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Project “Theory of Change for the Inclusion of Women Migrants in VET”

no. 2021-2-PL01-KA220-VET-000048764

PROJECT RESULT TITLE:

“TRAINING GUIDE: EMPOWERMENT OF LEADERSHIP AND SOFT SKILLS FOR MIGRANT WOMEN”

**PROJECT RESULT
NO. 3**



InclusionToC

free publication



PROJECT RESULT TITLE: “TRAINING GUIDE: EMPOWERMENT OF LEADERSHIP AND SOFT SKILLS FOR MIGRANT WOMEN”

PROJECT RESULT NO. 3

within the project “Theory of Change for the
Inclusion of Women Migrants in VET”

Language version: English



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GUIDE FOR MIGRANT WOMEN'S EMPOWERMENT AND LEADERSHIP SKILLS





Aim of the Guide



The main aim of this Guide is to help you become more included in the society where you now live. It gives you some basic ideas along with examples and things you can try in your everyday life.



This Guide is like a toolbox for anyone who wants to get better at things like communication and getting along with others in the country where they live.



It has sections on important skills that work in many situations, like learning about the culture where you live now and finding ways to adjust to new conditions.



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MODULES

SELF AWARENESS

LEADERSHIP SKILLS

PERSONAL
DEVELOPMENT

BOOSTING
EMPLOYABILITY
CHANCES

PROBLEM-SOLVING
TECHNIQUES TO BE
USED IN EVERYDAY
LIFE

SOCIAL AND
CULTURAL INCLUSION

CHANCES FOR A
STABLE
PROFESSIONAL PATH



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MODULE 1: PERSONAL DEVELOPMENT





Learning aims



Understand the potential of your cultural background



Enhance cross-cultural dialogue



Foster self-definition and self-esteem



Define precise objectives within these four areas of intervention (psychological, social, knowledge, and relational development).



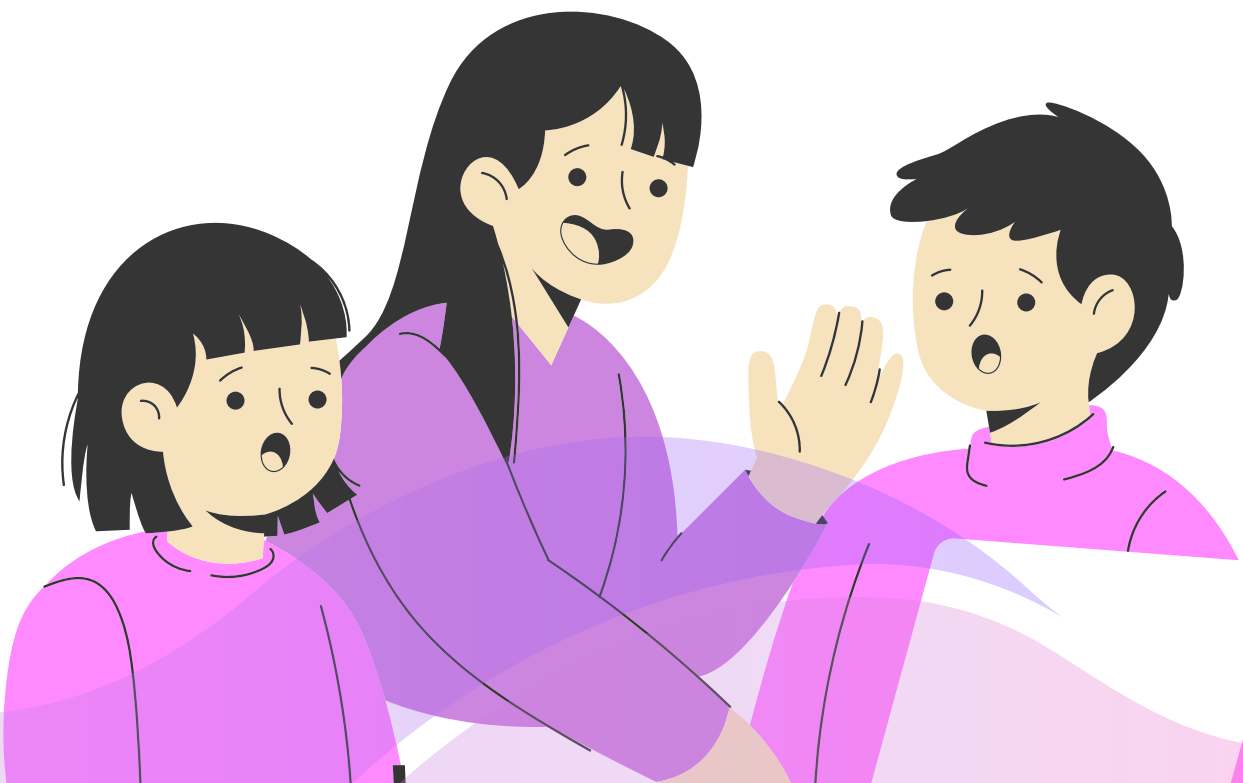


THEORY

Personal Development is the process of gaining a deeper understanding of your background and transforming it into a social and relational potential.

It is a lifelong process that helps you set goals and maximize your potential. It involves both the personal and the social sphere. It is a path towards self-awareness and the definition of human capital.

Maslow (1970) suggests that all individuals have an in-built need for personal development which occurs through self-actualisation. There are psychological needs, safety needs, love and belonging, esteem needs, cognitive needs, aesthetic needs, and self-actualisation.





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LET'S PLAY!

