REACT4women On-site Training

Module 2:

Personal & Interpersonal Skills: Become the best version of yourself!

Co-funded by
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REVISION HISTORY

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REFERENCED DOCUMENTS

ID	Reference	Title
1	2022-3-CY02-KA210-YOU-000093826	Proposal document
2	Focus group analysis	

APPLICABLE DOCUMENTS

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Learning Objectives	• Understand theory of personal identity • Explore the significance of self-regulation • Grasp the nuanced nature of motivation • Grasp the nuanced nature of motivation • Apply the learned concepts and techniques to enhance personal development
Method(s)	**synchronous learning / asynchronous learning**
Training Content	**<u>Self-identity and culture:</u>** To understand the concept of personal identity, it is enough to follow the theory of John Locke, a prominent 17th century philosopher, who integrates in the understanding of personal identity the "theory of psychological continuity" or the "theory of memory". According to Locke, personal identity is based primarily on the development of consciousness and the course of "memory". Locke's theory can be summarized as follows: Consciousness: Locke, sees the individual as a thinking being who can think, mutate through thought and experience; each individual's self and identity is defined by his thoughts and consciousness as it follows the individual through the years and creates the characteristics that distinguish him from other individuals. Memory: Memory plays a crucial role in Locke's theory of personal identity. He believed that what makes someone the same person over time is their ability to remember past experiences and actions. According to Locke, an individual acquires his identity through the memory of all his life experiences, which develop, mutate and establish certain characteristics that constitute personal identity. Each individual has his or her own personal identity, as through the memory of

individual personal experiences a unique being with specific characteristics is created.

Continuity of experience: Locke emphasized the continuity of consciousness and memory over time. He argued that even if there are gaps in a person's memory, as long as there is an unbroken chain of memories linking past experiences to present consciousness, the personal identity that has been developed and acquired is preserved in time.

Change and identity: Locke recognized that individuals undergo changes in their physical, mental, and emotional characteristics over time. However, he argued that as long as there is continuity of consciousness and memory, these changes do not affect personal identity. For Locke, personal identity is not fixed or unchanging but rather dynamic and subject to change.

Locke's theory of personal identity emphasizes the importance of consciousness and memory in determining what it means to be the same person over time. It focuses on individuals, especially psychological individuals, who are thought to retain their identity despite the various changes they undergo during their lifetime.

The question of "who I am" is not only individual, but is challenged by society and ideology, each time evoking a new recognition of self and others. It is often accompanied by the moral question of "how should I act".

Personal identity involves an individual's conscious perception of himself or herself based on his or her biography, while collective identity, such as national identity, involves ideals and symbols that bind members of a group. Lacan argued that the individual develops his or her identity through an external image that is recognized, while according to Giddens, personal identity requires self-consciousness and constant reflection.

Gender identity is part of personal and social identity. Gender involves social roles, while biological sex involves biological differences determined at birth. The content of gender roles varies between cultures.

In the process of recognizing collective identity, members of a group see commonalities among themselves and disregard differences. This can lead to the concept of mutual recognition as members of the same nation. However, the idea of identifying individual self-determination with national identity creates contradictions, as national identity is presented as an a priori defining principle for the individual.

Unit 1 Training: Self-awareness and self-discovery

Identity is the cornerstone of our time and provides us with a sense of place (Castells, 1997). Growing up, we often ask ourselves "Who am I?" or are asked the same question by others. Identity expresses personal or group characteristics and membership in particular groups. It refers primarily to one's subjective experience of the world and is distinguished from concepts such as character and personality. Identity implies active participation of the individual in a group.

Each person's identity is a unique combination of experiences, relationships and characteristics that make them stand out. It is the moments we share with loved ones, the adventures we have, the traditions that connect us to our community, and the beliefs that guide us. It is how we perceive ourselves and the world around us, and how we respond to the challenges and opportunities life presents us. Each individual identity is a valuable and unique condition, as it is the foundation that allows us to form relationships, develop interests and explore the world around us with enthusiasm and curiosity.

