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# SOFT skills

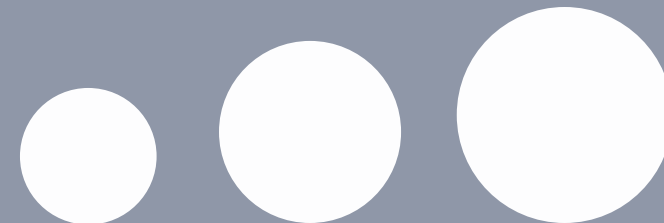
Soft Skills for Youth  
Employment

## Respect



**SOFT SKILLS  
FOR YOUTH  
EMPLOYMENT**

2022-1-TR01-KA220-YOU-000087078





# Respect



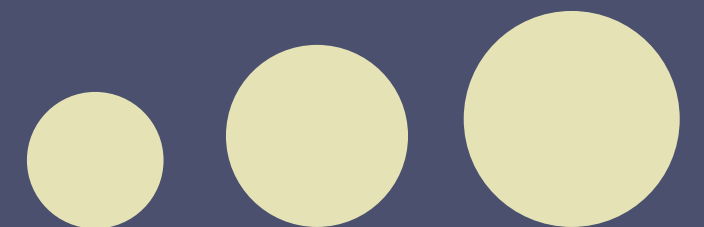
**1.5 hour**



**25-30 participants**



**Flipchart or whiteboard with markers**  
**Handouts (printed copies for each participant).**  
**Pens or pencils for participants.**





## AIM OF THE TRAINING



- Introduce the concept of critical thinking within the context of SWOT technique
- Develop critical thinking abilities.
- Provide interactive activities that encourage participants to apply critical thinking techniques.
- Create visually appealing handouts to reinforce key concepts and provide resources for further practice.



