="https://www.mindtools.com/">https://www.mindtools.com/</a></p> <p>Tips that will help you avoid misunderstandings, grasp the real meaning of what’s being communicated, and greatly improve your work and personal relationships: <a href="https://www.helpguide.org/articles/relationships-communication/effective-communication.htm">https://www.helpguide.org/articles/relationships-communication/effective-communication.htm</a></p>

**Top Tips:**

3 top tips to further develop your skills:

- Use “I statements”: To express one’s feelings, thoughts, or concerns assertively and without blaming or accusing others to promote open communication, encourage empathy, and minimize defensiveness, fostering a more constructive dialogue. For example, instead of saying, “You never listen to my ideas, and it’s frustrating,” you could use an “I statement” such as, “I feel frustrated when I share my ideas, and I don’t feel heard. It’s important to me that we can collaborate effectively.”
- Seek constructive feedback: On your communication style how you express feelings and your problem-solving methods. Use constructive criticism to learn about others’ perspectives to refine your approach.
- Build career networks by attending industry events, seminars, and workshops to connect with professionals: Establish and nurture relationships with colleagues, mentors, and industry peers. Leverage those networks to seek advice and diverse perspectives to find solutions to challenges at work.

**Self-reflection Questions:**

After completing this activity, take a few moments to reflect on what you have learned:

1. How has engaging in this self-guided activity influenced your awareness of your communication skills, especially in expressing feelings and addressing interpersonal challenges in the workplace?
2. What specific goals have you set for building and expanding your career networks based on the information gathered during this self-guided activity?
3. How do you anticipate that achieving these networking goals will contribute to your professional growth, career advancement, and overall success?



# Networks: Building my own career network

## Introductory

<b>Theme Addressed:</b>	Network: Building my own career network
<b>Title of the Activity:</b>	Identifying, evaluating, and expanding your networks
<b>Estimated Duration (mins):</b>	45-60 minutes
<b>Benefit of this activity for young adults:</b>	This activity will help young adults to identify and evaluate their current networks. It will encourage them to take steps to expand these networks and find new opportunities!

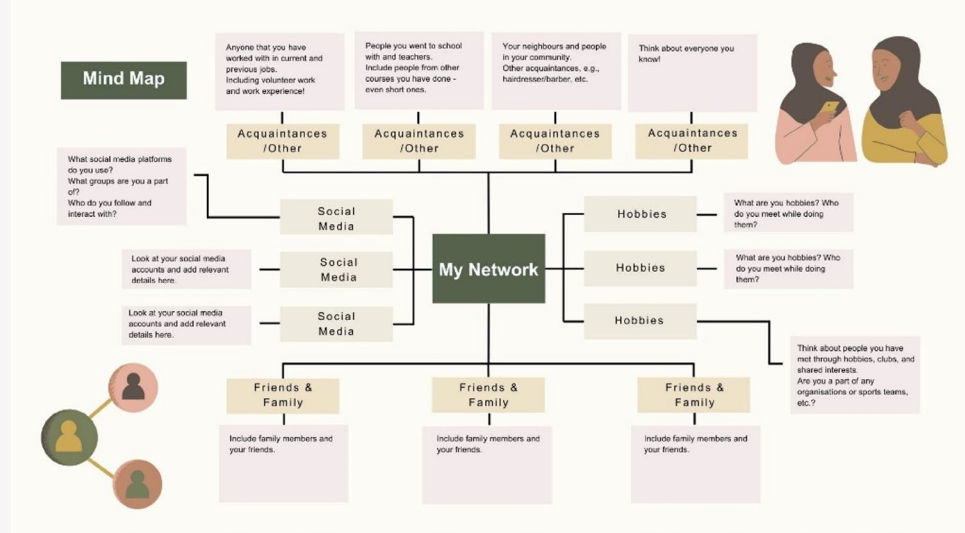
**Step-by-step  
instructions:**

- 1. Identify members of your current network (15-20 minutes):** Using the handout (attached), identify members of your network. Consider the different people that you interact with both in person and online. Think about groups, organisations, and jobs that you are a part of or have previously been a part of.
  - Click on the link for the handout (a mind-map template) and it should open in Canva.
  - You can edit the text in the boxes and start adding the names of members of your network. Optionally, you can include their contact details.
  - If you are struggling to identify members of your network, then read these articles: [article 1](#) & [article 2](#).
  - You can customise the template to suit your needs and so that it reflects your personal network.
  - When you are finished, save your network mind-map. If a printer is available to you, you can also print it.
  - You now have a visual representation of your network which will help you with the next steps! You can always come back to this template and update it in the future.
- 2. Evaluate your network (15-20 minutes):** Now that you have identified the members of your network, it is time to consider how they relate to your career goals.
  - Make a list of your career goals and what you want to achieve through networking.
  - Review your mind-map. Who are the key members that could be the most helpful and relevant to you when pursuing these goals? Circle/highlight these key members or make a new, refined list.
  - What are the gaps in your network? Think about the people you don't know who would be good to know and speak to about your goals. Make a list of these people and relevant groups and organisations where you are likely to meet them.
  - It is important to consider how inclusive and diverse your network is. Having an open and diverse network means that you can connect with a variety of people and share different perspectives, views, and insights. It will also broaden your opportunities, and you will learn from people with experiences that are different to yours. To learn more about the importance of creating a diverse network and how to go about it, read the following articles: [article 1](#) and [article 2](#).