Identities are studied at the individual and collective level. Personal identity refers to the individual as a separate unit, while collective identity relates to group categorisation. Group identity, or the sense of belonging to a group with shared attitudes, behaviours, and values, is vital for several reasons. It provides a sense of security, belonging, and protection. Participation in these groups requires learning systems of symbols, values and rules that express the connection between people. For example, racial identity is based on biological differences, real or not. People in all cultures seek positive identities, both individual and collective.

Self-regulation & Self-Motivation:
Self-regulation refers to a method of self-management and is synonymous with self-control and includes various strategies, such as:
- Self-regulation through individual action: This involves the use of techniques such as self-talk and journaling to independently regulate thoughts and emotions.
- Self-regulation through social norms: this involves using social pressure to regulate behaviours and thoughts according to accepted social norms.
- Self-regulation through environmental control: This method involves modifying behaviour through designing and controlling the environment to align with personal goals.

Unit 1 Training: Self-awareness and self-discovery

According to Bandura, self-regulation involves the ability to set goals, monitor progress, and adjust one's behaviour to achieve those goals. He proposed a model of self-regulation that emphasizes the cyclical nature of the process, which includes self-observation, performance judgment, and self-reaction. Bandura emphasized the importance of self-regulatory mechanisms, such as self-observation, self-judgment, and self-reaction, in guiding behaviour and promoting personal action.

Early conceptions of motivation were simplistic, considering them either present or absent. However, extensive research spanning over four decades has revealed the nuanced nature of motivation. The quality of motivation, whether autonomous or controlled, plays a crucial role in achieving satisfaction and sustained success in the pursuit of goals. Motivated behaviour can come from a variety of sources, such as external rewards, punishments, internalized pressures, deeply held values or intrinsic interest and pleasure. When individuals feel more autonomous in their motivations, driven by personal values or internal enjoyment, they demonstrate greater perseverance, satisfaction and overall well-being compared to those who are motivated primarily by external factors such as rewards or pressures.

Bandura's concept of self-efficacy is closely related also to self-motivation. Self-efficacy refers to individuals' beliefs about their ability to exert control over their own actions and influence their environment. According to Bandura, self-efficacy beliefs play a critical role in motivating behaviour and sustaining effort in the face of obstacles. Individuals with high self-efficacy are more likely to set challenging goals, persevere in the face of failure, and maintain motivation over time.

Self-discovery:

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	Unit 1 Training: Self-awareness and self-discovery

	The term "Self-Discovery" encapsulates the process of understanding oneself through introspection and self-awareness. This involves delving into one's personal experiences, actions, accomplishments, and setbacks to gain deeper insights into one's identity and purpose. Through self-reflection and examination, individuals engage in a personal survey of their lives, scrutinizing their past decisions and behaviours. This journey of self-discovery leads to the recognition of one's strengths, weaknesses, and latent potentials. As individuals navigate through this process, they gradually adapt to a newfound understanding of themselves and the world around them. Ultimately, self-discovery empowers individuals to evolve and embrace personal growth, shaping their lives in accordance with their newfound insights and aspirations.
	Tips & Techniques:
	  1) "How healthy people regulate their emotions" https://www.youtube.com/watch?v=JkCgmeikfBE
	  2) 11 Techniques for self-improvement & self-motivation:
	  • Set Clear Goals
	  • Find Your Why
	  • Visualize Success
	  • Stay Organized
	  • Embrace Positivity
	  • Develop a Routine
	  • Seek Inspiration
	  • Break Tasks into Manageable Steps
	  • Learn from Failure
	  • Stay Accountable
	  • Reward Yourself

