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TOOLKIT FOR TRAINEES

Stop being couch potatoes!

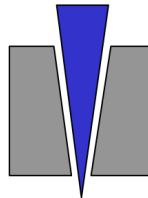
The ERASMUS+ Programme

„Stop being couch potatoes! Developing social and entrepreneurial skills for Neets”

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Project Coordinator



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Jsem pro rovnost.

Nora



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w Katowicach

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Introduction

The Europe 2020 strategy commits EU Member States to lifting at least 20 million people out of poverty and social exclusion. This target is now likely to be missed due to the fact that since the crisis, the share of people at risk of social exclusion has increased. To tackle the worsening situation, the EU Youth Strategy 2010-2018 was developed with the objective of providing opportunities in education and the labour market and to support young people becoming active citizens. The STOP BEING COUCH POTATOES project aims at developing adequate learning tools for young people to develop both SOCIAL and ENTREPRENEURIAL skills.

The toolkit provides young people with 12 workshops to work on social skills on one side and on entrepreneurial skills on the other side.

For a smooth and smart delivery and progress during the workshops, the following order for each workshop is advised.

Activities for Social competences:

1. Treasure Island
2. Discover your strengths
3. Add value to your life
4. Let's get visible
5. Debate, Speak up and Convince
6. Work with pleasure

Activities for Entrepreneurial competences:

1. Create a resume
2. Know and sell yourself
3. Market yourself to get a job
4. Managing a budget
5. Develop entrepreneurial skills for vulnerable young people
6. My entrepreneurship my chance for success



The toolkit will help you to:

- Identify your strengths and weaknesses
- Turn your weaknesses into areas for learning
- Have a proper social attitude
- Connect and network
- Have a proper entrepreneurial mindset
- Act step by step and day by day and be active
- Turn yourself into your own master of life

All the workshops include some digital tools in line with nowadays methods of communication and main communication channels that you used nowadays in order to empower you, turn you into active citizens that are not only manipulated but informed with a real power of sharing decisions!

For more information, visit our website: <https://areyouacouchpotato.com/> where you will find plenty of tools and methods that will help you work on developing competences for your future! You will discover for instance, some success stories worth to know and webinars developed only for you!

Before getting started, are you couch potatoes? Do you have a small part of yourself that loves lying on a couch? What kind of couch potatoes would you be?

Discover it! And take the quiz! → <https://areyouacouchpotato.com/form/>



Social competences - Definition

Social skills, also called « interpersonal skills », are those we use to interact and communicate with other people. These skills include both verbal skills (the way you speak to other people) and nonverbal skills (your body language, gestures, and eye contact).

Social skills are important because they allow you to interact with each other, so that we can understand each other and be understood. Strong social skills can facilitate interactions, which can in turn lead to effective job outcomes.

Although the concept of social skill is not new, studying the role of social skill in career success is. Social skills also allow an individual the opportunity to express both positive and negative feelings in interpersonal situations without losing social reinforcement.

Always keep in mind - employers value social skills!

Social skills are important soft skills (as opposed to professional hard skills acquired through education, training, or job experience) that are key to interacting well with others.

Almost every job requires social skills!

- If you work in a team, you need to be able to get along with others.
- If you work with clients, you must listen attentively to their questions and concerns.
- If you are a manager, you need to listen and motivate your employees!

Remember! It is therefore vital that you demonstrate that you have strong social skills in your resume, cover letter, and during interviews.

The workshops below and research that you can do on the Internet will help you identify important social skills for your professional future and your life in general.

You can easily make your list of TOP 10 social skills you need to show!



Social skills outcomes

Demonstrating social skills can lead to some advantages such as:

- More relationships and probably more friendships: a large social network
- Great communication skills and smooth communication when you are in a large group of people
- More efficiency: you can choose whom to work with and motivate your choice reasonably with good arguments
- Career: studies say that the most lucrative positions often involve a large amount of time spent interacting with employees, media, colleagues. Employers are looking for individuals with a particular, tactical, skill set and the ability to influence people to get things done.
- Happiness and quality of life: you will always see open doors! Leading a conversation at a work related conference may lead to a new job offer with a higher salary or a smile and hello at your local fitness club may grab you a new fitness partner!



