

Erasmus+ | KA2

STEP UP

SUSTAINABILITY SKILLS AND ENTREPRENEURIAL MIND SET TO FOSTER
MIGRANT WOMEN EMPLOYABILITY AND UPSKILLING POSSIBILITIES

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INTRO OF THE GUIDEBOOK

STEP UP project aims at offering migrant women the opportunity to gradually increase a wide range of skills (employability skills, transversal competencies, communication skills, team working, confidence, ability for innovation, sustainability thinking), while raising their awareness of the importance of lifelong learning possibilities.



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INTRODUCTION TO THE GUIDEBOOK

STEP-UP is an *Erasmus + KA2 project* that aims to develop and test an all-in-one learning program to help migrant women in strengthening their employability skills, fostering their awareness on the importance of upskilling possibilities, while getting a step further toward skills and the qualification's recognition.

An output of the initiative is the creation of a Guidebook for educators and facilitators working with migrant woman. Its aim is to educate on the most common barriers that migrant women face in the labour market and offer suggestions and tips to tackle them and increase their employability.

The STEP-UP Guidebook is co-written by 6 partner organisations involved in the field of youth work in their respective countries (*Greece, Germany, Turkey, Sweden, Italy*).

The Guidebook consists of 6 chapters that follow the steps for the successful preparation into the labour market and is to be used for inspiration and personal/professional development.



CHAPTER 1: INTRODUCTION

This chapter is an introductory session aiming at empowering participants to find a safe space and mentally prepare them for all the challenges they will face in the working environment.

It provides the theoretical framework to pinpoint and underline the importance of equality, security, safety, freedom of movement, dignity, respect and protection, all rights the participants should be aware of while looking for a job, keeping it and dealing with all the challenges.



Moreover, in this chapter, the user can find the set of **10 Non-Formal education (NFE) activities**, which aims to provide the trainer with the tool to create a safe and collaborative environment before implementing the Guidebook.

All these Non-Formal Education activities are provided with the detailed introductions and supportive material (handouts) for their implementation

CHAPTER 2: LOOKING FOR A JOB

This section focuses on equipping migrant women with practical skills to find a job, taking into consideration several aspects, such as how to make a good CV, how to write a proper cover letter, collect documents (e.g. references). It also includes preparatory steps, such as self-assessment instructions, job market research, networking and adaptability methods.



This chapter is supported by the following sub-chapters:

- **2 Segments on Practical Skills**

(Tips for a CV: Guide on how to write a CV and “Why Do we Need to Prepare a Cover Letter while Looking for a Job?” : introduction on the relevance of motivation letters and tips on tailoring them accordingly. Both segments include examples.

- **3 NFE Activities** aiming to:

- self-assess in the context of career pursue, personality, skills, and interests evaluation while considering the strengths, weaknesses, opportunities, and threats of various career opportunities.
- reflect on how to present oneself while formulating a CV and a cover letter and applying for a job.

- **External Links** leading to educational material on the topic of different platforms like LinkedIn, Youtube etc.



CHAPTER 2



CHAPTER 3: FACING A JOB INTERVIEW



This chapter aims to provide practical knowledge to participants on how they should prepare for and may handle a job interview, as well as to point out the importance of understanding which are the obstacles and elements one can use in order to stand out with the hiring personnel.

This chapter includes the following:

- **“TIPS on How to Prepare The Job Interview”**: A series of tips for women to follow before, during and after the interview, online and on-site.
- **“Why do we need to learn how to prepare for a job interview?”**: Insight on the importance of understanding the labour market, customizing one-self and portraying a professional image.
- **3 NFE Activities** aiming to:
 - prepare participants for an interview by developing non-verbal communication skills and identifying the most appropriate gestures/expressions,
 - enhance effective communication abilities, active listening and empathy,
 - build self-confidence, overcome self-doubt and foster a positive self-image.
- **External Links** leading to educational material on the topic on various platforms, like Blogs, Youtube etc.



CHAPTER 4: FIRST DAY AT WORK

This section aims to help creating the conditions for a favourable environment at work & to provide suggestions in order to have a successful first day. Its content gives all the tools to deal with communication skills, understanding and setting of priorities and tasks. It is also highlighting the importance of knowing one person's rights and duties.



This chapter includes the following sub-chapters:

- **TIPS On Dress Code:** STEP-BY STEP Guide On Different Types of Dress-Code.

- **4 NFE Activities**

Improving communication skills, being aware of priorities and tasks, while ensuring respect for one's rights and understanding duties, to foster a positive work environment by:

- presenting hypothetical unfortunate scenarios in the workplace to highlight the importance of fostering respect and offering solutions to address such issues,
- learning principles of work etiquette and presenting real life examples,
- adopting new regulations, environment and people, feeling connected to the new work place and oneself.

- **External Links** leading to educational material on the topic on various platforms like Blogs, Youtube etc.



CHAPTER 5: FACING A CONFLICT

This chapter consists of a conflict management guide for effective problem solving and risk management. The expected outcome is to be able to analyse the situation in which the conflict occurs and understand the tools available to deal with it, to assess the circumstances and to develop emotional intelligence to deal with Conflict Resolution.

CHAPTER 5



This chapter consists of the following sub-chapters:

- **TIPS On Conflict Management:** STEP-BY STEP Guide On How To Deal With Conflicts.
- **“How To Prevent Discrimination In The Workplace”:** A compilation of instructions to prevent discrimination.
- **3 NFE Activities** to help manage difficult situations and empower women by:
 - providing women with strategies and techniques for dealing with risky situations in the workplace and in life, thus increasing their employability,
 - helping them develop a positive self-image, confidence and emotional intelligence,
 - supporting women in understanding different conflict management styles, their solutions and their application in different scenarios.
- **External Links** leading to educational material on the topic on various platforms (Youtube).

CHAPTER 6: NEGOTIATION SKILLS

This section covers the basics of persuasive communication and negotiation skills in a professional setting. The aim is to provide the participants with opportunities to freely discuss and participants opportunities to freely discuss and make them confident negotiators in their place of work. Overall, its goal is for them to learn how to communicate concisely, respectfully and diplomatically, even in challenging situations, in order to avoid misunderstandings, conflicts or breakdowns.

This chapter includes the followings:

- **TIPS On How To Negotiate A Day Off**
- **Educational segments on:**
 - **“Work Etiquette”**: General guidelines that are followed in most EU member states,
 - **“Workers Rights in the EU”**: Presentation of important rights like fair working rights, equal conditions, safe workplace.
- **“Why do we need to learn to improve our negotiation skills at the workplace?”**: Importance of negotiation skills.
- **3 NFE Activities** to improve communication skills, the integration of active listening and effective response techniques by:
 - strengthening communication skills when requesting time off work and providing strategies for making a convincing and persuasive request,
 - developing effective communication skills for requesting shift coverage from a colleague in a professional and respectful manner,
 - working on understanding self-esteem and providing practical advice, strategies and role-playing exercises to help overcome the challenges and fears associated with asking for a pay rise.
- **External Links** leading to educational material on the topic on various platforms (Youtube).



CONCLUSION

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The Toolkit for migrant women is a valuable resource that helps them navigate the labor market, providing essential competencies and knowledge. It combines practical advice, personal growth strategies, and cultural understanding, aiming to empower migrant women and foster inclusivity, enabling them to contribute to the workforce and enrich their lives.

DISCLAIMER

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