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	Module II
	Personal & Interpersonal Skills: Become the best version of yourself!
	Unit 2 Training: Critical Thinking & Problem Solving
Learning Objectives	• Understand the concepts of critical thinking • Recognize the key components of effective problem-solving • Learn techniques to improve problem-solving abilities
Method(s)	**synchronous learning / asynchronous learning**
Training Content	• **Critical thinking** Critical thinking is a form of cognitive process characterised by questioning, analysing, interpreting, evaluating and making judgements about information found in various forms, such as text, speech or written communication. Rooted in the Greek word "kritikos", meaning "able to judge or discern", critical thinking involves the ability to discern and judge information effectively. As opposed to being merely negative or error-seeking, it involves the ability to clarify one's thoughts to analyze problems or information, interpret them, and use the knowledge gained to arrive at informed decisions or judgments, whether it is designing a structure such as a bridge, responding to an opinion article, or understanding the motivations behind political actions. In essence, critical thinking involves actively and skillfully capturing, analyzing, and synthesizing information to form well-reasoned judgments and decisions. **"Nothing in life is to be feared. It is only to be understood." Marie Curie** In addiction recovery, critical thinking involves actively assessing situations, emotions, and triggers to make informed decisions and navigate the path to sobriety. It

entails learning new strategies to avoid common triggers for substance use and understanding that emotions are temporary and will pass over time. Critical thinking skills empower individuals to focus on new experiences, find effective solutions to problems, and make better decisions about their recovery journey.

Furthermore, critical thinking in recovery involves considering various perspectives on issues like managing cravings and stress, examining the underlying reasons for substance use, and identifying necessary changes to prevent relapse. It also entails challenging oneself to develop healthier coping mechanisms for handling difficult emotions in real-time situations.

Developing critical thinking skills during recovery is essential to maintain lasting sobriety. During treatment, your brain processes a lot of information, and it is vital that you analyses it objectively. While you are learning this, a therapist can help you by helping you identify the triggers that affect your substance use and teaching new coping mechanisms.

Here are some approaches to honing your critical thinking abilities:

- Pose inquiries: Foster a spirit of curiosity by posing queries that delve deeper into situations or tasks. Amassing additional information and data empowers you to craft well-founded decisions.
- Engage in active listening: Employ active listening techniques to empathetically comprehend what others are expressing. Attend closely to both verbal and non-verbal cues to grasp the complete context of conversations and rephrase to ensure shared comprehension.
- Boost logical reasoning: Refine your logical thinking skills by evaluating situations and considering various alternatives. Practice making decisions grounded in logical reasoning and assess the effectiveness of different courses of action.

By integrating these methods into your daily routine, you can gradually enhance your critical thinking abilities and become more proficient at problem-solving and decision-making.

Unit 2 Training: Critical Thinking & Problem Solving

- **Effective Problem-Solving**

Effective problem solving refers to the ability to address challenges or issues effectively and systematically in a timely manner, while maximising the use of resources and minimising unnecessary efforts. It is clearly linked to critical thinking, as it involves using a structured approach to identify, analyse and solve problems, leading to optimal results.

! How to Solve a Problem in Four Steps: The IDEA Model :
https://www.youtube.com/watch?v=QOjTJAFyNrU

"A problem well put is half solved."
John Dewey

- **Information Processing**

Information Processing Theory is a cognitive framework that seeks to understand how people acquire, encode, store, and retrieve information. It views the human mind as a complex information-processing system, likened to a computer, with various stages of processing similar to those in a computer system.

John William Atkinson and Richard Shiffrin came up with the multi-store model in 1968 to explain how human memory works. In this model, there are three main stages of processing information:
- Sensory Memory: This is where information from our senses (like what we see, hear, or smell) is briefly stored. Most of this information is quickly forgotten to avoid overload. Only the important stuff gets sent to the next stage.
- Short-Term Memory (Working Memory): Information here lasts for about 30 seconds. Our brain's abilities and what we pay attention to affect how we remember things. Repeating important info helps keep it in our memory longer.

Unit 2 Training: Critical Thinking & Problem Solving

- Long-Term Memory: This is like our memory bank, where things can stay for a long time. We can store a lot here, and we use different tricks to help remember, like repeating, connecting, or breaking up info into smaller parts.

Tips & Techniques

Top 5 critical thinking skills:

1. Observational Skills:

Being observant is crucial for critical thinking. It helps in identifying and anticipating problems. Enhance this skill by paying closer attention to details and analyzing behavioral patterns.

