

Competences Workshop

PART 1 - Getting to know the competences

Around the space, participants will find several papers reflecting names of competences (soft and hard skills) one can possess in order to reach professional and personal goals.

Each of these cards contain several guiding questions:

- What is it? What does it refer to?
 - Other related competences (*more specific or others*)
- Examples of real-life situations
- How have I learnt / can I learn it? - *Situations, tools, online resources, books, courses*
- In what situations can they be useful for me, personally and professionally?

COMPETENCES placed around the space:

- **Strategic and innovative thinking** - Logical thinking, entrepreneurship, creativity (creative solutions)
- **Flexibility & adaptability** - Resilience, adjusting plans & strategies, personal adaptation to different contexts
- **Organisational skills** - Prioritising, scheduling, team coordination, managing multi-tasking
- **Time management** - Prioritising, scheduling, meeting deadlines, productivity, related tools and techniques (e.g., Calendar)
- **Decision-making** - Gathering information to make informed decisions, analysing various options and their potential outcomes, self-confidence, work under pressure/stress management
- **Teamwork** - Tasks division, work in multicultural/international environments, finding common objectives, flexibility, mutual support
- **Empathy** - Active listening, relational skills, conflict resolution,
- **Problem solving** - Defining root causes (understanding deeply the problem); effective solutions, innovation; evaluating solutions (and introducing changes if needed)
- **Leadership** - Team coordination, motivation/empowerment, inspiring others (coaching, mentorship); task delegation, fostering positive environment, conflict resolution
- **Languages/Multilingual competence**
- **Communication skills** - Adapting communication style and language to suit the cultural context/target, clarity and conciseness, non-verbal communication, public speaking, negotiation skills
- **Entrepreneurship** - Decision making, risk evaluation, adapting to public needs'/trends
- **Digital competence** - Digital tools/software (which ones?), online communication/collaboration platforms, video-photo editing, tech literacy...
- **Manual skills** - Tool proficiency (equipment - of various kinds), precision and attention to detail, following technical instructions and guidelines, safety consciousness

- + **FREE SPACE:** other competences/skills - Write here other skills/abilities you/one can possess!

PART 2 - Reflection on my competences and what I can achieve with them!

Once the competences are well-defined and clear for all participants: **Job Tree**. *Individual guided reflection*

- Walk around to reflect on the competences you possess and which could be useful for what you want to achieve.
 - Which ones do I possess (write them in the roots) + which ones am I missing?
- Do you have other related competences? Write them down!