



Co-funded by
the European Union

SOFT skills

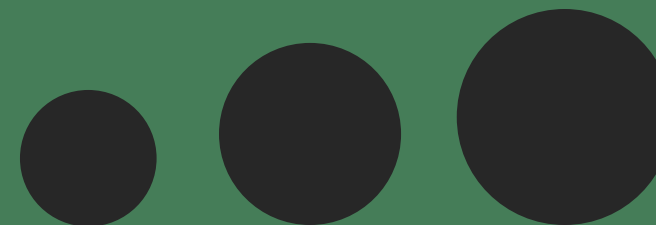
Soft Skills for Youth Employment

RESPONSIBILITY



**SOFT SKILLS
FOR YOUTH
EMPLOYMENT**

2022-1-TR01-KA220-YOU-000087078





RESPONSIBILITY



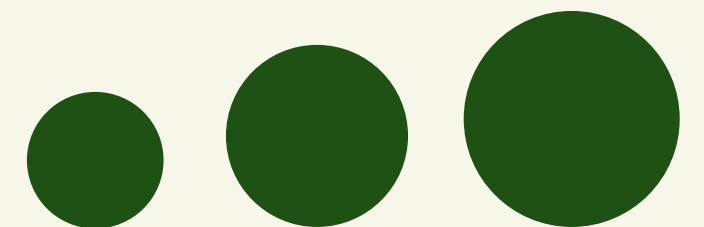
1.5 HOUR



25-30 PARTICIPANTS



- **WHITEBOARD OR FLIPCHART WITH MARKERS**
- **Sticky notes and pens for each participant**
- **Index cards or small pieces of paper**
- **Small prizes or rewards (optional)**





AIM OF THE TRAINING



- **TO HELP PARTICIPANTS UNDERSTAND THE IMPORTANCE OF EMBRACING RESPONSIBILITY**
- **To provide them with practical strategies to become more accountable in their personal and professional lives.**

DEFINITION (20 MINUTES)



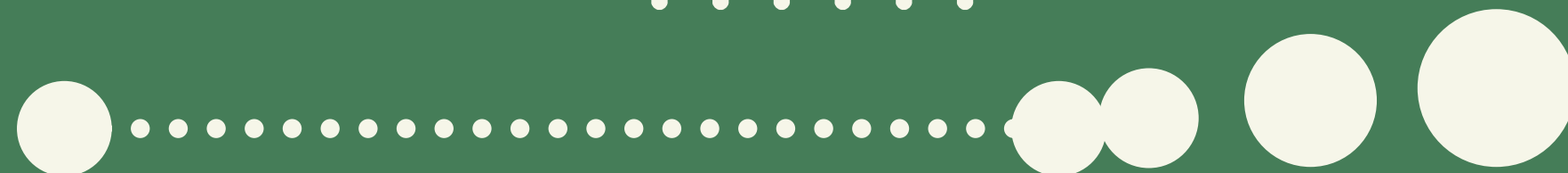
Co-funded by
the European Union

RESPONSIBILITY

HOW DO YOU UNDERSTAND

RESPONSIBILITY

??????



DEFINITION (20 MINUTES)



Co-funded by
the European Union

5/19

RESPONSIBILITY

Responsibility, as a soft skill, refers to an individual's ability to fulfill their obligations, duties, and commitments in a reliable and trustworthy manner. It involves taking ownership of one's actions and being accountable for the outcomes, both positive and negative. A person with a strong sense of responsibility is proactive in meeting deadlines, honoring agreements, and delivering on promises.

In a professional context, responsibility as a soft skill includes being dependable, showing initiative, and taking on tasks without constant supervision. This skill is not only about completing assigned work but also about being aware of the broader impact of one's actions on a team, project, or organization. Individuals with a high level of responsibility are often seen as trustworthy team members who contribute to a positive and productive work environment.





Responsibility as a soft skill extends beyond the workplace and can be valuable in personal relationships and various aspects of life. It involves a sense of duty, integrity, and a commitment to ethical behavior. Overall, cultivating responsibility as a soft skill is crucial for personal and professional growth, as it contributes to building trust, maintaining good relationships, and achieving long-term success.



BENEFITS IN DIFFERENT AREAS



Co-funded by
the European Union

7/19

Personal Relationships

Trust and Respect: Responsibility builds trust and respect by showcasing maturity and understanding of the impact of actions on others.