2. Analytical Thinking:

Analytical abilities are necessary for evaluating situations effectively. Strengthen your capacity to gather impartial data, ask pertinent questions, and assess information objectively.

3. Drawing Inferences:

Inference involves making deductions based on limited information. Practice making informed guesses by carefully considering available clues and thoroughly assessing situations.

4. Effective Communication:

Clear communication is essential for discussing and resolving issues. Engage in constructive discussions, practice active listening, and maintain respectful dialogue to assess solutions collaboratively.

5. Problem-Solving:

Problem-solving requires critical thinking to implement and evaluate solutions. Improve your skills by acquiring industry knowledge and observing effective problem-solving techniques in action.

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Module II **Personal & Interpersonal Skills: Become the best version of yourself!**	
Unit 3 Training:Resilience & ability to cope	
Learning Objectives	• Understand the concept of resilience • Recognize the role of empathy • Explore techniques for cultivating empathy • Define creativity and its significance in problem-solving and innovation
Method(s)	**synchronous learning / asynchronous learning**
Training Content	• **Resilience** Resilience refers to the ability to effectively navigate and overcome challenging life situations, particularly by demonstrating mental, emotional, and behavioral adaptability. This involves successfully adjusting to both external and internal pressures. Several elements influence an individual's capacity to cope with hardships, such as their perspectives on life, the support networks they have access to, and the coping mechanisms they employ. Studies in psychology indicate that the qualities and abilities associated with resilience are trainable and can be developed through deliberate practice and cultivation. Life is a journey full of uncertainties and challenges that test our patience and strength. During this turmoil, resilience emerges as a critical skill that allows individuals to bounce back from failures and thrive in the face of adversity. Resilience is the ability to respond to the difficulties of everyday life and to be able to cope with challenging situations. By treating obstacles as opportunities for growth, resilient individuals embrace change and adapt more effectively. They maintain their mental and emotional well-being by managing stress and anxiety, cultivating positive perspectives. In the pursuit of goals, resilience is key. Setbacks are seen as steppingstones, offering valuable lessons on the path to success. **10 Skills for Resilience:** 1. Problem-solving is the capacity to recognize, analyze, and deconstruct issues while generating potential solutions, with the most effective ones being selected and implemented. 2. Goal setting involves establishing clear and achievable objectives, then taking incremental steps

toward their attainment, fostering confidence and a sense of achievement, which contributes to resilience.

3. Effective communication encompasses expressing needs and emotions clearly and assertively, while actively listening to others.

4. Emotional regulation and stress management entail controlling and managing emotions in a healthy manner. Techniques like relaxation, cognitive reframing, and physical activity help in this regard.

5. Building a social support network entails nurturing supportive relationships with friends, family, and trusted individuals.

6. Practicing self-care involves activities that promote physical, emotional, and mental well-being, such as adequate sleep, a balanced diet, regular exercise, and engaging in relaxation and hobbies.

7. Developing meaning and purpose in life involves finding fulfillment in work, relationships, or other personally satisfying pursuits.

8. Adopting a positive outlook and growth mindset involves practicing gratitude, focusing on positives, reframing negative thoughts, and viewing setbacks as opportunities for growth, while maintaining hopefulness.

9. Improving self-awareness includes understanding thoughts, emotions, and behaviors to enhance responses to stress and adversity, and knowing when to seek support.

10. Adopting effective coping strategies involves employing positive self-talk, visualization, goal orientation, social support, mindfulness, and relaxation techniques.

Module II
Personal & Interpersonal Skills: Become the best version of yourself!
Unit 3 Training:Resilience & ability to cope

- **Empathy & Adaptability**

"Being empathic is a complex, demanding, strong yet subtle and gentle way of being." -Carl Rogers

Empathy in interpersonal relationships promotes understanding and pro-social behaviour. It involves perceiving and resonating with the emotions of others, understanding their perspectives, and differentiating between our own emotions and the emotions of others. Studies show a decrease in empathy among health professionals during training, leading to patient dissatisfaction and worse health outcomes. Addressing bias, especially in healthcare, is essential to providing equitable care to all patients. Cultivating self- and other-empathy is vital to replenishing this capacity and moving towards a more empathetic and compassionate society at the individual, community and global level.