<p><b>Step-by-step instructions:</b></p>	<p><b>3. Expand your network (15-20 minutes):</b> Focusing on the gaps in your network, do some research on the people, groups, and organisations that are missing. Below are some ways you can start to expand your network:</p> <ul style="list-style-type: none"> <li>• Search for relevant groups and organisations that you could join. These can be in-person or social media groups. Make use of platforms like <a href="#">LinkedIn</a> and <a href="#">Glassdoor</a>.</li> <li>• Check if there are volunteer or work experience opportunities with companies/businesses related to the job sector you want to work in. Check their websites and social media pages. You can also search for these opportunities on websites such as Indeed. If nothing is advertised, you can send them a polite and professional enquiry email. Even if there are no opportunities currently, they might be able to point you in another direction or give you good advice!</li> <li>• Search for relevant professional events happening in your area that you can attend.</li> <li>• Consider the skills you need to further develop for your future career. Are there courses or hobbies that you could join that would help with this? Activities that will help to develop your communication and team skills are always beneficial to your personal and professional development! It is also a way of meeting new people and expanding your network.</li> <li>• Read this article for more tips on expanding your network.</li> </ul>
<p><b>Link to Additional Resources or Reading Materials:</b></p>	<p>How to build a career network: <a href="https://myfuture.com/career/building-a-career-network">https://myfuture.com/career/building-a-career-network</a></p> <p>How to identify the right people to network with: <a href="https://www.linkedin.com/advice/3/how-can-you-identify-right-people-network">https://www.linkedin.com/advice/3/how-can-you-identify-right-people-network</a></p> <p>How to write a professional enquiry email: <a href="https://www.indeed.com/career-advice/finding-a-job/job-inquiry-email">https://www.indeed.com/career-advice/finding-a-job/job-inquiry-email</a></p>
<p><b>Top Tips:</b></p>	<p>3 top tips to further develop your skills:</p> <ul style="list-style-type: none"> <li>• Get involved: Join local organisations and attend professional events that interest you.</li> <li>• Make use of digital platforms and social media: Use platforms like LinkedIn to find new connections.</li> <li>• Remember this is a continuous process: You can always be reviewing your network, updating it, and looking for ways to expand it.</li> </ul>
<p><b>Self-reflection Questions:</b></p>	<p>After completing this activity, take a few moments to reflect on what you have learned:</p> <ol style="list-style-type: none"> <li>1. How can you impress potential contacts?</li> <li>2. What do you need to focus on to expand and improve your networks?</li> <li>3. How can you create a more diverse network?</li> </ol>

**Activity Worksheet:**

**My network handout (created based on information from Holtz (2023)):**



Adapted from:

- Holtz, S. (2023) Who's in your network? Available at: <https://tomyounger.me/articles/whos-in-your-network/> (Accessed: 27 February 2024).

## Advanced

<b>Theme Addressed:</b>	Network: Building my own career network
<b>Title of the Activity:</b>	Networking tools and skills
<b>Estimated Duration (mins):</b>	50-90 minutes
<b>Benefit of this activity for young adults:</b>	Networking allows you to meet people who can help you achieve your career goals. Even for experienced professionals, networking can be daunting. However, with practice, you can become more comfortable and confident with it! This activity will empower young adults with the confidence to network. They will create their own business card and practice their networking skills.