Conflict Resolution: Responsible individuals handle conflicts effectively, acknowledging mistakes and working towards solutions.

Reliability: Being responsible makes you a reliable partner, friend, or family member, fostering dependability.

Work

Professional Reputation: Responsibility is crucial for a strong professional reputation, as employers value employees who deliver results.

Career Advancement: Demonstrating responsibility leads to career advancement opportunities, as employers trust those with increased responsibilities.

Teamwork: Responsible team members positively contribute to team effectiveness, fostering collaboration and goal achievement.

Community

Social Contribution: Responsible individuals positively contribute to communities through volunteering and leadership roles.

Civic Engagement: Responsible citizens actively engage in community issues, participating in discussions and promoting positive change.

Role Modeling: Responsible individuals serve as positive role models, inspiring others to take responsibility and contribute to collective well-being.

Community Trust: Responsible communities foster trust and cohesion, creating a supportive and resilient environment.





SUPERHERO RESPONSIBILITY MAPPING

"Superhero Responsibility Mapping" is a metaphorical or creative way of emphasizing the importance of certain qualities and responsibilities in individuals, akin to those attributed to superheroes. Soft skills are non-technical, interpersonal, and communication skills that are valuable in various aspects of life, including the workplace.



SUPERHERO METAPHOR



Co-funded by
the European Union

9/19

Qualities and Attributes - superheroes are often associated with qualities like leadership, empathy, resilience, and problem-solving skills. Applying this metaphor to soft skills suggests that individuals should strive to embody these qualities in their personal and professional lives.

Responsibility - superheroes often have a sense of duty and responsibility to use their abilities for the greater good. Similarly, individuals are encouraged to take responsibility for their actions and contribute positively to their environments.



HOW TO DEVELOP THIS SKILL



Co-funded by
the European Union

10/19

Communication - Effective communication is a key soft skill. Individuals may be encouraged to communicate clearly and confidently, just like superheroes who convey their intentions and plans to others.



Teamwork - Collaboration is another important soft skill. Superheroes often work in teams to achieve common goals, highlighting the significance of teamwork in real-life situations.



Adaptability - Superheroes frequently face unexpected challenges, requiring them to adapt quickly. Developing adaptability as a soft skill is crucial in navigating the ever-changing dynamics of work and life.





HOW TO DEVELOP THIS SKILL

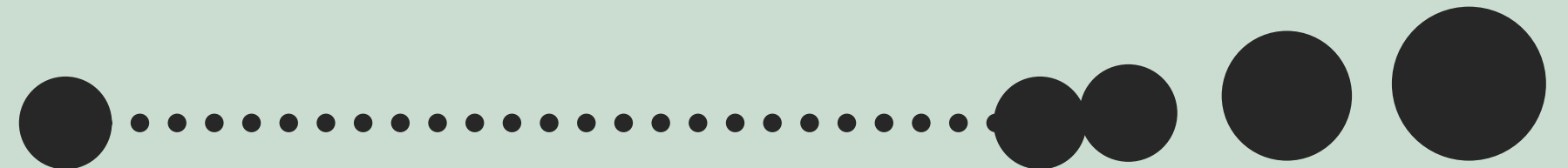
- **Empathy** - Many superheroes show empathy towards others, understanding and connecting with different perspectives. Soft skills such as empathy contribute to building strong relationships and effective interpersonal communication.
- **Leadership** - Leadership skills, demonstrated by superheroes leading by example, making tough decisions, and inspiring others, are essential soft skills for individuals in various roles.
- **Problem-Solving** - Superheroes are known for their ability to solve complex problems. Similarly, individuals with strong problem-solving skills can navigate challenges effectively.





HOW TO DEVELOP THIS SKILL

Responsibility Mapping - this aspect may involve identifying specific soft skills that align with various responsibilities or roles. For instance, mapping communication skills to responsibilities in client interactions or teamwork skills to collaborative projects.