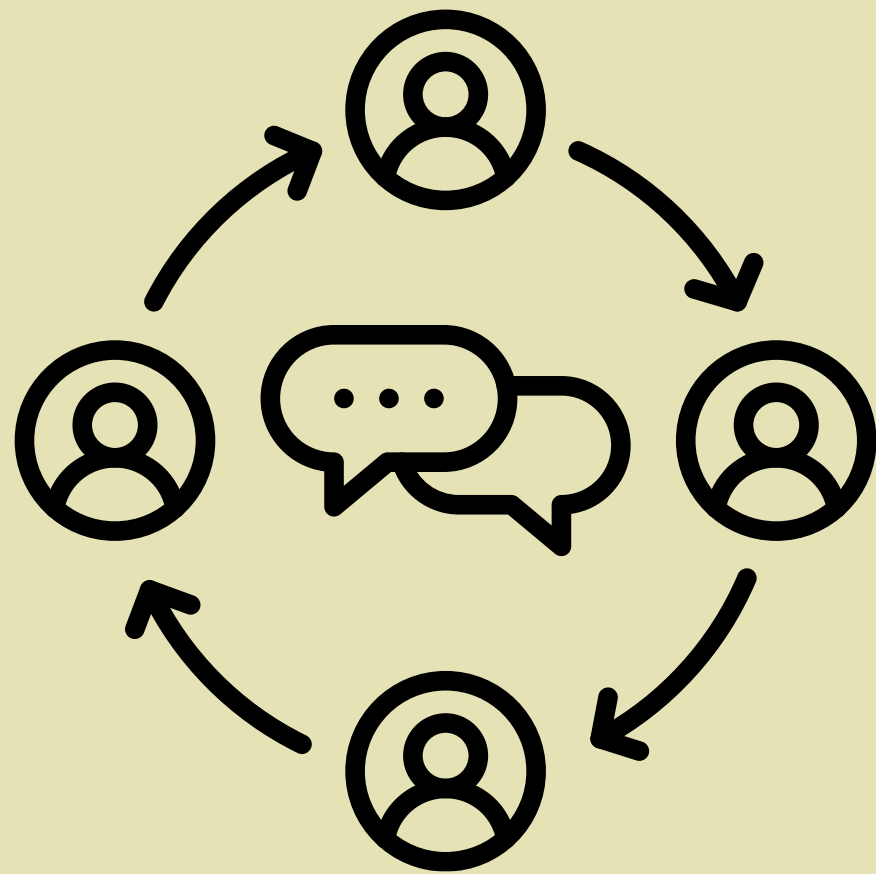
## RESPECT

Respect is a fundamental concept that involves recognizing and valuing the inherent worth and dignity of individuals, regardless of their differences or opinions. It encompasses treating others with courtesy, consideration, and empathy, acknowledging their rights and boundaries. In the context of fostering positive relationships, respect plays a crucial role by creating a foundation of trust, open communication, and mutual understanding. When individuals approach each other with respect, they are more likely to appreciate diverse perspectives, collaborate effectively, and cultivate a harmonious and supportive environment. Respect forms the basis for healthy relationships, contributing to a positive social atmosphere and promoting cooperation and shared well-being.





## RESPECTFUL COMMUNICATION



Being considerate and mindful when expressing oneself, as well as understanding the opinions and feelings of others, are all components of respectful communication. It places a strong emphasis on using courteous language, active listening, and empathy to foster an environment of mutual understanding and openness. When people communicate respectfully, they try to avoid using derogatory or offensive words and instead concentrate on building strong relationships and finding constructive solutions to problems. This strategy fosters wholesome bonds between people and helps create a more encouraging and peaceful social atmosphere.

# IMPACT OF VERBAL COMMUNICATION ON RESPECT



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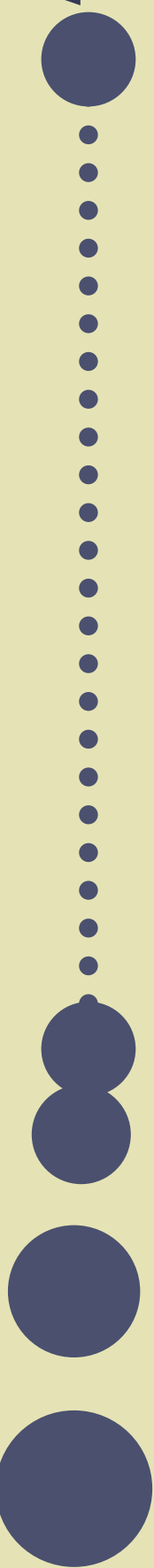
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**Choice of Words** - The use of polite, inclusive, and considerate language fosters respect.

**Tone of Voice** - A respectful tone enhances the message, while a harsh or condescending tone can undermine respect.

**Clarity and Transparency** - Clearly expressing ideas and intentions contributes to mutual understanding and respect.

**Active Listening** - Demonstrating attentiveness and responding thoughtfully shows respect for the speaker's perspective.



# IMPACT OF NON-VERBAL COMMUNICATION ON RESPECT



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**Body Language** - Open and welcoming gestures convey respect, while closed or dismissive body language can signal disrespect.

**Eye Contact** - Maintaining appropriate eye contact demonstrates attentiveness and regard for the other person.

**Facial Expressions** - Positive facial expressions, such as smiling, convey warmth and respect, while negative expressions may suggest otherwise.

**Personal Space** - Respecting personal boundaries through appropriate proximity reinforces a sense of respect.

**Gestures and Posture** - Respectful gestures and an upright, open posture contribute to positive non-verbal communication.

**Attire and Appearance** Presenting oneself appropriately in terms of clothing and grooming can contribute to the perception of respect.



# SELF REFLECTION



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What are some examples of respectful communication?

How does respectful communication contribute to building positive relationships?

Can you share any personal experiences where respectful communication made a difference?





# RESPECTFUL LISTENING

Respectful listening, also known as active or empathetic listening, is a communication skill that involves fully concentrating, understanding, responding, and remembering what someone is saying. It goes beyond merely hearing words and focuses on comprehending the speaker's message, feelings, and perspective.