Take a moment to think about how you act when it comes to personal growth

I am tolerant

I can take initiative

I am very ambitious

I think and analyse before I act

I am spontaneous

I like to plan activities

I am a reliable person

I am responsible

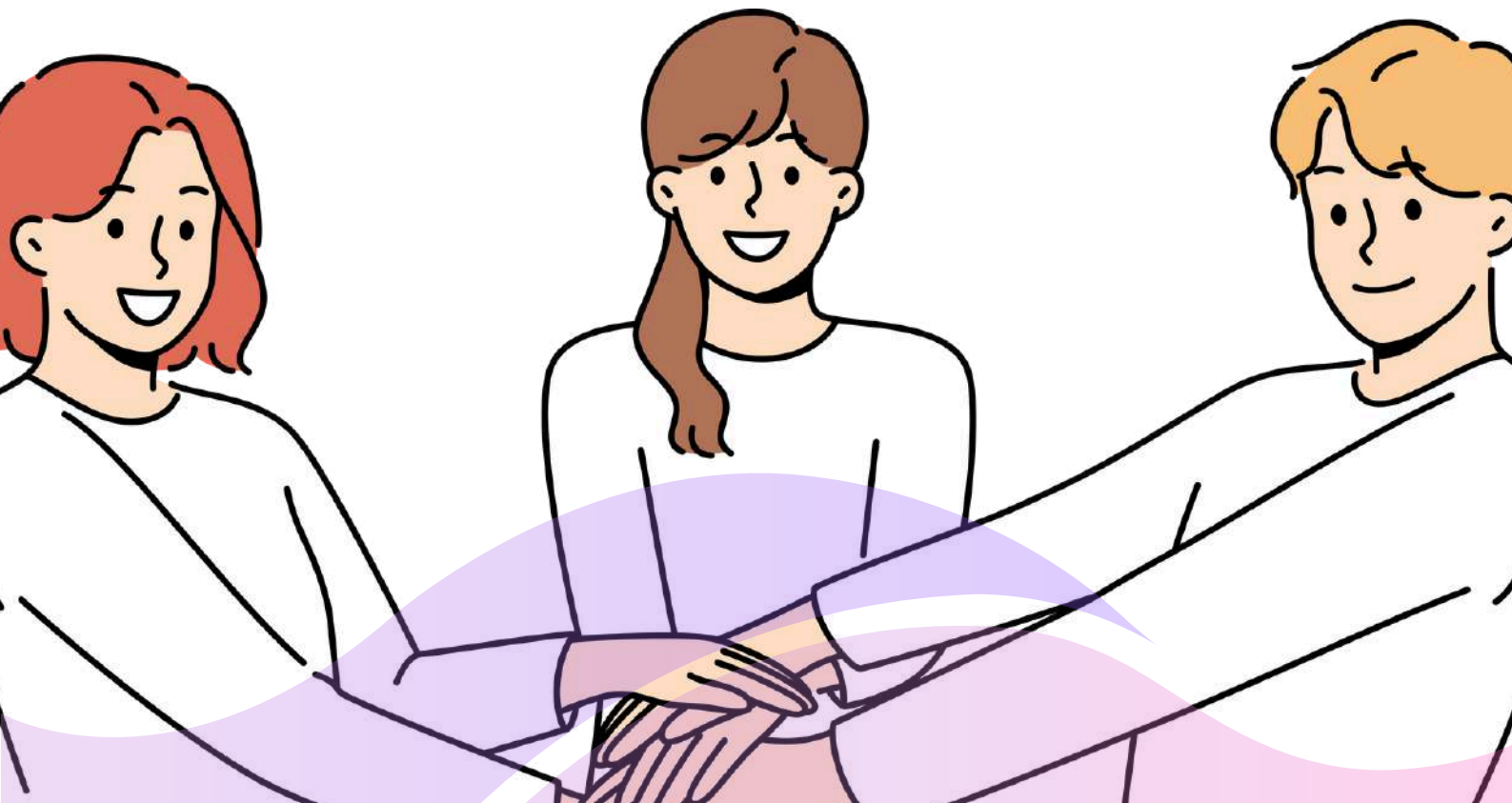
I like to learn new ways to learn

I respect other people beliefs, thoughts, etc.



LET'S PUT IT IN PRACTICE!

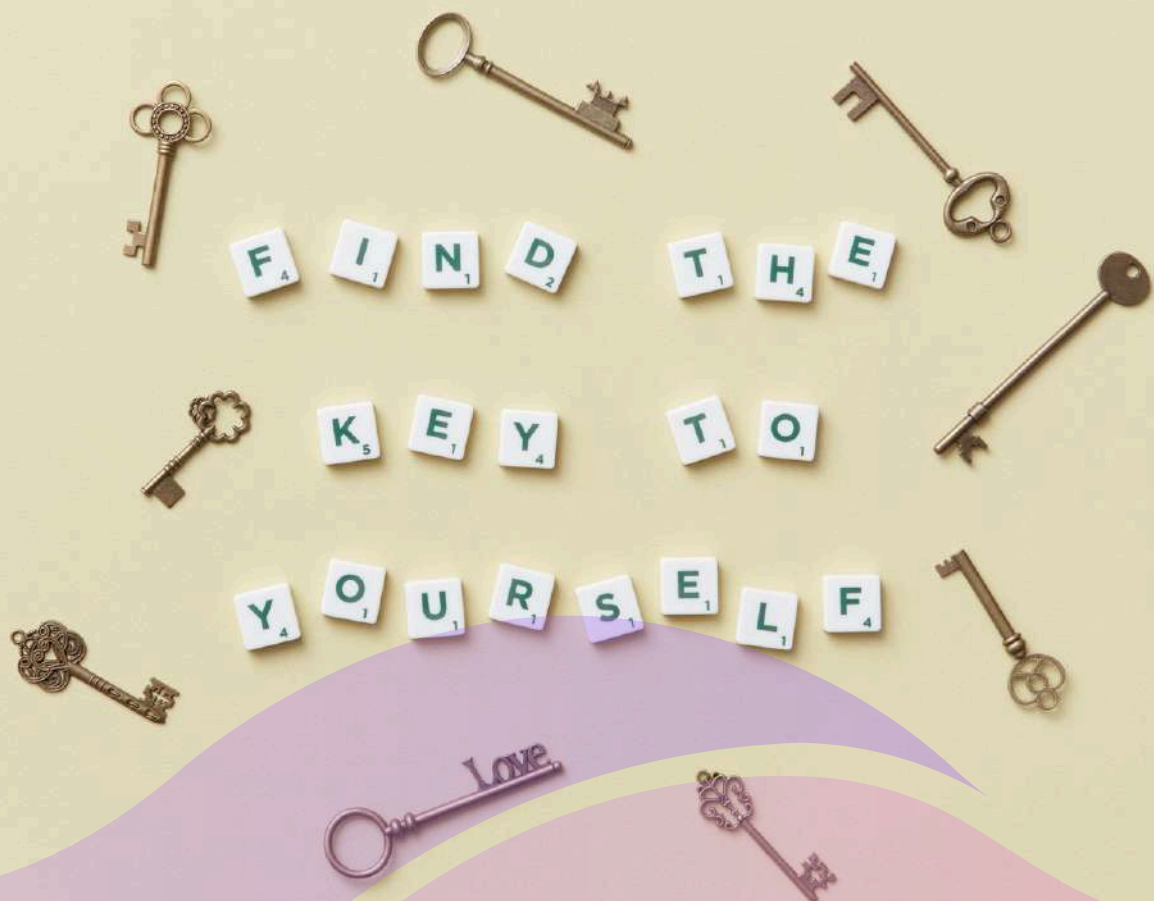
- Define your goals for personal growth and improvement in the form of a roadmap
- Define your ambitions and goals in the job market, considering both short-term and long-term perspectives.
- Reflect on how your cultural background and religious beliefs influence your identity and perspectives.





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MODULE 2: SELF-AWARENESS





Objectives of the Module:



Define “self-awareness”



Illustrate the importance of self-awareness for your personal and professional growth



Learn the benefits of developing and improving your self-awareness



Identify your life values and goals



Identify your strengths and weaknesses



Learn about emotional intelligence and its benefits



Learn how to develop self-acceptance and positive thinking



WHAT IS SELF-AWARENESS AND HOW IT CAN BE DEVELOPED?



FUN FACT: Though the majority of people claim that they are self-aware, only 10-15% are, in fact, genuinely self-aware.

How is it so? And how exactly should we understand the term?

Self-awareness psychology study roots back to 1972 when it was first defined in the book entitled "A Theory of Objective Self Awareness" by its Authors - Shelley Duval and Robert Wicklund who stated that:

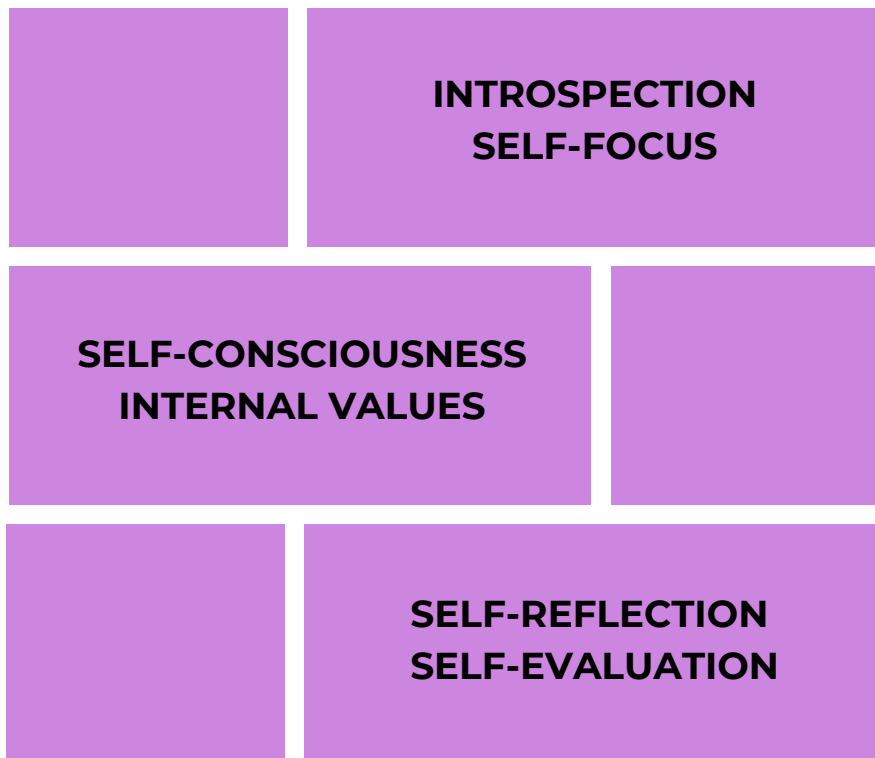
"When we focus our attention on ourselves, we evaluate and compare our current behavior to our internal standards and values. We become self-conscious as objective evaluators of ourselves."



