



Professional reconversion to ensure a better professional future

2022-1-ES01-KA220-ADU-000085069

HANDS-ON LEARNING ACTIVITIES BOOKLET: Initiative



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Information

Project	Convert your future Professional reconversion to ensure a better professional future
Project N°	2022-1-ES01-KA220-ADU-000085069
Work Package	3 - Hands-on learning activities booklet
Date	30/11/2023
Type of Document	BOOKLET
Language	English
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4.3 Initiative

Activity 1

Activity title	My pros and cons
Topic	Self-awareness of your strengths and weaknesses
Aim	Developing self-knowledge through awareness of both positive and negative qualities and abilities
Target group	Adult learners
Duration	30-45 min.
Objective/ Learning objectives	● Enhance self-awareness: Help learners recognize their strengths and weaknesses for personal development. ● Promote self-reflection: Encourage introspection to improve understanding of oneself. ● Improve interpersonal skills: Develop empathy and tolerance towards others through deeper self-knowledge.
Needed materials	Worksheets and writing materials for learners, ball

Steps for implementation

This well-known activity is a way to become more aware of one's strengths and weaknesses on which to build personal development, as well as to build better interpersonal relationships through deeper self-knowledge and increased tolerance of others.

Stages of implementation:

Introduction (5 min.):

The trainer will theoretically introduce the issue of self-knowledge. He/she can give concrete examples of when a person is required to talk about his/her qualities, interests or goals (e.g. in a personal interview when applying for a job). It is appropriate, especially for low-skilled learners, for the trainer to present his/her own strengths and weaknesses in order to create an appropriate atmosphere and work motivation for the learners.

Introduction of the activity (1-2 min.):

The trainer will explain the procedure and objectives of the activity. He/she will stress that there are no right and wrong answers in this activity and will therefore invite learners to be as honest as possible.

Implementation of the activity (10 min.):

The trainer hands out worksheets to the learners.

Encourages learners to reflect on their strengths and weaknesses. Reminds learners that there are no right and wrong answers. In a relaxed atmosphere, the learner appropriately motivates those who are hesitating over their answers.

EMPHASIZING OUR STRENGTHS

Understanding our strengths helps us identify the careers where we might shine. Use the T-chart below to list some things you're really good at. Then list some things you could improve on. Lean into your strengths. Don't let your weaknesses discourage you.

STRENGTHS	WEAKNESSES

Activity analysis (10 min.):

The trainer will invite the volunteer to present his/her strengths and weaknesses. If someone volunteers, he or she throws the ball to him or her. While presenting one's work, you can ask follow-up questions, making sure you understand well what the learner is saying (empathic listening). After the performance, the learner throws the ball to any other learner who presents their ideas and so the activity continues until everyone has had a turn.

Conclusion (5 min.):

The educator can count how many strengths and how many weaknesses have been identified in total. If there were differences in their numbers, he or she can discuss why this is so.

Method

Explanation, individual work, presentation in front of the group

Evaluation (questions)	• Which aspects did you have the most trouble identifying? • Why do you think we have trouble saying what we value about ourselves? • In which situations have you considered what your strengths and weaknesses are so far?
Links/ References	Identifying Strengths and Weaknesses. Available at: https://www.overcomingobstacles.org/uploads/images/blog/uploads/2019/04/Identifying-Strengths-and-Weaknesses.pdf Worksheet: https://assets.ctfassets.net/mlt4xrx1omik/3f1zeqwAJ08jlwCGNxYQQs/b9e72637b1d5377dc5eae19c0511facd/YHJ_strengths_chart.pdf

Activity 2

Activity title	Performance Review (What I did yesterday)
Topic	Responsibility for your own situation. Personal goals. Time management
Aim	Awareness of responsibility for one's own situation. Comparing visions and goals with the real steps we take every day. Awareness of the way we manage our time.
Target group	Adult learners
Duration	45 minutes

Objective/ Learning objectives	The exercise is aimed at critical evaluation of how we pursue the fulfilment of personal goals. It also serves to reinforce awareness of responsibility for one's actions, keeping track of priorities and ways of fulfilling them. It enables learners to gain insight into the ways in which they manage their time and to critically evaluate the effectiveness of routine activities in relation to personal goals. It is intended to foster a sense of responsibility and initiative.
Needed materials	Writing instruments, flip chart, worksheets
Steps for implementation	1. Introduction (5 min.) ● Introduce the aim and purpose of the activity. Explain how exploring one's daily activities and aspirations can help bridge the gap between current habits and future goals. ● Clarify the importance of reflecting on aspirations, even if they seem far-fetched, as this can reveal deeper interests and long-term objectives. 2. Implementation (10 min.) ● The trainer hands out worksheets to learners. ● Learners recall and list 10 activities they did yesterday, estimating the time spent on each activity. The trainer should stress the importance of being as accurate as possible. ● After completing the first page, learners turn over the worksheet. The trainer explains the task on the second page, where learners list 5 activities or wishes they'd most like to do, regardless of skills, time, or money. 3. Analysis (15 min.) ● The analysis can be done through individual presentations or in pairs. If done in pairs, learners report on each other's activities and aspirations. Ensure that the learners exchange tasks during the conversation. 4. Reflection (10 min.) Learners reflect individually in front of the group. The trainer asks questions to identify strengths and necessary resources for achieving their goals. The trainer may guide learners to find realistic ways to meet their aspirations

and encourage them to name the **three most important resources** they would need to accomplish any of their 5 goals.

5. Summary (5 min.)

Tips:

- **Highlight key takeaways:** Reinforce the connection between daily actions, goal setting, and personal development. Emphasise the importance of taking responsibility and being proactive.
- **Provide concrete examples:** Share real-life examples of individuals who successfully aligned their daily activities with their goals, illustrating the importance of incremental progress and time management.

Example 1: Steve Jobs

- **Background:** Steve Jobs, co-founder of Apple Inc., was known for his visionary approach to technology and business. He faced significant challenges, including being ousted from Apple and having to start over with new ventures.
- **Alignment and incremental progress:**
- **Daily activities:** After leaving Apple, Jobs focused on his new ventures, including NeXT and Pixar. He dedicated time each day to innovate and lead these companies.
- **Incremental steps:** Jobs worked on developing groundbreaking technology and animation techniques incrementally. For instance, Pixar's early projects built upon each other, leading to the success of films like *Toy Story*.
- **Time management:** Jobs meticulously managed his time, focusing on product development and creative leadership. He aligned his daily work with his long-term vision for technology and design.
- **Outcome:** Jobs' incremental progress and effective time management led to the successful return to Apple and the development of revolutionary products like the iPhone, which had a profound impact on technology and consumer electronics.

Method	Individual work, presentation in front of the group, dialogue, analysis. The activity should be linked to activity 1 (personal pros and cons) and discussed individually or in small groups on the relevance of the set objectives/ideas.
Evaluation (questions)	• Would you like to change something in the structure of your daily activities? If so, which ones and why? What would you prefer to replace them with? • What qualities do you think the people you consider successful have? How do they differ from you? • What is more accurately meant when it is said that even Rome was not built in a day?
Links/References	



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