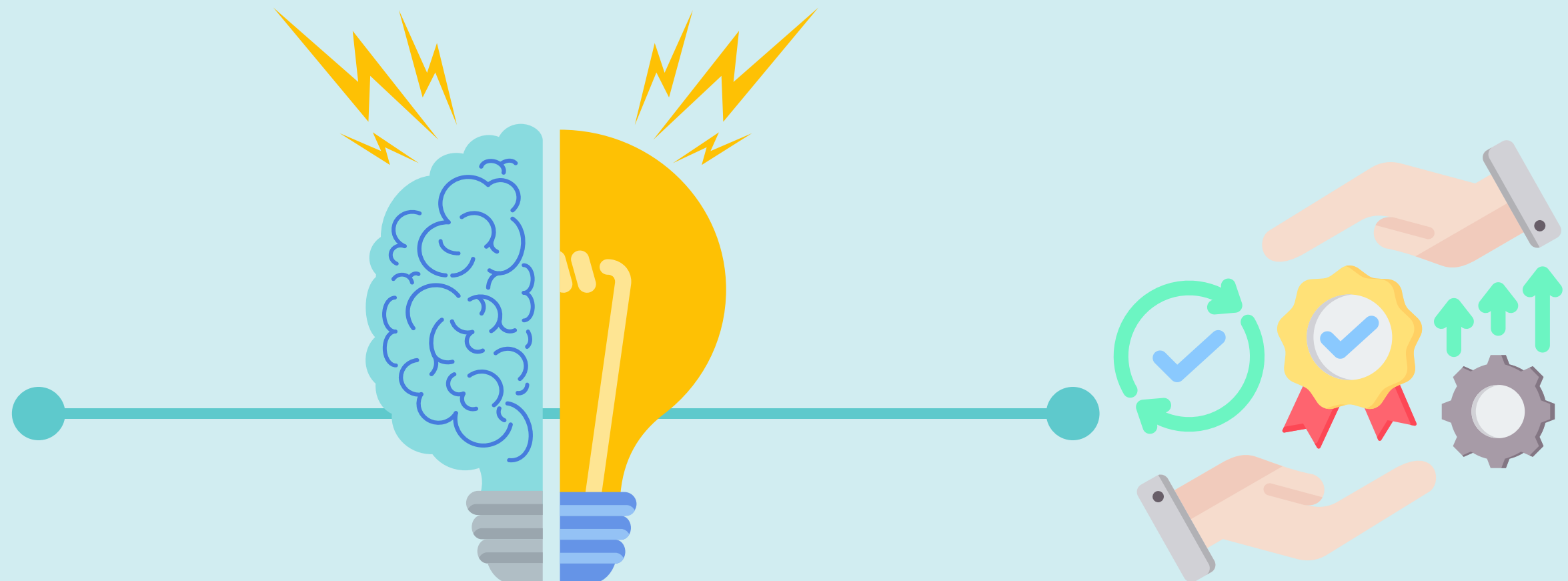


MY SUPERHERO (40 MINUTES)



Co-funded by
the European Union

create



STEP 1

Create
your
superhero

STEP 2

Brainstorm
and write
down
qualities

STEP 3

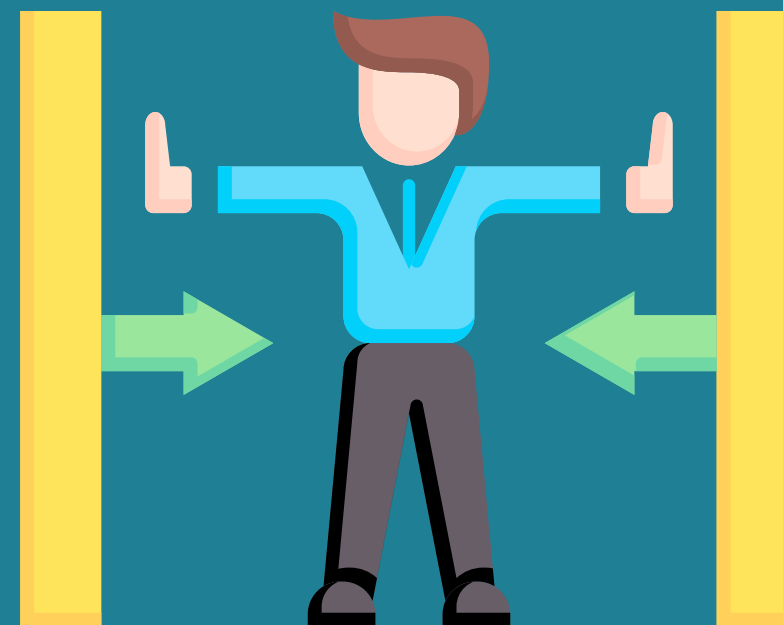
Write down
qualities or
superpowers that
make your chosen

RESPONSIBILITY CHALLENGES



(25 MINUTES)

WRITE DOWN ONE PERSONAL RESPONSIBILITY-RELATED CHALLENGE YOUY CURRENTLY FACING OR HAVE FACED IN THE PAST.