IN OTHER WORDS:

Self-awareness is the ability to focus on yourself and how your actions, thoughts, or emotions do or don't align with your internal standards. If you're highly self-aware, you can objectively evaluate yourself, manage your emotions, align your behavior with your values, and understand correctly how others perceive you.

To sum up, the key words and concepts of self-awareness include:



Question:

The idea of self-awareness is about being objective in your reflection about yourself. How objective can one be towards themselves? Voice your opinion!



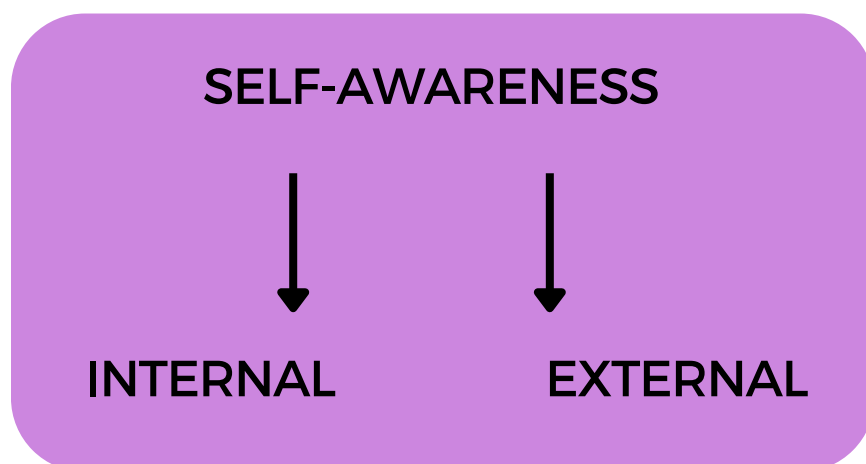
TWO TYPES OF SELF-AWARENESS

Internal self-awareness is all about how clearly one can see their personal values, own passions, aspirations, fit with our environment, reactions (including thoughts, feelings, behaviors, strengths, and weaknesses), and impact on others.

Those who possess internal self-awareness are believed to develop higher satisfaction in their job and relationships, not to mention that they are happier and have better personal and social control.

External self-awareness is about understanding and being able to see how others view us, in terms of the same factors which were previously mentioned in relation to Internal self-awareness.

Those who possess external self-awareness are believed to be more empathetic, and more able to understand somebody else's situation and perspective. As employers/leaders, people with strong external self-awareness tend to have stronger and better relationships with their employees.





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Now, watch a short film to sum up the idea of what self-awareness is and what are the ways to develop it.

<https://www.youtube.com/watch?v=WmxZS4CI5Mk>

**WHAT IS
SELF
AWARENESS**





WAYS TO IMPROVE YOUR SELF-AWARENESS

Most commonly mentioned methods and techniques of increasing self-awareness:

PRACTISING SOLITUDE (ALONE TIME WITH YOUR THOUGHTS)

MINDFULNESS

JOURNAL

MEDITATION

ASKING FOR FEEDBACK (OTHERS' PERSPECTIVE)



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LET'S PUT IT IN PRACTICE! THE BENEFITS OF DEVELOPING AND IMPROVING YOUR SELF- AWARENESS

Based on what you have already learned, think about the idea of how improving your self-awareness can be beneficial. Try to enumerate (write down) a few examples of how self-awareness can be helpful.

Think about and reflect on your own experiences and real-life examples.





ACTIVITY: MY LIFE VALUES

Here is a list of 30 values

1. Choose the 10 most important to you (you can add your own examples if needed).
2. Then, narrow your choice down to, for example, 5 or 3 (if possible).
3. What's left? Was it easy or difficult to choose? Is there anything in the choices that you found surprising (e.g. some values turned out to be more/less important than they used to or that you believed them to be)?

Harmony	Family	Honesty	Loyalty	Tolerance	Social status
Kindness	Knowledge / Science	Love	Fame	Adventure	Courage
Security	Tradition	Friendship	Happiness	Joy	Health
Beauty	Success	Money	Creativity	Tradition	Passions/ Hobbies
Nature	Relationships	Profession/ Job	Faith/ Religion	Respect	Justice



ACTIVITY (OPTIONAL)

Based on the previous ACTIVITY, think of the impact of life values and goals on your decision-making and achieving success.

Once you have identified your values/goals, now consider what actions you need to implement in order to achieve/have them in your life.

Is it easier – in some way – or more difficult to achieve them while being a migrant/in a different/new country?





ACTIVITY: MY STRENGTHS

First, try to enumerate as many strengths and positive character traits as you can.

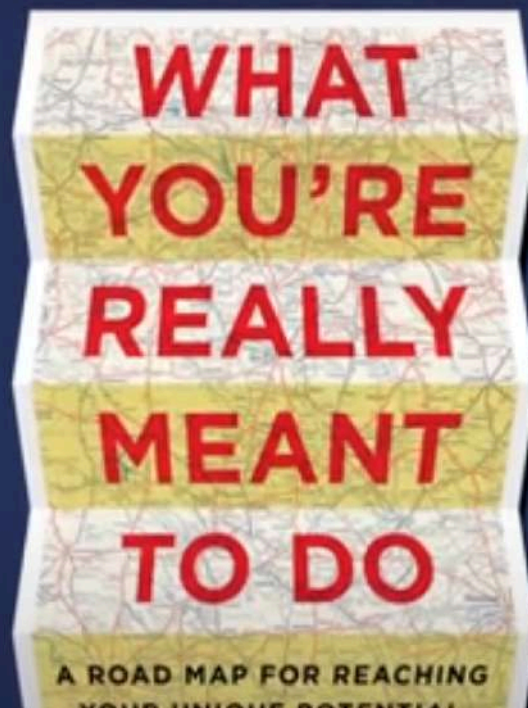
The possible answers should be written down as a list.

Then, circle the ones that you believe are your own strengths and give examples of how you use them in your daily life. Do these strengths help you adapt yourself to your life as a migrant/in a different country?

In what way? Write down your answers right next to each circled strength.

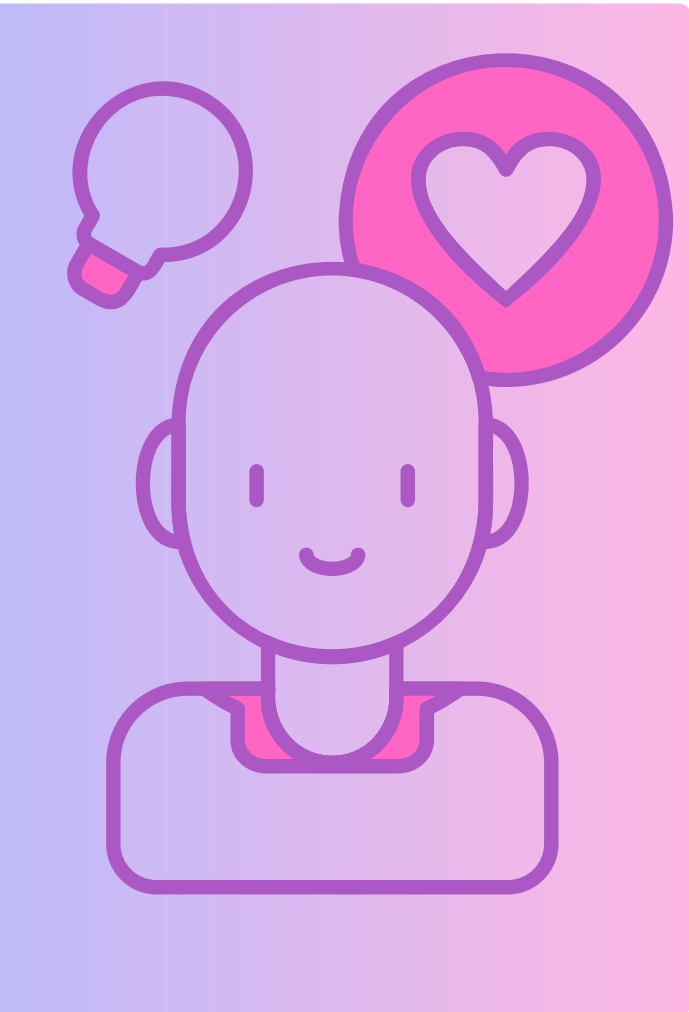
Now, watch the video on the importance of knowing your own strengths and weaknesses.