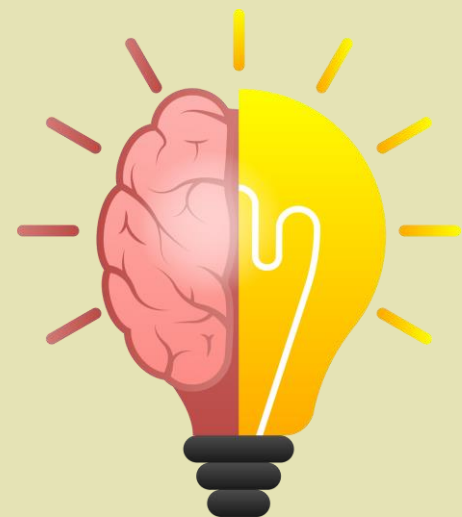
# KEY COMPONENTS OF RESPECTFUL LISTENING

**Giving Full Attention** - respectful listening requires giving the speaker your full attention, eliminating distractions, and showing genuine interest in what they have to say.

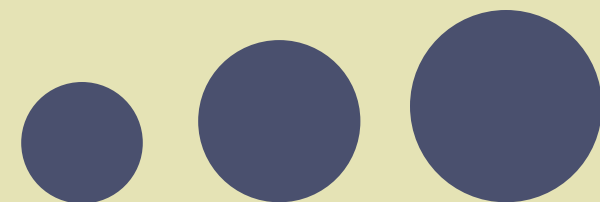


**Avoiding Interruptions** - refraining from interrupting allows the speaker to express their thoughts without feeling disregarded or rushed.

**Demonstrating Understanding** - using verbal and non-verbal cues, such as nodding or paraphrasing, to convey that you comprehend the speaker's message and are engaged in the conversation.



**Withholding Judgment** - suspending judgment and refraining from forming opinions prematurely promotes an open and non-judgmental atmosphere, encouraging honest and transparent communication.



# KEY COMPONENTS OF RESPECTFUL LISTENING



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**Asking Clarifying Questions** - seeking clarification on points that are unclear demonstrates a genuine interest in understanding the speaker's perspective and ensures accurate comprehension.

**Reflecting Feelings** - acknowledging and validating the speaker's emotions by reflecting their feelings back to them fosters a sense of empathy and connection.

**Responding Appropriately** - providing thoughtful responses that address the speaker's concerns or questions indicates active engagement and consideration.

**Remembering Details** - retaining important details of the conversation demonstrates respect by showing that the information shared is valued and remembered.





# SELF REFLECTION

What does respect mean to you?

What are some common barriers to respectful listening, and how can we overcome them?

What are some non-verbal cues that indicate someone is actively listening to you?

How can we cultivate a habit of being present and fully engaged when listening to others?

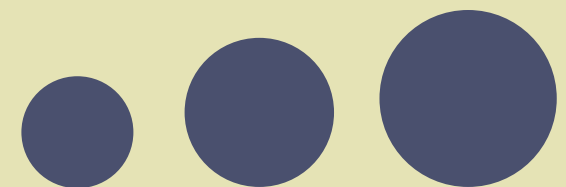




# CREATING A RESPECTFUL ENVIRONMENT

**Putting people's welfare and dignity first via actions and behaviors is the key to creating a respectful workplace. The following is a list of achievable actions which can help promote a respectful environment:**

- Active Listening: Pay full attention when others are speaking, avoid interrupting, and demonstrate understanding through verbal and non-verbal cues.
- Open Communication: Encourage open and honest dialogue, where individuals feel comfortable expressing their thoughts, ideas, and concerns without fear of judgment.
- Empathy: Cultivate an understanding of others' perspectives and emotions, and respond with empathy and consideration.
- Use of Polite Language: Employ courteous and respectful language in interactions, including greetings, expressions of gratitude, and acknowledging others.
- Appreciation and Recognition: Acknowledge and appreciate the contributions and achievements of individuals to reinforce a positive and respectful atmosphere.



