

European project within the Leonardo da Vinci program

„2020 VISION”

Identifying Methods of Improving the two-way participation
between established and new communities, promoting
inclusion in lifelong learning and employment

2013-2015





AIMS of the project:

This project aims to develop a tool (guidelines, methods, exchange of good practices) for teachers and other professionals and volunteers to better guide and support vulnerable groups in lifelong learning.

This is a project to TRAIN THE TRAINERS.

Blind Assistance Foundation: works with teachers and advisors, volunteers who are working with blind people. They support the advisors to give workshops how to prepare students to make them more competitive on the job market, methods to coach blind students, information on (financial) advantages for employers, what is important in application training.



During the implementation of the Project "VISION 2020" Blind Assistance Foundation organized workshops titled: „MY PROFESSION, MY JOB, MY FUTURE”.

We have defined and have chosen 3 topics of workshops for disabled in the fields of professional advice. It was prepared with the thought of people with smaller chances, including the disabled ones.

TITLES of workshops:

1. Learn about your rights....

2. What is your appearance?

3. My strong/weak points



Workshop nr 1. Learn about your rights

The leading topic was law issues, and was organised in a form of a lecture and then a discussion.

Students have received information about rights based on Polish Labour Code: types of employment contracts – included mandatory contracts, commission contracts, flexible forms of employment.

Next the attention was paid to the financial benefits - support offered to employers who employ people with disabilities.





Workshop nr 2. What is your appearance?

The role of presenting yourself in achieving personal and professional success

Effective autopresentation: appearance and communication (words, voice, body language)

Good examples related to the body language





Workshop nr 3. My strong/weak points

Coaching (job coaching, life coaching) – interpersonal competence (self-awareness, strong and weak points, awareness of own limits, how to be competitive on labor market?)

Practical classes: how to write CV and letter of application



Interesting issues

Definitions prepared by students

Decalogue of self-presentation A self-presentation can be:

Representation of interests, passions



PRESENTATION OF CREDIBILITY, AUTHENTICITY AND KINDNESS TO THE ENVIRONMENT

Self-confidence, knowledge of their strengths, convince to each other

Assertiveness

Appearance, attitude, except when talking, verbal and non-verbal

Ability to communicate effectively

“Technical” ability – meaning creating presentations, CV, Application letter, art of speaking

Punctuality

Receiver’s sensitivity / flexibility

Reliability

Having knowledge about the business where we apply for a job.

Discussion about C.V.

HOW TO AVOID THE MOST COMMON MISTAKES IN C.V ?

It was proposed to pay attention to the following statements:

- **While writing a CV it is important to avoid sophisticated elements, the font has to be uniform, standard, CV should be legible and neat**
- *The given information should be specific*
 - Language, spelling and punctuation errors etc. are unacceptable
- The responsibilities in a particular position should be described instead of giving only the name of the position
 - Only true information should be shared (it applies to the level of knowledge of foreign languages as well)
- *An appropriate photo should be included (not the one from vacations, barbecue, ...)*
 - **The current contact information should be given**

Results of workshops for organisation:

- Improving the quality of trainers'/advisers' workshop
- **EXTENDING THE OFFER OF ASSISTANCE PROVIDED BY ADVISERS;**
- Changing attitudes, which are a barrier for gaining education
- **Knowing effective ways of self-presentation**
- *Promoting disabled people, who succeeded in their personal and professional life.*
- **Improve Key Competences for lifelong learning eg. digital competence, learning to learn, social and civic competences**



RESULTS FOR TRAINERS

Trainers are motivated to further actions.

Thanks to the workshops the trainers improved the quality of their work.

After the workshop the lecture by the trainers was evaluated and results were formulated. Thanks to the proposals (informal conclusions) which arose after the workshop – it will be extended an offer of support provided by trainers.

Advisers transferred their experiences and learned from each other, it will strengthen their competencies.



FPN
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