<https://www.youtube.com/watch?v=cyFEwZ5rU6o>





WHAT IS EMOTIONAL INTELLIGENCE?



Emotional intelligence (short: EI) is a type of intelligence that can be understood as the ability to effectively process, recognise, understand and positively manage information about your own and other people's emotions.

The concept of emotional intelligence, although mentioned first in the 1960s, is quite new as it rather dates back to 1990, when Drs. Peter Salovey and John D. Mayer explained the term as “the ability to monitor one's own and others' feelings and emotions, to discriminate among them and use this information to guide one's thinking and actions.”

Source of the quote: Salovey, P., & Mayer, J. D. (1989-1990). Emotional intelligence. *Imagination, Cognition and Personality*, 9(3), 185–211. <https://doi.org/10.2190/DUGG-P24E-52WK-6CDG>



THEORY

Salovey and Mayer also developed the Four-Branch Ability Model of EI which consists of such mental abilities concerning emotions as:

1. Perception of Emotion

When discussing emotional intelligence, it is worth mentioning a psychologist and science author Daniel Goleman who popularised the term and was one of the first to claim that emotional intelligence is no less important than IQ.

2. Use of Emotion to Facilitate Thinking

In his book Emotional Intelligence, he introduces five elements of emotional intelligence, namely:

3. Understanding of Emotion

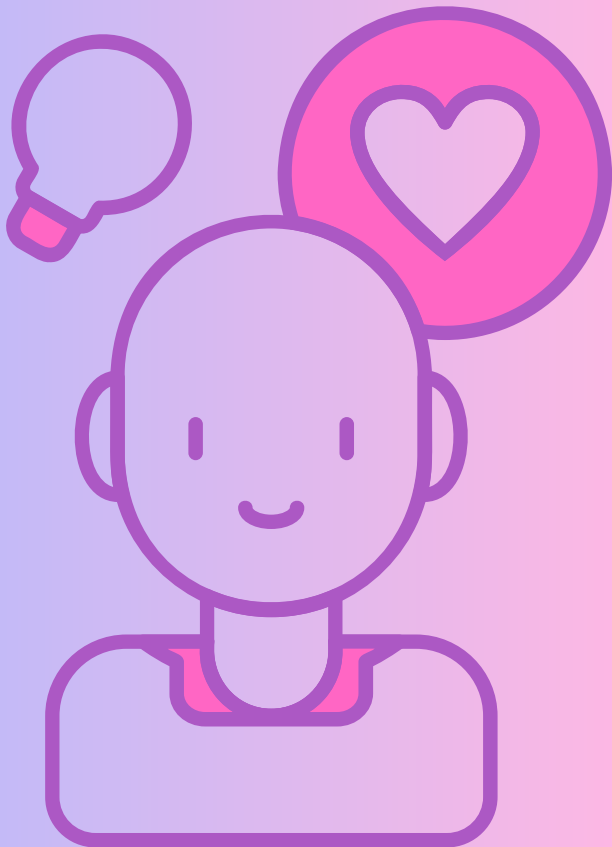
1. Self-awareness,
2. Self-regulation,
3. Internal (or intrinsic) motivation,
4. Empathy,
5. Social skills.

4. Management of Emotion

As we can see above, according to Goleman, self-awareness is one of the components of EI.



EMOTIONAL INTELLIGENCE IN PRACTICE



Can you think of other examples of practical use and positive influence of EI in everyday life?

As you have learned from the theoretical part, EI can turn out to be very helpful in many situations of both your private and professional life:

- Thanks to it, you can recognise your own emotions, and "read" those of others, which will surely be beneficial for your relationships with other people – family, friends, but also colleagues at work, and even strangers on the street;
- The ability to remain calm and more cold-blooded in stressful or challenging situations will also contribute to achieving success at many levels of different life areas.

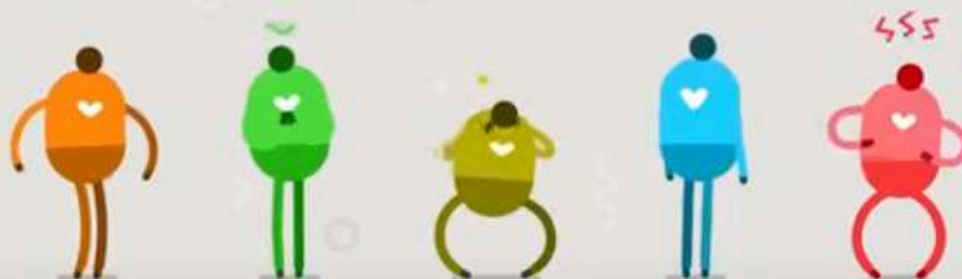


NOW, WATCH A SHORT FILM TO SUM UP THE IDEA OF WHAT EMOTIONAL INTELLIGENCE IS.

In this video, you will learn what it takes to develop your emotional intelligence, i.e. hints and tips on:

- getting to know yourself (self-awareness),
- empathising,
- owning your emotions,
- going with your "gut".

<https://www.youtube.com/watch?v=n9h8fG1DKhA>



process emotions in yourself and others.



LET'S PUT IT IN PRACTICE! RECOGNISING EMOTIONS

See the cards with the names of a certain emotion (happy, sad, depressed, angry, frustrated, surprised, fearful, excited, nervous, amused, interested).

Reflect on them: Can you remember when was the last time that you experienced the emotion in question and why?

Was it related to your being in another country?

Was it a situation in an office? In a shop?

How did you deal with the situation?





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DEVELOPING SELF-ACCEPTANCE AND POSITIVE THINKING

Watch the video “How to Be a Friend to Yourself”:

<https://www.youtube.com/watch?v=wFUxiljp-Nk>

**HOW TO
BE A
FRIEND TO
YOURSELF**





Practicing gratitude

Think about one thing in your life that makes you happy/satisfied etc. Then, try to imagine your life without this one good thing. The task is to write down in what way your life would be different without it.

Positive emotions

Think about one event from their past that brings a smile to your face and evokes positive emotions. The task is to visualize it with details, focusing on the positive feelings experienced during the event, and try to bring back the positive feelings and emotions to feel them here and now.



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MODULE 3: LEADERSHIP SKILLS





Learning aims

In this module, you will learn :



What are leadership skills



Importance of leadership skills



Why are key leadership skills important



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Women and leadership





LEADERSHIP SKILLS



What should a leader do?

(Grant & Massey 1999)

1. Act as a role model
2. Encourage team-work
3. Be responsible
4. Advocate when change is needed

It is important to:

- Celebrate success
- Celebrate lessons learned from mistakes that were made

Leadership skills definition:

Qualities needed by a person in a managerial role in order to serve as support and guide their team towards their final goal

What is a leader?

A person whose authority is acknowledged and provides guidance based on their expertise and skills for a specific goal

Allows the
team to
remain
focused

Provides
empowerment
to the team

Why is leadership important?



IMPORTANT LEADERSHIP SKILLS

Communication - it is crucial to communicate to the people surrounding you the main goals you would like to achieve. This can only be achieved through clear communication and a safe space where everyone feels comfortable to share .

Negotiation – you need to make sure that everyone feels understood while also giving the ability to come up with fair and equal decisions. Helpful tips when negotiating are:

- Prepare
- Discuss
- Clarify what the goals are
- Find a middle ground
- Agree
- Implement your decision

Conflict Resolution – ability to work through possible conflicts between the people you are working with is important to avoid any issues later in the future. You need to be able to jump in and make the best effort



IMPORTANT LEADERSHIP SKILLS

Adaptability – you need to adjust based on the different contexts and elements, while also acting accordingly. For example if something does not go as planned, remain calm and just adapt accordingly.