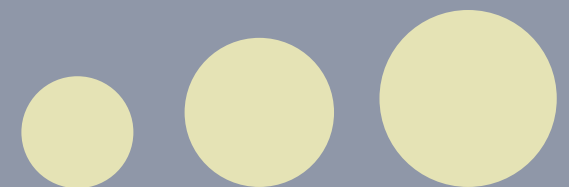


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# CREATING A RESPECTFUL ENVIRONMENT

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- Respect for Diversity: Embrace and celebrate diversity in all its forms, valuing differences in background, culture, opinions, and beliefs.
- Conflict Resolution: Address conflicts in a constructive manner, focusing on finding solutions and maintaining respect for all parties involved.
- Boundaries and Consent: Be mindful of personal boundaries, respecting others' physical and emotional space, and seek consent when appropriate.
- Feedback Delivery: Provide constructive feedback in a considerate and constructive manner, emphasizing areas for improvement rather than criticism.
- Punctuality: Demonstrate respect for others' time by being punctual for meetings and appointments.



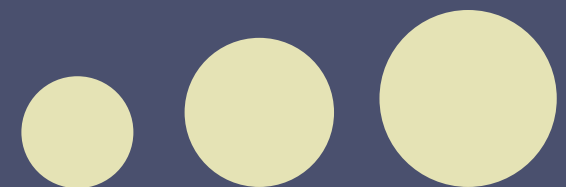


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# CREATING A RESPECTFUL ENVIRONMENT

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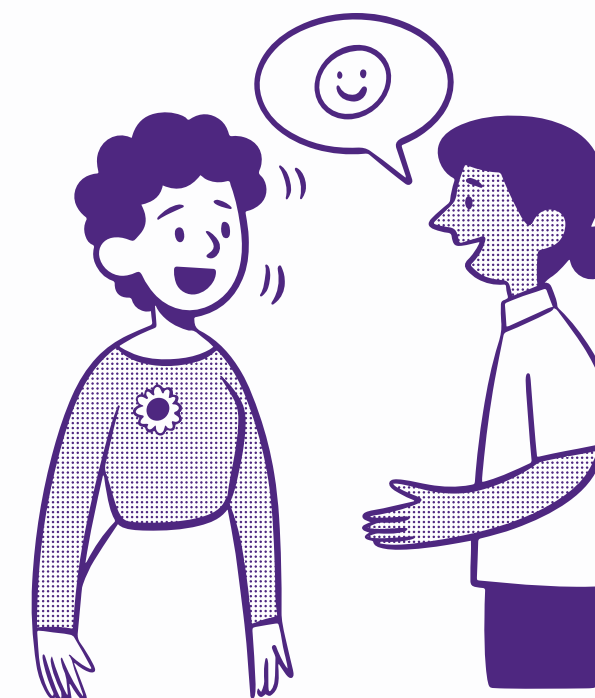
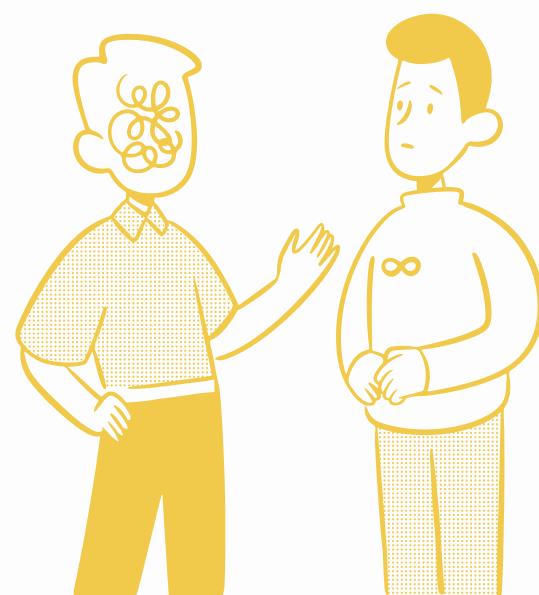
- Inclusion: Ensure that everyone has an equal opportunity to participate and contribute, avoiding exclusionary behaviors.
- Team Collaboration: Foster a collaborative and supportive team culture where individuals work together towards common goals, valuing each other's strengths.
- Recognition of Achievements: Publicly recognize and celebrate the achievements and milestones of individuals or the team to boost morale and reinforce a positive environment.
- Responsibility and Accountability: Take responsibility for one's actions and hold oneself accountable, promoting a sense of trust and integrity.
- Conflict Resolution Training: Provide training on effective communication and conflict resolution to equip individuals with the skills needed to navigate disagreements respectfully.