## Step-by-step instructions:

- 1. Create your own business card (30-60 minutes):** There are many networking tools you can utilise. For this step, you will make a business card. While you may not necessarily need one, making a business card is a good exercise that will help you to condense your key skills and qualities into short points that are memorable. You will create something that represents you and promotes you as a professional. Furthermore, you can use your business card as an opening to talk to someone, and it is a memorable way to share your contact details at events.
  - Do a quick brainstorm of what you want your business card to say about you. It should include your name and contact details. If you have a relevant social media account that aligns with your career goals and showcases your work, include this.
  - Come up with a short sentence or word that captures who you are and what your goal is or describes your relevant skills, qualities, and experience. You will include this on the card.
  - Open Canva and create an account if you don't already have one (you can create a free account).
  - Search for business card templates. Here are some examples:
    - Canva business card template 1
    - Canva business card template 2
    - Canva business card template 3
  - Gather some ideas and images. Explore the different template options. You can also search on Google images and Pinterest to get more inspiration.
  - Customise your chosen template. Read this article as a guide. You can make several drafts until you are happy with the result! You can then save your final card and keep it as a digital business card or print it (if possible).
- 2. Practice your networking skills (20-30 minutes):** For this step, you are going to practice your communication skills for networking. If possible, it is a good idea to practice these skills with a friend and ask for feedback. However, you can still work on this step individually at first if you want to.
  - Practice introducing yourself out loud. Include your name, a little bit about yourself and your career goals and ambitions.
  - You can read through and practice answering some of these questions that you might get asked at a networking event.
  - If you are practicing with a friend, work on your active listening skills. Ask follow-up questions, act interested, and be genuine.
  - When you feel confident introducing yourself and answering these types of questions, try putting yourself into situations where you can practice them with others. If you find this intimidating, just start small and by talking with friends and people you trust! Good luck!

## Link to Additional Resources or Reading Materials:

Networking guide: <https://www.indeed.com/career-advice/career-development/networking>

Networking tips: <https://www.coursera.org/articles/networking-tips>

Conversation starters for networking and relationship building: <https://www.indeed.com/career-advice/career-development/conversation-starters>

Business card design tips: <https://www.vistaprint.co.uk/hub/business-card-design-rules>

**Top Tips:**

3 top tips to further develop your skills:

Explore different networking tools: Make use of online networking platforms, but make sure you meet with people face to face also.

Keep practicing: It takes time to build your networking skills!

Making real connections: Remember to show genuine interest and look for networks and people that align with your goals.

**Self-reflection Questions:**

After completing this activity, take a few moments to reflect on what you have learned:

1. What are your strongest networking skills?
2. What networking skills do you need to practice and develop more?
3. What are the next steps for developing your networking skills and expanding your network?

# Networks: Applying information to secure career networks

## Introductory

<b>Theme Addressed:</b>	Networks: Applying information to secure career networks
<b>Title of the Activity:</b>	Elevator pitch
<b>Estimated Duration (mins):</b>	60-120 minutes
<b>Benefit of this activity for young adults:</b>	The activity provides you with an opportunity to enhance communication skills by condensing and articulating key messages effectively. You will learn to convey their strengths, goals, and aspirations concisely, which is valuable in various professional contexts. You will also cover core aspects of personal branding, and how to craft and deliver a personal elevator pitch.



**Step-by-step instructions:**

Before completing this activity, we recommend that you watch the short video about how to present yourself and your skills first, before completing the following steps:

- 1. Understanding the elevator pitch (10 minutes):** Research the elevator pitch and familiarise yourself with what it is and how it can benefit you.
- 2. Self-reflection and preparation (15-20 minutes):** Reflect on your skills, experiences, and career goals.
  - What makes you unique and valuable?
  - Identify your key selling points and messages that you want to convey in your elevator pitch.
  - Use paper to create your own elevator pitch.
- 3. Practice sessions (20-30 minutes):** Practice your pitch in pairs and give each other feedback.
  - Find a partner.
  - Set a timer for 5 minutes for each practise session.
  - Take turns delivering your elevator pitches to each other.
  - Provide constructive feedback and suggestions for improvements to help each other refine the pitches.
- 4. Refinement and final delivery (15 minutes):** Have a group discussion and further refine your pitch.
  - Gather as a group after the practice sessions.
  - Discuss common challenges and best practises for delivering an effective elevator pitch.
  - Take the feedback received from your peers and refine your elevator pitch accordingly.
- 5. Elevator pitch showcase (20-30 minutes):** Each participant will have the opportunity to deliver their final elevator pitch to the group.
  - Be prepared to present your elevator pitch with confidence and clarity.
  - Receive supportive feedback and positive support from the group.

**Link to Additional Resources or Reading Materials:**

What is an elevator pitch and how to give one: <https://ie.indeed.com/career-advice/interviewing/elevator-pitch>

Networking and how to introduce yourself: <https://icc.ucdavis.edu/sites/g/files/dgvnsk2236/files/find/resources/networking/Networking-Pitch-Handout.pdf>

How to create your own elevator pitch (video): <https://www.youtube.com/watch?v=X-0F26bxDvY>

**Top Tips:**

3 top tips to further develop your skills:

- Know yourself: Take the time to reflect on your skills, experiences, and career goals. Understand what sets you apart and what value you can bring to potential employers or collaborators.
- Keep it concise: An elevator pitch should be short and to the point. Practice condensing your message into a clear and compelling pitch that can be delivered within 30-60 seconds.
- Adapt and evolve: As you gain more experience and skills, update and refine your elevator pitch accordingly. Keep it relevant and adapt it to different opportunities and career stages.

