



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 communicative and soft skills with coaching techniques that, together, will tackle very important issues in today's schools and classrooms.

On one hand, soft skills 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 communication, 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 coaching inputs 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



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 Sunday	<p>Meet at restaurant at 18:30</p> <ul style="list-style-type: none"> ✓ Welcome session, course overview and hand-out of material ✓ Presentation of the participants and staff ✓ Team building, dinner and icebreaking
Day 2 Monday	<p>Meet at 9:00</p> <ul style="list-style-type: none"> ✓ Teachers 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 silence ✓ Communication models ✓ Introduction and coaching concepts ✓ Coaching profile in education & Coaching vs Mentoring ✓ Coaching session simulation ✓ Practical group work and exercises
Day 3 Tuesday	<p>Meet at 09:00</p> <ul style="list-style-type: none"> ✓ Soft Skills & Communicative Skills: factors that facilitate communication ✓ Oral communication ✓ Interpersonal relationship & Empathy ✓ The keys for effective communication: active listening and its tools (Encouragement, Echoing, Probing, Paraphrasing, Reflective paraphrasing) ✓ Me and others ✓ Education, schools and Z generation ✓ Relationship Awareness theory ✓ Practical group work and exercises
Day 4 Wednesday	<p>Meet at 09:00</p> <ul style="list-style-type: none"> ✓ Communication and learning styles ✓ Barriers to communication ✓ Communication as an object of team dynamism ✓ New practices for communicating and building trust and self-esteem ✓ Understand communication and explore the mindsets of effectiveness ✓ Introduction to GROW coaching model & GROW coaching model in triads, reflection, feedback ✓ Coaching skills: communication; active listening, rapport, trust ✓ The art of asking the right questions ✓ Practical group work and exercises
Day 5 Thursday	<p>Meet at 09:00</p> <ul style="list-style-type: none"> ✓ Motivation, negotiation, leadership, creativity and trust ✓ Motivating oneself, Leadership & motivating others ✓ The art of persuasion: from persuasion to negotiation ✓ Positive thinking ✓ Planning a Coaching session: From theory to practice ✓ Practical group work and exercise
Day 6 Friday	<p>Meet at 09:00</p> <ul style="list-style-type: none"> ✓ Essential and vocational skills: survival strategies ✓ Managing time ✓ Managing stress ✓ Resilience ✓ Work-life balance ✓ Applying soft-skills to classroom ✓ Coaching in Education in European Union: students, teachers, and school leaders ✓ Final work presentations and coaching session simulation ✓ Course roundup and review ✓ Validation of learning outcomes ✓ Certification.



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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