According to Rogers (1975), therapists can understand empathy by recognizing moments in therapy where it fails to deepen meaningful expression, contrasting with times when it fosters focused self-exploration. Psychologists emphasize that while empathy has an innate aspect, empathic responses are skills honed through training. Therapists should cultivate self-reflection, examining their values, biases, and emotional reactions to enhance their empathic capacity. Understanding one's past experiences can aid empathy but requires moving beyond rumination to gain self-awareness and insight. Techniques such as self-distanced reflection and self-compassion can facilitate this process, contributing to improved perspective-taking and empathic concern.

!! 11 Ways to Improve Your Empathy (Learn Empathy Skills) !! :
https://www.youtube.com/watch?v=qZu0ukzidkM

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Unit 3 Training:Resilience & ability to cope	

	• **Creativity**
	Creativity is the capacity to approach tasks or problems from fresh perspectives, employing imagination to generate novel ideas and solutions. It involves thinking outside conventional boundaries, recognizing patterns, and making innovative connections. Creativity enables individuals to tackle complex challenges and discover unique opportunities. While creativity involves some level of risk-taking, it also demonstrates self-motivation to explore uncharted territories and push beyond established limits.
	Creativity skills encompass the ability to forge connections between disparate ideas, question established norms, draw insights from observations, engage with diverse networks, and embrace experimentation. By making novel connections, challenging conventions, observing the world, networking with diverse individuals, and experimenting with new ideas, individuals can foster innovative thinking and problem-solving capabilities in the workplace.
	Here are 10 ways to enhance your creativity:
	• Engage in the circle challenge: Set a timer and transform twenty circles into unique drawings, encouraging diverse thinking.
	• Utilize a sketchpad: Sketching or jotting down ideas aids in information processing and retention.
	• Read regularly: Exploring fiction novels and mentally stimulating content fosters creativity and exposes you to new concepts.
	• Write daily: Keeping a journal encourages critical thinking and reflection on daily experiences.
	• Prioritize exercise: Physical and mental well-being contribute to optimal creativity, so incorporate regular exercise into your routine.
	• Take alternative routes: Explore unfamiliar paths to stimulate new experiences and enhance creativity.
	• Try new things: Embrace novelty in food, activities, or entertainment to maintain an open mind and foster creativity.
	• Listen to inspiring music: Music can influence mood and focus, enhancing problem-solving and innovation skills.

	• Seek feedback: Solicit input from others to gain diverse perspectives and refine your ideas. • Seek inspiration beyond your field: Look to unrelated industries for innovative solutions and fresh perspectives. *"Creativity is seeing what others see and thinking what no one else ever thought." – Albert Einstein* **!! A powerful way to unleash your natural creativity | Tim Harford :** https://www.youtube.com/watch?v=yjYrxcGSWX4
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	Module II **Personal & Interpersonal Skills: Become the best version of yourself!**
	Unit 4 Training: Self-worth and etiquette
Learning Objectives	• Understand the difference between self-esteem and self-worth. • Learn practical strategies to improve self-esteem • Recognize the importance of professional etiquette
Method(s)	**synchronous learning / asynchronous learning**
Training Content	Self-esteem is the personal thoughts that individuals have about themselves. It is the perception one has of one's own worth, importance and intrinsic value as an individual. Many times, individuals are characterized by either high or low self-esteem, as it is often influenced by a variety of factors such as personal achievements, relationships and personal experiences. People who are characterized by high self-esteem generally have a positive view of themselves and feel that they deserve happiness and success. On the other hand, individuals characterized by low self-esteem may struggle with feelings of inadequacy, self-doubt and unworthiness. *"The worst loneliness is to not be comfortable with yourself."* *— Mark Twain* Low self-esteem can deeply affect us in various ways. It often leads to social withdrawal, causing individuals to shy away from interactions and new experiences due to feelings of inadequacy and fear of failure. While this avoidance might offer temporary comfort, it reinforces negative beliefs about oneself and can worsen mental health issues like depression and anxiety in the long run. Additionally, low self-esteem can prompt unhealthy coping mechanisms such as substance abuse as individuals seek to escape from their negative emotions. Overall, it can significantly impair one's quality of life, impacting relationships, career opportunities, and overall well-being. Seeking support and engaging in activities that promote self-confidence and self-acceptance are crucial steps towards overcoming low self-esteem. • Improving low self-esteem involves incorporating simple techniques into daily life: 1. Recognize Your Strengths