Entrepreneurial competencies - Definition

The entrepreneurial mindset is the result of a combination of:

- Social skills
- Strong motivation to achieve your goals
- The capabilities to achieve them

Who can be an entrepreneur?

How does one person successfully take advantage of an opportunity, while another, equally knowledgeable person does not? Do entrepreneurs have different genetic composition? Or do they operate from a different point that somehow directs their decisions for them? There are no definitive answers. What we do know is that successful entrepreneurs seem to have certain traits in common.

All entrepreneurs-to-be should always demonstrate:

1. PERSONAL CHARACTERISTICS

Examine your personal characteristics, values, and beliefs. Do you have the mind-set that's typical of successful entrepreneurs?

- **Optimism:** Are you an optimistic thinker? Optimism is truly an asset, and it will help get you through the tough times that many entrepreneurs experience
- **Vision:** Can you easily see where things can be improved? Can you quickly grasp the "big picture," and explain this to others? And can you create a vision of the future, and then inspire other people to engage with that vision?
- **Initiative:** Do you have an initiative mind-set? Can you solve problems? Can you suggest improvements?
- **Desire for Control:** Do you enjoy being in charge and making decisions? Do you like to lead others?
- **Drive and Persistence:** Are you self-motivated? Are you prepared to work hard, for a very long time to achieve your goals?
- **Risk Tolerance:** Are you able to take risks?
- **Resilience:** Are you a resilient person? Can you pick yourself up when things don't go as planned? And do you learn and grow from your mistakes and failures?



2. INTERPERSONAL SKILLS

As a successful entrepreneur, you'll have to work closely with people – this is where it is critical to be able to demonstrate social skills!

Some people are more gifted in this area than others, but, fortunately, you can learn and improve these skills.

This is up to you to find your TOP 5 or TOP 10 social skills! Here is a proposal to grab the entrepreneur attitude and behaviour:

- Leadership and Motivation
- Communication Skills
- Listening and active listening
- Negotiation

Find out more in the workshops below.

3. CRITICAL AND CREATIVE THINKING SKILLS

As an entrepreneur, you also need to come up with fresh ideas, and make good decisions about opportunities and potential projects.

Creativity is a skill that you can develop if you invest the time and effort.

- **Creative Thinking:** Are you able to see situations from a variety of perspectives and come up with original ideas?
- **Critical Thinking:** Can you easily criticize in a positive and negative way your own ideas in order to identify where the strengths are, and where the weaknesses are?
- **Problem Solving:** How good are you at solving problems you are facing?
- **Recognizing Opportunities:** Can you analyse and recognize a good opportunity when it is coming in front of you? Are you able to create a plan to take advantage of the opportunities you identify?



4. PRACTICAL SKILLS

You also need the practical skills and knowledge needed to run a company.

- **Goal Setting:** Do you regularly set goals? Create a plan to achieve them, and then carry out that plan?
 - **Planning and Organizing:** Do you have the talents, skills, and abilities necessary to achieve your goals? Can you coordinate people to achieve these efficiently and effectively? And do you know how to develop a coherent business plan? Can you plan your finances (incomes and expenses) over several years?
 - **Decision Making:** Do you make them based on relevant information and by weighing the potential consequences? Are you confident in the decisions that you make?
 - **Business knowledge:** Do you have a good general knowledge of the main functional areas of a business (sales, marketing, finance, and operations), and are you able to operate or manage others in these areas with a reasonable degree of competence?
 - **Entrepreneurial knowledge:** Do you understand how entrepreneurs raise capital? And do you understand the amount of experimentation and hard work you need to find a business model that works for you?
 - **Legal knowledge:** Are you well informed about the legal framework for setting up a business in your country?
 - **Opportunity-Specific Knowledge:** Do you understand the market you're attempting to enter? Do you know who your competitors are?
-

Now you are almost ready for the workshops!

Keep in mind that before setting up your business:

- Inform yourself in all those areas!
- Get a mentor, or a coach!
- You can success even if you don't have all the skills we have been through and that are developed in our workshops



Test to identify Social and Entrepreneurial competences and methods of evaluation

A questionnaire has been developed with both social and entrepreneurial competencies questions.

Take the questionnaire before starting the workshops. It consists mainly on ranking yourself from 1 to 5 on several topics linked to social and entrepreneurial skills and some open questions.