Critical thinking – Ability to understand a specific element and understand how to act accordingly. Some tips on how to apply critical thinking skills:

- **Frame**- identify your actual problem
- **Explore**- navigate through possible solutions on how to explore your problem
- **Decide**- make a decision on how to proceed

Decision making – You need to make the most appropriate decisions based on what is best for your team and also be confident about them.



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MIGRANT WOMEN AND LEADERSHIP

Global Independent Refugee Women Leaders

- Women refugee initiatives, advocates, and networks that are involved with and for refugee women with the aim to :
 - Enhance the capacity of refugee women
 - Advocate for human rights
 - Inclusion of refugee women in policy shaping

For more information on inspiring stories of refugee women making their way through leadership roles, you can visit [this link](#).





CHALLENGES OF MIGRANT WOMEN IN LEADERSHIP

Exclusion due to :

Race
Class
Disabilities
Gender
Age
Sexual Preference
Visa status
Lack of recognition of overseas qualifications

What can be done about these challenges?

- PACE leadership model
 - Participation in employment and civic participation
 - Advocate about migrant women
 - Communication of qualities and skills
 - Engagement among the community



IMPORTANT LEADERSHIP SKILLS

Problem solving – it is important to try and think about problems that may arise but also how to solve them before they get unsolvable. This also provides an opportunity to develop possible gaps.

Relationship building- It is important to create strong and positive relations with your team in order to ensure a positive environment for both you and your team. Trustworthy relationships

Time management – The ability to manage your time is extremely important since it will affect

Reliability and trust – Believing in your team and trusting each other provides a fundamental base for your team.

Creativity- having a creative and open mind is important for you and your team. Having innovative approaches will enhance the success of you and your team

Strategic approach- before making a decision you will need to

Self awareness – Understanding your self, abilities and personality is extremely important in order to develop both in your professional and personal life. In this way you will be able to demonstrate your abilities and develop in contexts you believe there is a need for improvement



ESSENTIAL LEADERSHIP SKILLS FOR WOMEN

Give it shot

It is important to give your dream a go. There might never be a 'perfect time but at least you will give it a shot'

Be open to growth

Focus on any kind of opportunity that may directly or indirectly help you

Reflect on your goals for every set periods of time

In this way you will stay on track on what needs to be accomplished and make choices accordingly

Process rejection as something positive

Rejection will help you to develop in areas that need support and also help you reflect

Be clear on what you value

Ensure that your values are still reflected in your work and in maintaining your wellbeing

Continuously learn

Be open to learn new elements, perspectives or anything else that might be beneficial to you



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How to help advance more women into leadership



Identify potential leaders early.



Establish mentorship and sponsorship programs.



Support women in joining women-led professional organizations.



Focus on allyship.



Beneficial leadership skills that women have



Be aware of your limitations



Let transformations motivate you



View your team as a priority



Be empathetic



Support others



Remain humble





HOW TO DEVELOP YOUR LEADERSHIP SKILLS?

Be open to volunteer for new tasks!

You will be exposed to new challenges and new contexts

Sharing of information with others:

Allow to see other perspectives

Practice working with other people

Communicating with others

Recognise your strengths and weaknesses

Identify your strengths and also develop elements that need to be worked on

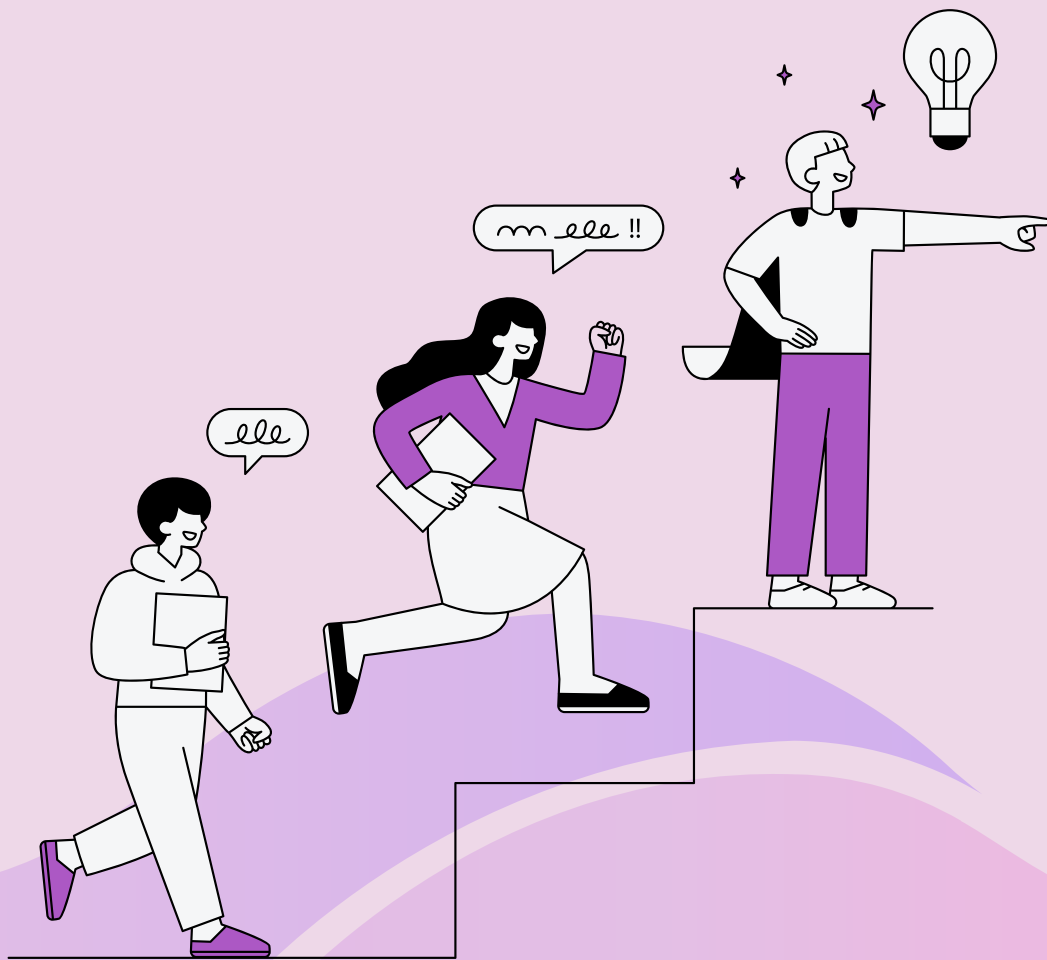
You can use this worksheet in order to identify your strengths and weaknesses through a SWOT analysis



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LET'S PUT IT IN PRACTICE!