# ACTIVITIES (40 MINUTES)



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## ACTIVITY 1

Promoting  
respect

## ACTIVITY 2

Respectful  
Environment

## ACTIVITY 3

Non verbal  
communication

## ACTIVITY 4

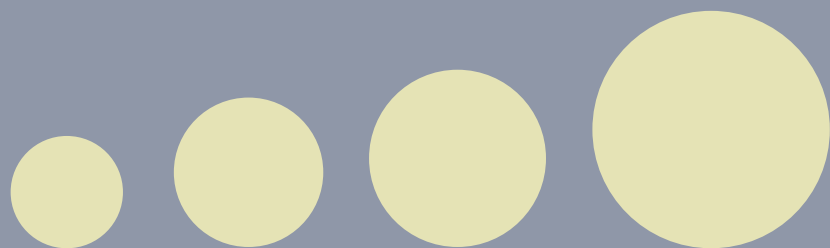
Verbal  
communication



# PROMOTING RESPECT

Write down one commitment you are willing to make to promote respect in your daily life.

Take the sticky notes and write a few commitments





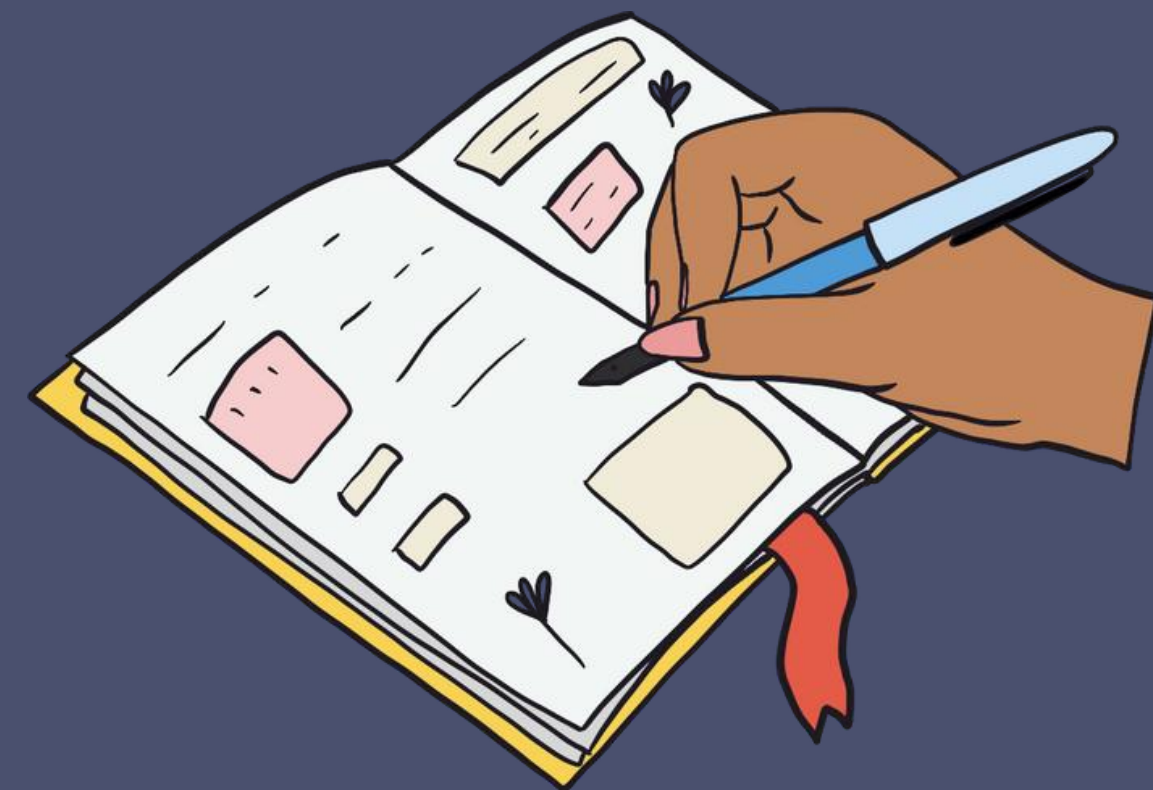
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# RESPECTFUL REFLECTION JOURNAL

