



Basic Advanced WebQuest

thrive

Using Interactive Infographics to Build
Social and Civic Competences of
Migrant Women



THEME ALLOCATED:	Basic Level Competences – soft skills
TITLE OF THE WEBQUEST:	Skills you need to succeed
INTRODUCTION	
<p>When we think about a job, soft skills can be overlooked. They are not as tangible as “hard skills”, like fixing a car or coding. Any task done following a set of rules in a mundane manner is termed as hard skill. Turns out, soft skills are just as important! They tend to be more personality focused, and include things like social skills, empathy, self-awareness, and transferable skills. In contrast, hard skills are technical and often job specific.</p> <p>When a Network Engineer tries to connect a set of computers to the server, from a remote location, he may require the help of many others to complete the task successfully. Everyone involved in the task need to be working in a timely manner. While the task they are trying to perform is hard skill, the way they interact with each other as a team substantiates their soft skill abilities. The teamwork involved in the activity is a soft skill; The time management involved in the end-to-end connection process is a soft skill. The stress they avoid by establishing the connection on time is the soft skill called Stress Management. The verbal and written interactions that happen between them throughout the process display their communication abilities. Soft skills are an integrated part of human lives.</p>	
TASKS	
<p>So, what exactly are soft skills, and how important are them, and how can you improve them? That is what we are about to find out!</p> <p>You might not know how to perfectly prepare a presentation, or how to do a seamless report, but turns out, everybody thinks you are a great co-worker! You are comfortable speaking for an audience, your colleagues feel listened to, and you are extremely helpful. Do you know what this is called? Yes, soft skills!</p> <p>And because of that, you just got a promotion at your job. Congratulations on your new position! You have worked really hard for a long time, and you made great connections and impactful work.</p>	





As one of the first tasks, you must prepare a short soft skills training for your employees, as a way for people to understand its value, and improve competencies around the office. That means you will have to prepare well and put together a presentation containing important information, simple, practical activities about soft skills and their importance.

PROCESS

STEP 1: What are soft skills?

Your first step is for you collect information and fully understand what soft skills are. You heard this term already, but it does not ring any bells. First, you need to refresh your memory, research, and understand what soft skills really are. Check out the following links to gain some insight on this topic, and even useful resources to add to your presentation:

- What are soft skills?
<https://www.youtube.com/watch?v=Tiy2LONr050>
- Interpersonal Skills:
<https://www.skillsyouneed.com/interpersonal-skills.html>
- Top Soft Skills Value with Examples
<https://www.thebalancecareers.com/list-of-soft-skills-2063770>

STEP 2: What are your own soft skills strong points?

After the analysing this research, you got curious: what about yourself? What are your strong points? What are your best soft skills? You know you have them, but you never took the time to actually reflect about it. Which ones do you think were more important to help you get where you are today? In order to find out, your next step is doing an introspective analysis and taking a soft skills assessment test. If you are sure about your own soft-skills, you will be able to help your employees and trainees better, provide better examples and practical knowledge, empathise with them, and provide some advice.

- Soft Skills Assessment Test





- <https://www.skillsyouneed.com/quiz/343479>
- <https://www.makingbusinessmatter.co.uk/free/self-assessment-soft-skills/>
(registration required)
- <https://www.jobpersonality.co.uk/soft-skills-test> (registration not required).

STEP 3: Making it practical!

A good idea is to make things practical. In the training you will give, it is a good idea to include exercises and activities can help your co-workers better understand and put to practice what they have learned. In order to make a complete presentation, you should include two simple exercises for your trainees to perform.

Check the following links to get some inspiration and examples for activities you can use and how to adapt them:

- Communication:
 - <https://www.dol.gov/sites/dolgov/files/odep/topics/youth/softskills/communication.pdf>
 - <https://www.youtube.com/watch?v=mPRUNGGORDo>
- Critical Thinking
 - <https://www.skillsyouneed.com/learn/critical-thinking.html>
- Teamwork
 - <https://www.skillsyouneed.com/ips/team-working.html>
- Creativity:
 - <https://www.trainingcoursematerial.com/free-games-activities/creative-thinking-activities>
- Adaptability:
 - <https://www.thebalancecareers.com/important-adaptability-skills-4768260>
 - <https://teambuildingworld.com/change-management-exercises-teams/>

STEP 4: Prepare your presentation!





Now you have everything you need to build your presentation. Therefore, the final step is to prepare it! Not too long to disengage your trainees, but also not too short so you can pass all the relevant information. A few tips would be to filter the information you have and do an interactive presentation! Check the links for some useful tips on preparing an engaging presentation:

- Top Tips for Effective Presentations
<https://www.skillsyouneed.com/present/presentation-tips.html#6>
- Tips to Give a Presentation That's More Engaging Than a TED Talk
<https://www.goskills.com/Soft-Skills/Resources/Presentation-tips>

EVALUATION

As part of the assessment of this WebQuest, you are being asked to work as a team to think about how soft skills can impact your behaviour as a person and as an employee, as well as other's perception of you.

As a self-assessment exercise for this WebQuest,

Female migrants will then be asked to complete a short-reflection exercise and write a few lines on how they rated their performance on the soft-skills presentation task, what elements they preferred, or the ones they didn't enjoyed at all.

The following questions will guide this self-assessment:

- What elements of this activity did I enjoy the most?
- What parts of this activity did I find most challenging and why?
- What are my views on soft skills, and do I value them more now?
- What are my strongest soft skills?
- Which one should I improve?

CONCLUSION





Congratulations! You did a great job organizing your presentation and engaging your colleagues! Those are also soft skills.

The task does not end here! Keep learning, improving, and communicating.

“Hone your soft skills. While your technical skills may get your foot in the door, your people skills will open more doors for you.” - Dagangan Berhad



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