Unit 4 Training: Self-worth and etiquette

2. Cultivate Positive Relationships
3. Practice Self-Compassion
4. Develop Assertiveness
5. Set Boundaries
6. Embrace Challenges

The distinction between self-esteem and self-worth lies in their sources and underlying beliefs:

- Self-worth: Self-worth is influenced by external factors, such as validation from others or achievement in specific tasks.

- Self-esteem: Self-esteem, on the other hand, is intrinsic and stems from within the individual.

- **<u>Building Healthy Boundaries</u>**

Healthy boundaries play an important role in building trust, establishing close relationships and maintaining personal well-being. By setting and maintaining boundaries, people express their needs, values and priorities, helping to foster mutual respect and understanding. When boundaries are clearly defined and respected, others honor your autonomy and integrity, creating an environment of respect and safety in relationships. Finally, maintaining healthy boundaries helps prevent you from feeling taken for granted, promoting mutual respect and well-being in relationships.

7 Tips for setting boundaries in relationships:

- Know Yourself: Take time to understand your preferences, values and reactions to different situations. This self-awareness is essential to setting effective boundaries.
- Identify Your Needs: Assess exactly what you need to function optimally in different areas of your life and set boundaries according to those needs.
- Cultivate Self-Respect: Maintain a healthy respect for yourself.

Unit 4 Training: Self-worth and etiquette

- Recognize the Warning Signs: You are aware of situations where your boundaries are overstepped and react in time to recover them.
- Distinguish Help from Attention Seeking: Understand the difference between true service and seeking validation or attention through helping others.
- Affirm your Freedom of Choice: Understand that you have the right to make your own decisions without feeling obligated to please others.
- Respect Individual Differences: Recognize that boundaries may differ between individuals and respect their individual differences.

Setting boundaries in relationships is a process that requires respect for self and others, as well as open and honest communication. Only in this way can healthy relationships be maintained with respect and understanding from all parties.

- **Business etiquette**

Professional etiquette refers to the set of rules, behaviours and practices expected in professional environments. This includes modes of communication, styles of dress, and general behavior that are considered appropriate and respected in a business environment. Adherence to business etiquette is critical to fostering positive relationships, effective communication, and creating a professional atmosphere in the organization.

Business Etiquette Basics:
 https://www.youtube.com/watch?v=qWbWL0l3ySk

7 Unusual Business Etiquettes Around the World that Might Surprise You: https://www.youtube.com/watch?v=7T-Wf3Wdbms

!!! You can improve your professional etiquette skills by:

1. Conducting research: Pay attention to the behaviour and manners of your supervisors, mentors and senior

Unit 4 Training: Self-worth and etiquette

management at work. Observe their interactions and communication style to learn from their example. If you are unsure of the proper etiquette in certain situations, feel free to ask your supervisor or mentor for advice.

2. Participate in professional organizations: Membership in professional organizations provides networking opportunities and also exposes you to industry-specific rules of etiquette. Engaging with colleagues and professionals in your field allows you to learn and practice professional etiquette in a variety of contexts beyond your workplace.

3. Explore books and resources: visit your local bookstore or library to explore the wide range of books dedicated to improving professional etiquette. Look for titles in the self-improvement section that offer knowledge and practical advice on professional behavior and interpersonal skills.