Be honest when you answer!

Once you have been through all the workshops, take the questionnaires a second time. Rank yourself on the same topics as before. again, be honest with yourself!

Make your own self-evaluation. Draw your progress line!

Analyse and evaluate your answers “before” and “after”. Have you developed competences? Have you learnt? Have you bridged different gaps? Was it useful? What was unclear? What are the areas you still need to improve?

In Annex 1, you will find the template of the questionnaire: **Assessment of social and entrepreneurial skills**

Now, go to the workshops!



Manual content for Social competences

1. [Treasure Island](#)
2. [Discover your strengths](#)
3. [Add value to your life](#)
4. [Let's get visible](#)
5. [Debate, Speak up and Convince](#)
6. [Work with pleasure](#)

Manual content for Entrepreneurial competences

1. [Create a resume](#)
2. [Know and sell yourself](#)
3. [Market yourself to get a job](#)
4. [Managing a budget](#)
5. [Develop entrepreneurial skills for vulnerable young people](#)
6. [My entrepreneurship my chance for success](#)



Conclusions

Is running a business for you?

There is no one "right" set of characteristics for being a successful entrepreneur.

If you examine your own personal strengths and weaknesses and you compare these with those of a famous entrepreneur, you can get a sense of how well this career will fit with your personality.

Becoming an entrepreneur is a career decision. It takes a lot of time, a lot of ups and down to be successful and happy with a project created from scratch.

Keep in mind that a successful entrepreneur today is someone who, in the past, went through difficult time, no money, no time for leisure, focus on a project, failures, etc. Probably even well set up entrepreneurs have their daily stress and worries.

Always remember that a failure is not only negative, one door is closed but you will have new doors open, new opportunities. The failure shows you that you were on the wrong track, so open your eyes, raise again and find new possibilities.

Look at your needs and desires, and then decide whether this path is for you.

As you work through your analysis, you may feel that you're ready to go, or you may decide to wait and further develop your skills.

You may even decide that entrepreneurship isn't for you. Whatever your choice, make sure that it feels right. Running a business isn't for everyone.



List of annexes:

Annex 1: Assessment sheet for social and entrepreneurial skills

Please, assess to what extent you have the abilities listed: (please make a self-assessment on a scale of 1 to 5, where 1 - means the lowest skill level, 5- the highest)

This test has to be done before the training and after, in order to be able to evaluate your progress.

You should use the same template for both before and after, using a different colour (one for before, one for after) in order to visualise where progresses were made and where your areas of improvements and learning are

1. I can communicate with others (e.g. making contact, listening actively, making conversation, asking questions, participating in a discussion)

very low 1 2 3 4 5 very high

2. I can motivate myself to take action (e.g. I am ready to take specific actions, consistency in pursuing the goal)

very low 1 2 3 4 5 very high

3. I can self-present favourably in touch with others (e.g. present my own competences, use of body language, selection of relevant information)

very low 1 2 3 4 5 very high



4. I can behave in an assertive way, defending my rights in social and personal situations (e.g. refusing, expressing and receiving criticism and praise, expressing requests and opinions)

very low 1 2 3 4 5 very high

5. I can deal with emotions (e.g. recognizing one's feelings and expressing them, understanding the feelings of others, coping with negative emotions)

very low 1 2 3 4 5 very high

6. I can deal with conflict, difficult situations (e.g. recognition and problem analysis, select and apply the best solution to solve them)

very low 1 2 3 4 5 very high

7. I can plan (e.g. setting targets, achieving them, managing time)

very low 1 2 3 4 5 very high

8. I'm capable of making my own decisions (e.g. collect and analysing information, make choices)

very low 1 2 3 4 5 very high

9. I can work in a team (e.g. taking into account the goals and needs of others, working together to achieve a common goal)

very low 1 2 3 4 5 very high

10. I can create new solutions (e.g. I am imaginative, creative, open to change)

very low 1 2 3 4 5 very high

11. I can convince the others to my own opinion (e.g. giving arguments, negotiate)

very low 1 2 3 4 5 very high



12. I can lead others (e.g. motivating, encouraging to action, organizing other activities)

very low 1

2

3

4

5 very high