

# Soft skills, Communicative skills & Coaching

MEGA COMBO COURSE



"Of all the life skills available to us, communication is perhaps the most empowering." – Bret Morrison

## **Course Summary**

This **3 in 1** course aims to combine powerful <u>communicative</u> and <u>soft skills</u> with <u>coaching techniques</u> that, together, will tackle very important issues in today's schools and classrooms.

On one hand, <u>soft skills</u> are the personal attributes of each individual, as well as personality traits, social skills and communication skills. They characterize how an individual interacts with peers within and outside the work environment. Different from the so-called hard skills, soft skills involve emotions and intuitions, both responsible for the ability to express and interpret the feelings of another person.

When we talk about the art of <u>communication</u>, it involves listening and speaking as well as reading and writing. Therefore, teachers need to be highly skilled in all these areas to be excellent in their profession. For a teacher, it is not just important to give a quality lecture; they also need to be able to transmit knowledge, skills and values at the same time. Soft and communication skills for teachers are thus as important as their in-depth knowledge of the particular subject which they teach. It is only through these skills that a teacher can introduce creative and effective solutions to the students' problems. Teaching is generally considered as fifty percent knowledge and fifty percent interpersonal or communication skills.

On another hand, the fast changing of technology has led to a free flow of information, creating a huge challenge for educators to understand the needs, interests and capabilities of the youth of nowadays. Reducing early school leaving is one of the priorities of the Europe 2020 Strategic framework for Education and Training, as well as Erasmus +. The <u>coaching inputs</u> that will be taught in this course will introduce participants to the *Grow coaching techniques* along with emotional freedom techniques. Aggressive behavior and bullying inside and outside the classroom will also be looked. Participants will learn how to manage and reduce stress levels, thereby improving not only their overall health but also their day to day interaction with students and colleagues (by applying communication techniques in order to reduce early school dropouts).

Well-trained teachers can better meet students' learning expectations. That is why we believe combining these three dimensions will provide a fortified synergy in teaching for our participants.

## **Course Objectives**

The main goal of the course is to develop effective communication and soft skills, create trust, motivate and empower people and teams.

### The course focuses on:

A) bettering the classroom techniques and practical activities that teachers can use, whilst expanding their ideas so that they can teach engaging and informative lessons; helping teachers of all subjects



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- and clarify their roles in encouraging students to become confident users of language in reading, writing and talking.
- B) while empowering the positive values in the system even if the conditions are not ideal, even if we have to deal with cultural diversity and different understanding of values. It's about managing techniques and how to use them for you and your organization's benefit. By the end of the course participants will have a substantial understanding of coaching framework and coaching models. They will develop core coaching skills, including observation process, feedback, questioning, listening, raising awareness, establishing and maintaining an authentic relationship.

## Learning outcomes:

- Develop communication and soft skills in order to overcome communication's barriers and to support their managing role;
- Provide tools for a more effectively communication and motivating people of various personality types;
- Understand group dynamics;
- Enable the participants to understand learners and colleagues' needs;
- Acquire knowledge and concrete tips related to delivering effective public speeches (how to structure and plan effectively a speech), communication skills and learning styles;
- Provide practical tools for identifying and changing unsupportive behaviors;
- To identify and share good practices that can be implemented at local level;
- Enhance communicative competence and performance in English;
- Solve and reduce stress levels and develop the necessary abilities to manage emotions
- Overcome anxiety within the classroom;
- Create strategies on how to deal with and eliminate violent or aggressive behavior;
- Understand the causes of physical and mental health issues within the teaching profession;
- Improve interpersonal relationships within the education environment;
- Identify limiting and negative beliefs and transform them into positive and supporting ones;
- Analyse bullying, aggressive behaviour and violence, physical and verbal;
- Introducing new tools and resources to apply in the classroom to create well-being Reduce early school leaving.















# **PROGRAMME – Contents**

Day 1  Meet of restourant at 18:30  Velcome session, course overview and hand-out of material  Presentation of the participants and staff  Team building, dinner and icebreaking  Meet at 9:00  Version and students: a reflection on the importance of the relationship between learners and facilitators  Levels of communication: verbal language, non-verbal or paralinguistic language & body language  The sience  Communication models  Monday  Ment at 0:00  Versical group work and exercises  Meet at 0:00  Soft Skills & Communication  Practical group work and exercises  Meet at 0:00  Soft Skills & Communication: active listening and its tools (Encouragement, Echoing, Probing, Paraphrasing), Probing, Paraphrasing, Reflective paraphrasing)  Tuesday  Me and others  Education, schools and Z generation  Relationship Awareness theory  Practical group work and exercises  Meet at 0:00  Meet at 0:00  Communication and learning styles  Barriers to communication  Communication as an object of team dynamism  New practices for communication and explore the mindsets of effectiveness  Understand communication and explore the mindsets of effectiveness  Wednesday  Meet at 0:00  Meet		
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Learn, Innovate and Valorize Europe

## Location

In Porto - Portugal

## **Course Duration and Costs**

All costs of our courses can be supported with a grant under KA1 of the Erasmus+ programme.

Learning Together course fee: 6 days course - 570 euros per participant (A+B)

**A - Course fee and Duration**: for our 6 days course, the price fee is 420 euros for tuition and materials (6 day course x 70,00 Euros per day). This is covered with the course fee that you get with your KA1 grant: 70 euro per day.

**B - Organizational Support:** Payment of 150 euros per participant (total amount)

Each educational organization also receives 350 euros per participant for organizational support. Learning Together will only charge 150 euros for administration and organization costs (local organization, pedagogic support activities, learning validation, certification and Europass Mobility validation). This fee also includes our *welcome dinner* and our *social program*, which you can see below.

#### **Social Program**

- ✓ Cultural Heritage day: Guided visit to the city of Porto;
- ✓ Tourist train through the city;
- ✓ Visit to" Ribeira" and 6 Bridges River Cruise;
- ✓ Port Wine Cellars + wine tasting.

# To be paid by yourself from the KA1 grant

- Your grant covers travel costs. The amount is calculated based on the distance that you need to travel from your home place to the course.
- Your accommodation and meals will be assured through Individual support. The amount that you receive to cover the costs of your stay depends on the country that you choose. The range for Portugal is between 60-120 Euros per day and participant. This amount covers your stay at hotel and your meals. Learning Together doesn't book your stay at the hotel but we can give you tips and advice for your booking. Plenty of restaurants are available on the city for your daily meals. This option allows you to explore freely our city, hotels, restaurants and course travels.

Course Date

> 29 Nov 2020 to 4 Dec 2020

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