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Goal: Develop self-awareness and individualized plans for fostering respect in day-to-day encounters.

- Introduction (2 minutes): Consider the value of respect in societal and personal settings.
- Reflective Questions (2 minutes): Respond to questions about how you define respect and how it affects different circumstances.
- One minute: List your personal qualities, such as kindness and empathy, that are associated with respect.
- Daily exchanges: Examine each day's exchanges to identify chances to show respect.
- Action Plan (one minute): Write a succinct plan of action that outlines doable actions to foster a respectful environment.
- Closing (1 minute): Recap key takeaways and pledge to promote respect in everyday life.





## ACTIVITY:

# "MIRROR MASTERY"

Goal: Develop non-verbal communication skills through self-awareness and intentional practice.

- Take note of your posture, gestures, and facial emotions while you examine your natural body language in front of a mirror.
- Examine several facets of your nonverbal communication methodically, paying particular attention to your posture, gestures, and facial expressions.
- Practice mirror miming by deliberately using positive body language indicators including a confident stance, an approachable manner, and captivating facial expressions.
- Act out hypothetical scenarios, changing your non-verbal cues to fit different settings, such as social gatherings or job interviews.
- Use a device to record the mirror exercises. After watching the video, note any places where your nonverbal communication still needs work. Consider the experience, resolve to practice consistently for a few minutes each day, and make objectives for improving nonverbal communication in daily interactions.





## ACTIVITY:

# "SOLO STORYTELLING BOOST"

Goal: The aim is to improve oral communication abilities by means of individual storytelling exercises..

- Pick a subject or anecdote from your own life that interests you.
- List the essential elements of a coherent and well-organized story.
- Employ a recording device to narrate your story, emphasizing expressiveness and lucidity.
- Take note of the speaking pace and clarity when you listen to the recording and mark any areas that need work.
- Carry out the narrative task once more, integrating suggestions and experimenting with other approaches.
- Ten minutes of daily vocabulary boost:
- Increase your vocabulary every day by learning new terms and using them to improve your speech.
- Reflect on progress, set goals for improvement, and consider applications in personal and professional contexts



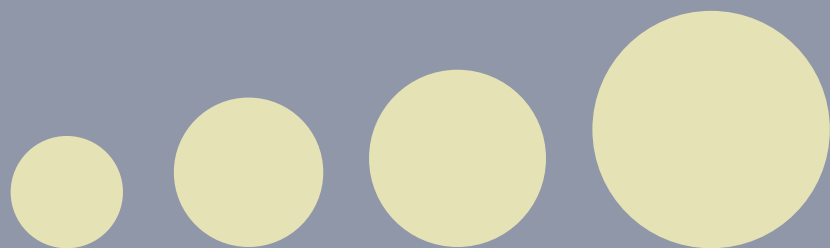
# WHERE TO FIND THEORY?

## Useful links



Respectful communication tips

<https://www.voiceproinc.com/respect-a-communication-skill-that-brings-the-world-together/>



# REFERENCES



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# **SOFT SKILLS FOR YOUTH EMPLOYMENT**

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