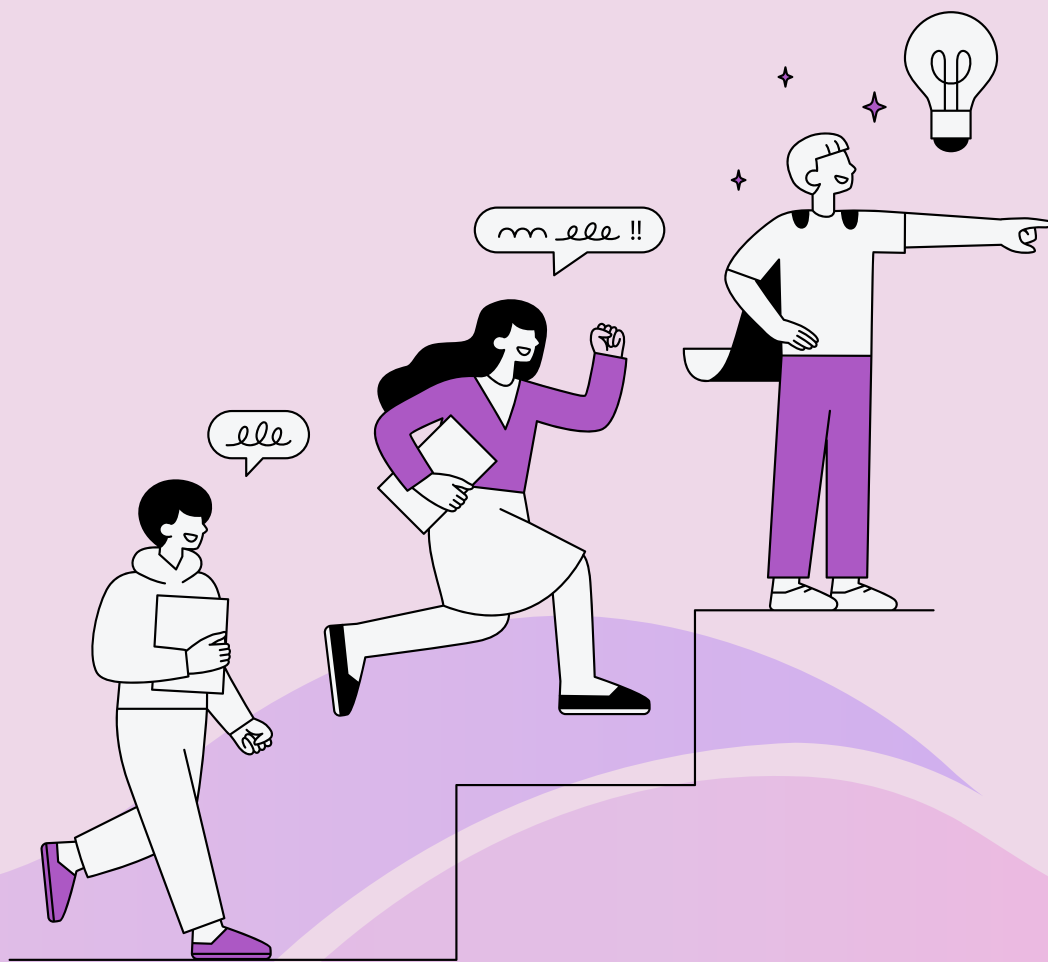
Describe 3 challenges that people using the guide could try after having completed the Module





CHALLENGES

1. You have been noticing that some of the team members are not really working their best on your goal and this keeps delaying your work, as a leader of the team what are you going to do? Create a plan on how to resolve this
2. Two team members are having a dispute over a crucial element of the project, how will you help them negotiate this?
3. Think about your strengths and weaknesses get into a group and share with each other what your strengths are and why and what you need to develop.





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MODULE 4: SOCIAL AND CULTURAL INCLUSION





SOCIAL AND CULTURAL INCLUSION



Social and cultural inclusion

refers to the active participation, acceptance, and recognition of individuals from diverse backgrounds within the social fabric of a society. It entails creating an environment where all individuals, regardless of their cultural, ethnic, or social background, have equal opportunities, rights, and access to resources, and where their voices and contributions are valued and respected.

It is very important because it enhances :

- Equal Opportunities
- Empowerment and Well-being
- Integration and Social Cohesion
- Cultural Preservation and Exchange
- Empowering Role Models



Learning aims



Strengthen self-confidence and self-advocacy skills to navigate and challenge systemic barriers and discriminatory practices.



Expand social networks and connections with other migrant women, creating a sense of community and support.



Improve resilience and coping mechanisms to manage the challenges and stressors associated with migration and social integration.



Understanding the importance of community engagement and cultural integration, fostering a sense of belonging.



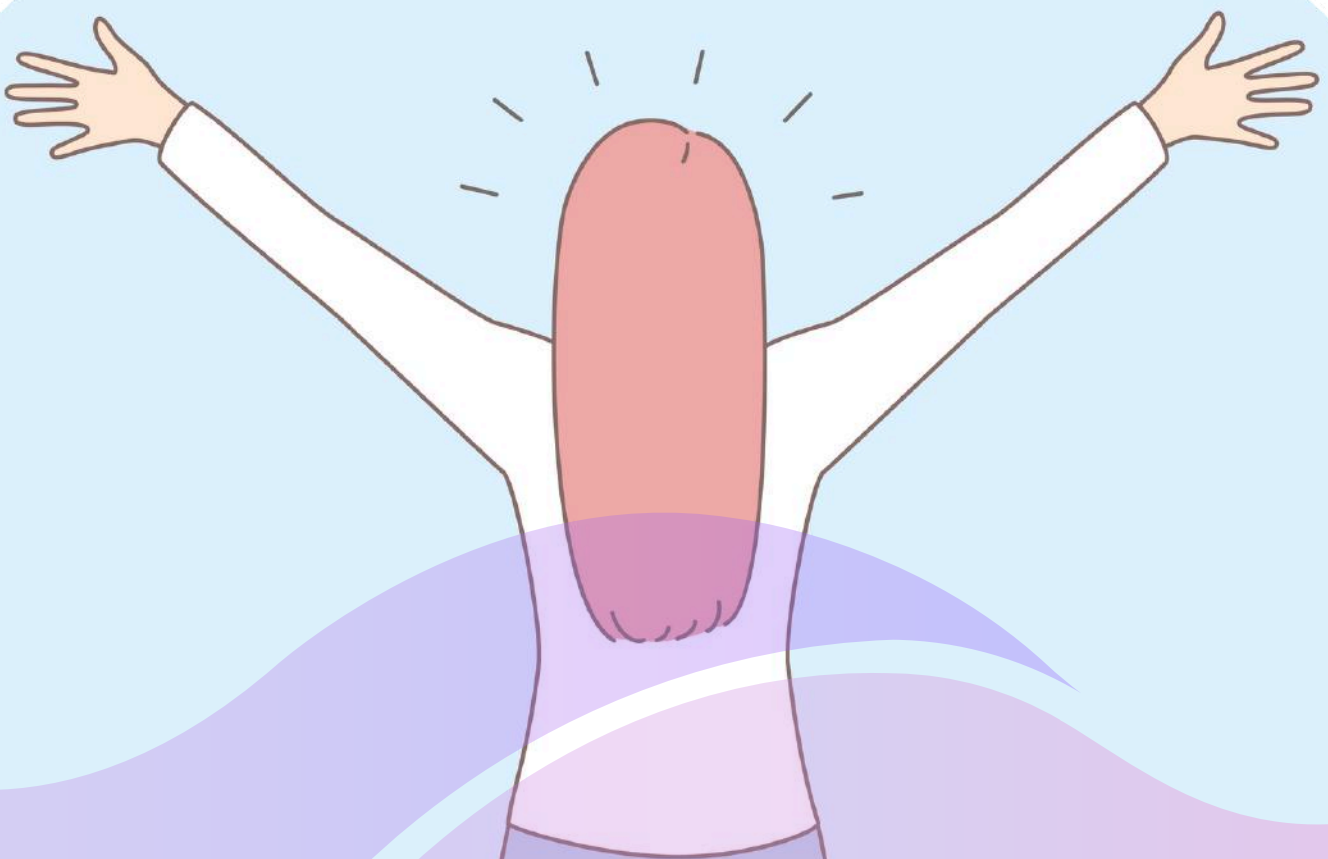
Accessing Support Services



SELF-CONFIDENCE

Self-confidence is the belief in one's abilities, qualities, and worth. Building self-confidence is crucial as it forms the foundation for personal growth and successful integration into a new society. Here are some key strategies to cultivate self-confidence:

- a) **Self-Awareness:** Recognize and appreciate your strengths, skills, and achievements. This self-reflection helps in boosting self-esteem and fosters a positive self-image.
- b) **Education and Skill Development:** Never stop learning and acquiring new skills. Access to educational resources, language classes, vocational training, and mentorship programs can provide opportunities for personal growth and increased self-assurance.
- c) **Positive Self-Talk:** Challenge self-doubt and negative thoughts by replacing them with positive affirmations. Remind them to celebrate small victories and focus on your progress rather than dwelling on setbacks





SELF ADVOCACY & SUPPORT NETWORKS

Self-advocacy involves speaking up for one's rights, needs, and interests.