4. Utilize online resources: Take advantage of online resources to access articles, blogs, seminars, and forums that focus on professional etiquette. Websites, podcasts and social media platforms often offer valuable tips and guidance for honing your etiquette skills, either through free content or paid resources.

- **Tips & Techniques:**

Here are some strategies to help improve your self-esteem:

- ✓ Develop Consistent Self-Care Activities: Prioritize activities that contribute to your well-being.
- ✓ Keep a Record of Accomplishments: Document your achievements, both big and small, in a scrapbook or file.
- ✓ Identify Your Strengths: Make a list of your positive qualities and strengths.
- ✓ Seek Feedback from Supportive Individuals: Request honest feedback from people who value and appreciate you.
- ✓ Engage in Enjoyable Activities: Treat yourself to activities that bring you joy and relaxation, whether it's reading, spending time with friends, or pursuing a hobby.

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Personal & Interpersonal Skills: Become the best version of yourself!

Unit 4 Training: Self-worth and etiquette	
	✓ Avoid Comparisons: Refrain from comparing yourself to others, as this can undermine your self-esteem. ✓ Surround Yourself with Positive Influences: Surround yourself with supportive and uplifting individuals who contribute to your sense of self-worth. ✓ Set Attainable Goals: Set realistic goals that challenge you and align with your values. ✓ Accept Your Imperfections: Acknowledge that everyone has weaknesses and imperfections. ✓ Let Go of Perfectionism: Release the need to be perfect and embrace mistakes as opportunities for growth and learning. ✓ Replace Negative Self-Talk: Challenge negative self-talk and cultivate a more positive inner dialogue. ✓ Practice Daily Affirmations: Create affirmations that promote self-love, acceptance, and empowerment. ✓ Attend to Your Needs: Prioritize self-care and address your physical, emotional, and psychological needs. ✓ Assert Yourself: Advocate for your needs and boundaries assertively in your relationships. ✓ Live with Purpose: Set meaningful goals and pursue activities that align with your values and aspirations. ✓ Take Responsibility: Take ownership of your choices and actions, and strive for personal accountability. ✓ Differentiate Changeable and Unchangeable Aspects: Distinguish between aspects of yourself that you can change and those you cannot. ✓ Help Others: Contribute to the well-being of others through acts of kindness and support. ✓ Practice Conscious Living: Stay mindful of your thoughts, emotions, and experiences. ✓ Strive for Moral Consistency: Make choices aligned with your values and principles. ✓ Address Developmental Tasks: Meet age-related developmental milestones to promote personal growth and self-confidence.

	✓ Celebrate Achievements: Acknowledge and celebrate your accomplishments to reinforce positive self-esteem and self-worth.
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	Module II **Personal & Interpersonal Skills: Become the best version of yourself!**
	Unit 5 Training: Social Skills
Learning Objectives	• Understand social awareness • Explore strategies for enhancing social awareness • Discover the steps involved in developing an advocacy plan • Recognize the significance of cultural competence in promoting social justice
Method(s)	**synchronous learning / asynchronous learning**
Training Content	• **Social Awareness and Relationship management** • WHAT IS SOCIAL AWARENESS - Emotional Intelligence Masterclass Chapter 7: https://www.youtube.com/watch?v=h34vjgObKyc Social awareness includes the ability to understand and recognise the feelings, needs and perspectives of others, as well as understanding social dynamics and frameworks. It includes paying attention to social signs, norms and cultural differences and demonstrating empathy for others. Socially aware individuals are sensitive to the feelings and experiences of those around them and demonstrate respect, empathy and understanding in their interactions with others. This skill is fundamental to effective communication, building and maintaining relationships, and navigating various social situations, both personally and professionally. Social awareness, a cornerstone of emotional intelligence, involves navigating relationships while attuned to the feelings, needs and concerns of others. It is based on self-management, extending emotional awareness to include interactions with others. Within this domain, three core competencies emerge: empathy, organizational awareness, and service orientation. As social awareness develops, individuals improve their social skills, beginning a journey of continuous personal development. Distinguishing between emotions is also crucial, requiring the intellectual ability to accurately recognize and characterize different emotional states. This

cognitive skill guides decision-making and behavior, enriching social interactions and relationships.