**Self-reflection Questions:**

After completing this activity, take a few moments to reflect on what you have learned:

1. What did you discover about yourself during the activity? Did you uncover any hidden skills, strengths, or passions that you had not fully realised before?
2. How did the process of condensing your message into an elevator pitch help you clarify your career goals and aspirations? Did it bring more focus and clarity to your professional journey?
3. Reflect on the feedback you received from peers, mentors, or facilitators. What were the most valuable insights or suggestions you received? How can you incorporate that feedback to improve your elevator pitch or communication skills?

## Advanced

<b>Theme Addressed:</b>	Networks: Applying information to secure career networks
<b>Title of the Activity:</b>	Elevator pitch
<b>Estimated Duration (mins):</b>	60-120 minutes
<b>Benefit of this activity for young adults:</b>	The activity provides you with an opportunity to enhance communication skills by condensing and articulating key messages effectively. You will learn to convey their strengths, goals, and aspirations concisely, which is valuable in various professional contexts. You will also cover core aspects of personal branding, and how to craft and deliver a personal elevator pitch.
<b>Step-by-step instructions:</b>	<p>Before completing this activity, we recommend that you watch the short video about how to use your existing skills for enhanced networking, before completing the following steps:</p> <ol style="list-style-type: none"><li>1. Understanding the elevator pitch (10 minutes):<ul style="list-style-type: none"><li>• Research the elevator pitch and familiarise yourself with what it is and how it can benefit you.</li></ul></li><li>2. Self-reflection and preparation (15 minutes):<ul style="list-style-type: none"><li>• Reflect on your skills, experiences, and career goals. What makes you unique and valuable?</li><li>• Identify your key selling points and messages that you want to convey in your elevator pitch.</li><li>• Use paper to create your own elevator pitch.</li></ul></li><li>3. Practice sessions (20-30 minutes):<ul style="list-style-type: none"><li>• Find a partner.</li><li>• Set a timer for 5 minutes for each practice session.</li><li>• Take turns delivering your elevator pitches to each other.</li><li>• Provide constructive feedback and suggestions for improvements to help each other refine the pitches.</li></ul></li><li>4. Refinement and final delivery (15 minutes):<ul style="list-style-type: none"><li>• Gather as a group after the practice sessions.</li><li>• Discuss common challenges and best practices for delivering an effective elevator pitch.</li><li>• Take the feedback received from your peers and refine your elevator pitch accordingly.</li></ul></li><li>5. Elevator pitch showcase (20-30 minutes):<ul style="list-style-type: none"><li>• Each participant will have the opportunity to deliver their final elevator pitch to the group.</li><li>• Be prepared to present your elevator pitch with confidence and clarity.</li><li>• Receive supportive feedback and positive support from the group.</li></ul></li></ol>

<p><b>Link to Additional Resources or Reading Materials:</b></p>	<p>What is an elevator pitch and how to give one: <a href="https://ie.indeed.com/career-advice/interviewing/elevator-pitch">https://ie.indeed.com/career-advice/interviewing/elevator-pitch</a></p> <p>Networking and how to introduce yourself: <a href="https://icc.ucdavis.edu/sites/g/files/dgvnsk2236/files/find/resources/networking/Networking-Pitch-Handout.pdf">https://icc.ucdavis.edu/sites/g/files/dgvnsk2236/files/find/resources/networking/Networking-Pitch-Handout.pdf</a></p> <p>How to create your own elevator pitch (video): <a href="https://www.youtube.com/watch?v=X-0F26bxDvY">https://www.youtube.com/watch?v=X-0F26bxDvY</a></p>
<p><b>Top Tips:</b></p>	<p>3 top tips to further develop your skills:</p> <ul style="list-style-type: none"> <li>• <b>Stay adaptable and resilient:</b> The job market and career paths can change rapidly. Develop resilience and adaptability to navigate challenges and embrace new opportunities that may arise.</li> <li>• <b>Embrace continuous learning:</b> Be committed to ongoing learning and skill development. Seek out opportunities to expand your knowledge and acquire new skills relevant to your career goals.</li> <li>• <b>Leverage information resources:</b> Stay informed about the job market and industry trends. Use online resources, industry publications, and professional networks to gather valuable information that can guide your career decisions.</li> </ul>
<p><b>Self-reflection Questions:</b></p>	<p>After completing this activity, take a few moments to reflect on what you have learned:</p> <ol style="list-style-type: none"> <li>1. How did the activity help you understand the importance of personal qualities in securing, creating, and remaining in work?</li> <li>2. What specific skills did you showcase or highlight during the activity? How did you effectively communicate your skills to others?</li> <li>3. Did you gain a better understanding of how your skills and experiences can be valuable in various job settings? How did this realisation impact your career mindset?</li> </ol>

# CAREER COMPASS



STI analysis, evaluation and policy studies



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