Developing self-advocacy skills is essential for breaking down barriers, ensuring equal opportunities, and fostering inclusion. Here are some strategies to promote self-advocacy:

- a) **Awareness of Rights:** Being educated about your rights and entitlements in the new country. Find information about legal protections, healthcare services, educational opportunities, and employment rights.
- b) **Communication Skills:** Effective communication is vital for self-advocacy. Develop your language skills and practice assertive communication techniques. This includes expressing opinions, asking questions, and seeking support when necessary.
- c) **Build Support Networks:** Form social support networks among you. These networks provide a platform to share experiences, exchange information, and collectively address common challenges. Strength in numbers can significantly enhance self-advocacy efforts.





RESILIENCE & COPING MECHANISMS

Resilience refers to the ability to bounce back, adapt, and thrive in the face of adversity. It involves the capacity to withstand and recover from difficult experiences, harness personal strengths, and develop a positive outlook. Here are some key elements to consider when fostering resilience:

- a) Establishing a network of social support is vital for resilience. Migrant women can seek support from community organizations, fellow migrants, and local residents who can provide guidance, friendship, and a sense of belonging. Such connections can foster a supportive environment that facilitates social inclusion
- b) Positive Thinking: Encouraging a positive mindset will help you reframe challenges as opportunities for growth. By focusing on strengths and envisioning a hopeful future, you can build resilience and maintain motivation during difficult times.

Coping mechanisms are strategies individuals use to manage stress, adapt to difficult situations, and maintain emotional well-being. Here are some coping strategies to consider:

- a) Language and Cultural Acquisition: Learning the local language and familiarizing oneself with the host country's culture are essential steps towards social inclusion.
- b) Seeking Education and Employment Opportunities: Education and employment play pivotal roles in social integration. You can explore educational programs, vocational training, and job placement services offered by local organizations to gain new skills, secure employment, and actively contribute to your communities.



COMMUNITY ENGAGEMENT & CULTURAL INTEGRATION

Community engagement involves active participation and interaction with individuals, groups, and organizations within your local community. It offers a platform for you to establish connections, build support networks, and engage with the broader society. Here's why community engagement is crucial for social inclusion:

- a) **Increased Visibility:** Active involvement in community activities raises the visibility of migrant women, breaking down stereotypes and promoting acceptance. By participating in public events, volunteer work, and community initiatives, you contribute to the community's well-being and demonstrate your value and capabilities.
- b) **Cross-Cultural Understanding:** Community engagement facilitates cross-cultural understanding. Through interactions and exchanges, stereotypes and prejudices can be challenged, fostering empathy, respect, and appreciation for diverse cultures.





CULTURAL INTEGRATION & SUPPORT SERVICES

Cultural integration refers to the process of adopting elements of the host society's culture while maintaining one's cultural identity. It enables migrant women to feel a sense of belonging and participate fully in their new community. Here are key strategies to promote cultural integration:

- a) **Language Acquisition:** Language is a crucial aspect of cultural integration. Participate in language classes and resources tailored to your needs.
- b) **Cultural Orientation Programs:** Participate in cultural orientation programs, so get familiar with the customs, norms, and values of the host society. These programs can enhance your understanding of the local culture and facilitate smoother integration into social, educational, and professional settings.
- c) **Accessible Information and Services:** Ensure that you have access to information and services relevant to your cultural integration. This includes information about local institutions, healthcare services, legal rights, educational opportunities, and community resources. Having this knowledge reduces barriers and empowers you to actively engage with your new environment.



LET'S PUT IT IN PRACTICE!

1. **Community Events and Celebrations:** Organize multicultural events, festivals, and celebrations that encourage the participation of migrant women. This provides opportunities for you to showcase your culture, traditions, and talents while fostering dialogue and mutual learning with the local community.
2. **Language and Cultural Exchange Programs:** Establish language and cultural exchange programs that facilitate interaction between migrant women and local residents. Language classes, conversation groups, and cultural workshops can bridge communication gaps and promote understanding, building a foundation for meaningful connections. You can organise a weekly conversation group, and choose a topic that is important to your group.
3. **Food exhibitions:** Organise food related events, showcasing traditional recipes and food from your culture. Invite people from the local community, share the food and also the recipes in a relaxing and fun atmosphere.



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MODULE 5: BOOSTING EMPLOYABILITY CHANCES





Learning aims



Understand the unique challenges faced by migrant women in the job market.



Develop strategies to enhance employability skills and overcome barriers.



Gain knowledge of theoretical frameworks and practical tools to boost employability chances.



Acquire practical skills for self-promotion and networking



Identify resources and support networks available for migrant women



CONTEXT AND THEORETICAL BACKGROUND

- As a migrant woman seeking employment, you encounter a variety of unique challenges.
- These challenges encompass language barriers, the lack of recognition for your foreign qualifications, limited social networks, and discrimination based on your gender and ethnicity.
- Research conducted by Block, Galabuzi, and Tranjan (2016) sheds light on how migrant women like yourself often experience intersectional discrimination, as you navigate both gender and racial biases within the job market. Research findings show that migrant women have higher unemployment rates and earn less, even though they struggle to find employment and are generally more active on the work market.
- Additionally, you may come across cultural differences and stereotypes that can hinder your access to opportunities.
- It is crucial for you to understand these challenges in order to effectively address and overcome them.





THE SOCIAL CAPITAL THEORY

- To enhance your employability skills and overcome barriers, you need to adopt a proactive and multifaceted approach.
- By focusing on the development of transferable skills, such as communication, problem-solving, and adaptability, you, as a migrant woman, can significantly improve your chances of employability.
- Bourdieu's (1986) social capital theory underlines the importance of networks and social connections when it comes to accessing employment opportunities.
- By actively building social capital through networking, seeking mentorship, and engaging in community involvement, you can broaden your job search options and gain access to valuable resources (Portes, 1998).
- Remember, taking these steps can greatly enhance your employability prospects.





THE HUMAN CAPITAL THEORY



- As a migrant woman, it is worth exploring another theoretical framework known as the human capital theory.
- This framework emphasizes the significance of acquiring skills and education to enhance your employability (Becker, 1964).
- To support your journey, practical tools such as career development workshops, job search strategies, and resume-building techniques specifically designed to meet your unique needs are essential.
- Additionally, participating in training programs focused on cultural competency and intercultural communication can assist you in navigating diverse workplaces and improving your employability (Hendrickson, Rosen, & Aune, 2011).
- Remember, by utilizing these resources, you can further enhance your chances of success in the job market.



THE CONCEPT OF STRUCTURAL HOLES

- As a migrant woman, you can greatly benefit from acquiring effective self-presentation techniques, personal branding strategies, and elevator pitches.
- These tools will enable you to showcase your unique strengths and experiences. Moreover, developing strong networking skills is vital for accessing job opportunities.
- Burt (1992) explores the concept of "structural holes," which emphasizes that individuals who bridge gaps in social networks gain enhanced access to diverse information and opportunities.
- By receiving training on networking etiquette, utilizing online networking platforms, and leveraging your existing social connections, you can empower yourself to expand your professional networks and increase your visibility in the job market.
- Remember, honing these skills will help you navigate the employment landscape with confidence and unlock new possibilities.



RESOURCES AND SUPPORT NETWORKS



- As a migrant woman, it is crucial for you to identify the available resources and support networks to aid you in your job search and career development.
- Local community organizations, government agencies, and nonprofit initiatives often offer valuable resources that are specifically tailored to meet the unique needs of migrant women like yourself.
- For instance, the International Organization for Migration (IOM) provides programs aimed at enhancing the employability of migrant women. These programs include skill-building workshops, mentorship opportunities, and access to job leads.
- Additionally, immigrant-serving organizations focus on providing support networks, career counseling, and advocacy services to empower migrant women on their employment journey (Barber, 2006).
- Remember, by tapping into these resources and networks, you can gain valuable support and guidance to navigate your career path successfully.



LET'S PUT IT IN PRACTICE!

Self-reflection and resume enhancement

- Create a comprehensive list of your skills, both technical and transferable. This can include language proficiency, computer skills, project management, customer service, teamwork, and more.
- Reflect on your past experiences, such as work, volunteering, education, or personal projects, and identify specific accomplishments or tasks that demonstrate your skills.
- Write short descriptions or bullet points for each skill or accomplishment, focusing on the impact and results you achieved.
- Review your existing resume, if you have one, and identify areas that need improvement or additional details.
- Integrate the skills and accomplishments you have identified into your resume, making sure they are relevant to your target job or industry.
- Use clear and concise language, action verbs, and try to quantify your achievements whenever possible.
- Proofread and review your resume for clarity, consistency, and formatting to ensure it presents a professional image.