- **Social action and advocacy**

Social action and advocacy are two important methods aimed at promoting social change and justice. They involve collective and collaborative efforts to challenge oppressive structures, policies, and practices and to empower marginalized and oppressed groups. These specific strengths, after having been preceded by the acquisition of resilience, critical thinking, empathy, self-regulation, and the annealing of self-confidence, are important to achieve change in the community. For groups that have faced racism and difficulties socially, it is essential to have knowledge of strategies and methods that can bypass anything that gets in the way of their reintegration into the community and daily life. Social action and advocacy are inalienable virtues that can be described as life values for a successful society that aims at teamwork and collective well-being.

Advocacy is a crucial skill for individuals to develop, as it involves speaking up for others and ensuring their rights are respected. It requires understanding power dynamics, legal frameworks, and cultural contexts. Public speaking, time management, and effective communication tools are essential for successful advocacy. Additionally, listening, empathy, persuasion, analysis, and assertiveness are key components of effective advocacy efforts. By honing these skills, individuals can make a meaningful difference in the lives of those they advocate for.

How advocacy makes a difference:
https://www.youtube.com/watch?v=-EyL3lZBRyo

Five steps to becoming an advocate | Joseph R Campbell | TEDxAdelaide:
https://www.youtube.com/watch?v=nIo31mMB4P8

	Module II **Personal & Interpersonal Skills: Become the best version of yourself!**
	Unit 5 Training: Social Skills
	**10 Steps to Your Advocacy Plan (National Council for the Social Studies):** • Identify an advocacy challenge or opportunity. • Determine the key audiences. • Find out what those audiences currently know or perceive. • Determine how each audience receives its information. • Establish measurable objectives for each audience. • Define message points for each audience. • Determine the communication activities to deliver those messages. • Decide what resources are necessary to complete each activity. • Establish a timeline and responsible party for each activity. • Evaluate whether you have reached your objectives.

"All advocacy is, at its core, an exercise in empathy."-
Samantha Power

- **Cultural Competency for social Justice**

Cultural competence is the ability of individuals and systems to respond effectively and respectfully to people from diverse cultural backgrounds. It involves integrating knowledge into behaviors, attitudes, and policies that enhance service quality and outcomes in cross-cultural situations. Cultural competence requires learning and applying culturally relevant insights to develop appropriate interventions. Organizational cultural competence includes valuing diversity, self-assessment, awareness of cultural dynamics,

	institutionalizing cultural knowledge, and developing culturally responsive programs and services. Cultural competence requires individuals to continuously learn about diversity, including various cultural, religious, and spiritual beliefs. It involves understanding how culture impacts behavior, attitudes, and values, as well as recognizing and respecting differing traditions in others. This entails having knowledge of historical experiences, religious traditions, oppression, socioeconomic backgrounds, and customs of different groups. Individuals must also be aware of institutional barriers that may hinder marginalized groups from accessing services. Culturally competent individuals continuously seek specialized knowledge about social, cultural, and political systems to effectively meet the needs of diverse populations. *!!!Cultural Competence:* https://www.youtube.com/watch?v=2ugzWjl2tv0
References/ Resources	American Psychological Association. (2010, April). Social awareness + emotional skills = successful kids. Monitor on Psychology. Drigas, A. S., & Papoutsi, C. (2018). A new layered model on emotional intelligence. Behav Sci (Basel), 8(5), 45. https://doi.org/10.3390/bs8050045 The Change Agency. (n.d.). Social action skills. Retrieved from [https://thechangeagency.org/social-action-skills/] National Council for the Social Studies. (n.d.). Advocacy planning: Your 10-step plan. Retrieved from [https://www.socialstudies.org/advocacy/advocacy-planning-your-10-step-plan-0]