DIFFERENT RESPONSIBILITY CHALLENGES IN VARIOUS ASPECTS OF PEOPLES LIVES: (25 MINUTES)



- TIME MANAGEMENT
- WORK-LIFE BALANCE
- FINANCIAL RESPONSIBILITY
- HEALTH AND WELL-BEING
- COMMUNICATION CHALLENGES
- TASK DELEGATION
- PROCRASTINATION
- SETTING BOUNDARIES
- CAREER DEVELOPMENT
- PARENTING CHALLENGES
- PERSONAL DEVELOPMENT
- TECHNOLOGY DISTRACTIONS:
- FAMILY RESPONSIBILITIES
- VOLUNTEER OR COMMUNITY ENGAGEMENT
- ENVIRONMENTAL RESPONSIBILITY
- STRESS MANAGEMENT
- EDUCATIONAL PURSUITS

MENTIONED CHALLENGES ARE DIVERSE AND CAN VARY DEPENDING ON INDIVIDUAL CIRCUMSTANCES. DEVELOPING EFFECTIVE STRATEGIES, CREATING ACTION PLANS, AND SEEKING SUPPORT WHEN NEEDED CAN HELP INDIVIDUALS NAVIGATE THESE RESPONSIBILITY-RELATED CHALLENGES MORE SUCCESSFULLY.





(15 MINUTES)

Reflect and think about specific areas where you would like to be more accountable in your life.

- Individually create an "Accountability Action Plan" by writing down three actionable steps you can take to embrace responsibility in those areas.
- On the next slide we provide guidance and examples
- Write down your plan and improve it everyday





WRAP-UP AND REFLECTION (5 MINUTES)

Recap the key points covered in the training and emphasize the importance of embracing responsibility.

Briefly reflect on what you have learned and share one commitment you are making to be more accountable moving forward.

WHERE TO FIND THEORY?

Useful links



Quote1

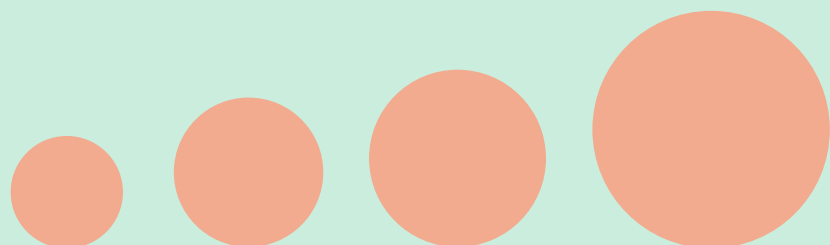
<https://www.goodreads.com/quotes/tag/responsibilit>

The importance of responsibility

<https://www.minimalismmadesimple.com/home/accept-responsibility/>

Practical strategies

<https://www.mentaltoughness.partners/your-mindset-is-your-responsibility/>



REFERENCES



Co-funded by
the European Union

19/19

- "The 7 Habits of Highly Effective People" Stephen R. Covey 1989 Free Press
- "Extreme Ownership: How U.S. Navy SEALs Lead and Win" Jocko Willink, Leif Babin 2015 St. Martin's Press
- "Mindset: The New Psychology of Success" Carol S. Dweck 2006 Random House
- "The Power of Habit: Why We Do What We Do in Life and Business" Charles Duhigg 2012 Random House
- "Leaders Eat Last: Why Some Teams Pull Together and Others Don't" Simon Sinek 2014 Portfolio





SOFT SKILLS FOR YOUTH EMPLOYMENT

2022-1-TR01-KA220-YOU-000087078

Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or the European Education and Culture Executive Agency (EACEA). Neither the European Union nor EACEA can be held responsible for them.



**Co-funded by
the European Union**