LET'S PUT IT IN PRACTICE!

Self-Introduction Video Exercise

- Find a quiet and well-lit space at home where you can record a video.
- Prepare a script or outline that includes key information you want to share about yourself, such as your name, background, education, skills, and career aspirations.
- Practice your self-introduction, focusing on clear and confident delivery, maintaining eye contact with the camera, and using positive body language.
- Record a short video (1-2 minutes) introducing yourself based on the script or outline you prepared.
- Pay attention to your tone of voice, pronunciation, and overall presentation while recording the video.
- Dress professionally and consider the background and lighting of the video to create a polished impression.
- Review the video recording and critically assess your performance, noting areas of improvement.
- If necessary, re-record the video, making adjustments based on your self-assessment.
- Save the final video and be ready to share it when necessary.



LET'S PUT IT IN PRACTICE!

Resource Mapping Exercise

- Dedicate time at home to research and explore resources and support networks that cater specifically to migrant women.
- Use various sources such as the internet, local community centers, government websites, and social media platforms to gather information.
- Create a list or map of resources, including organizations, programs, and initiatives, that provide support in areas such as employment, career counseling, language training, mentorship, and networking.
- Include details such as contact information, eligibility criteria, and services provided for each resource or support network identified.
- Pay attention to resources that are tailored to your specific needs and circumstances as a migrant woman.
- Consider both national and local resources, as some support networks may operate at a regional or community level.
- Reflect on how each identified resource or support network could potentially benefit you in your job search and career development.



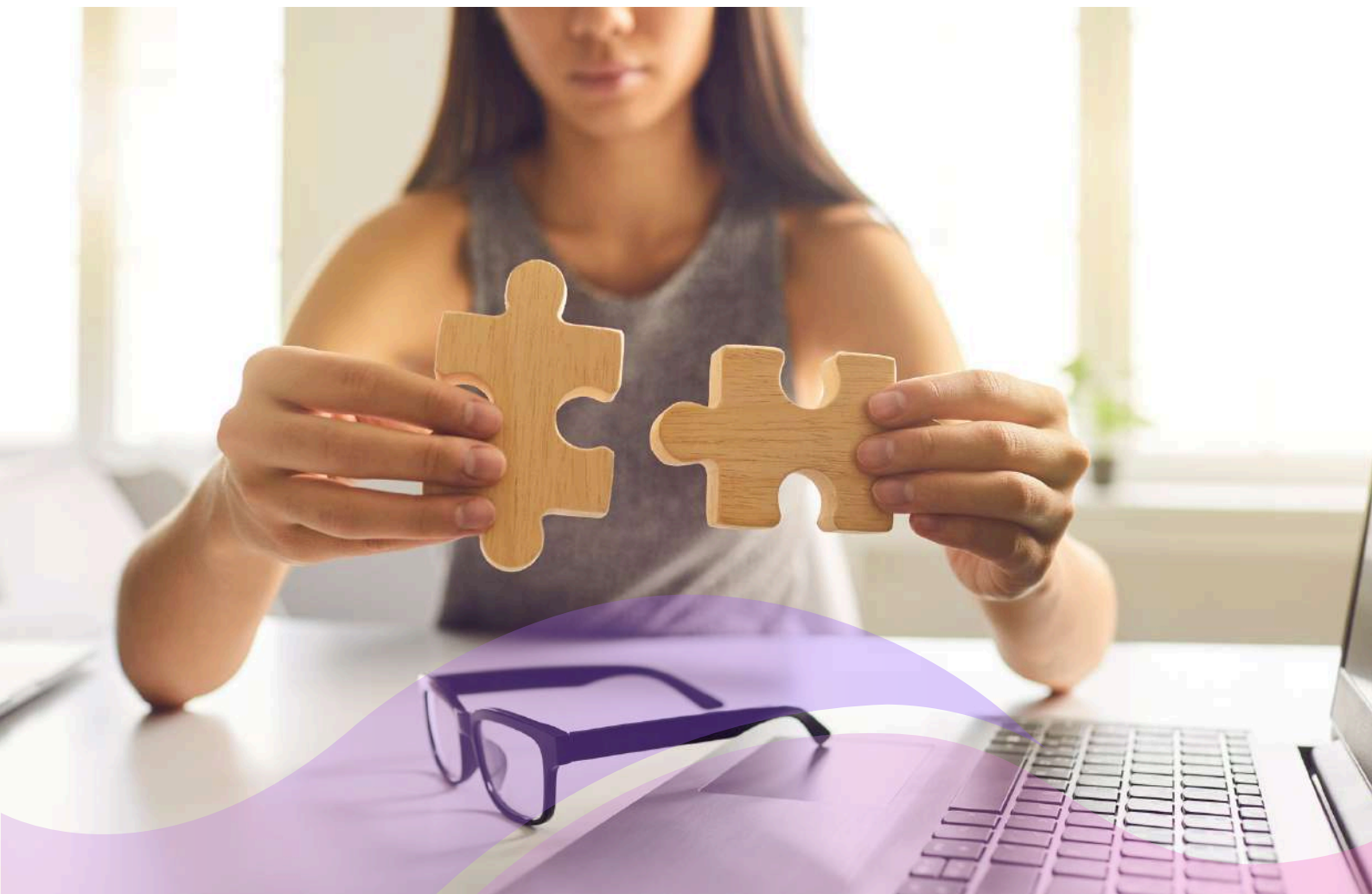
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MODULE 6: PROBLEM-SOLVING TECHNIQUES TO BE USED IN EVERYDAY LIFE





Learning aims



Identify a problematic issue



Analyse potential solutions



Relate with peers and facilitators



Design a map of the solution path



Implement the solution you have identified



Design an evaluation model



Evaluate the solution identified





THEORY



Problem-solving skills are often referring to the ability to handle unexpected situations in the workplace. Nonetheless, these skills are useful in relationship-building and daily decision-making.

The main objective of problem-solving skills is to help determine the source of a problem and its solutions. Working as a roadmap in the Theory of Change (ToC), they contribute to a deeper understanding and thus an effective path towards its resolution.

Problem-solving skills include: active listening, analysis, research, creativity, communication, decision making, and team-building.



Research skills are related to the ability to identify the cause of a problematic issue and understand it fully. The following step is often related to collective brainstorming. It may involve experienced relatives or family members as well as friends and the community.

Following the research, one should proceed to the analysis. This phase helps develop solutions and involves critical reasoning to identify effective and ineffective possibilities.

Once you have identified the cause and a potential effective solution, you should engage in decision-making. It means making a decision quickly based on your research and analysis.

Thus, you are in charge of communicating the decision to others. You have to be aware of appropriate channels to communicate, to help reduce confusion and make implementing a solution easier.

The implementation phase of the solution you have identified includes the ability to relate with others and ensure the attainment of the objective. To this extent, problem-solving skills are related to the personal and communitarian sphere.



LET'S PLAY WITH PROBLEM-SOLVING!

Define the
problem

Visualize
the
problem

Draw a
diagram of
the
problem

Break the
problem
into smaller
pieces

Redefine
the
problem

Collect and
organize
information

Work
backward

Use the
Kipling
method

Use your
past
experience

Bring in
facilitators
and ask
your peers

Consider
the trial-
and-error
approach

Develop
decision-
making
matrix



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MODULE 7: CHANCES FOR A STABLE PROFESSIONAL PATH






Learning aims

Building a stable professional path is a crucial aspect. It not only contributes to financial independence but also enhances overall well-being and integration into society.

This module aims to provide you with valuable insights and practical strategies to increase your chances of establishing a stable and fulfilling professional journey.

Several necessary skills contribute to building a stable professional path.

These skills not only enhance your employability but also foster adaptability and resilience in the ever-evolving job market.





Learning aims



Self-reflection and goal setting

Identify personal strengths, weaknesses, values and career aspirations.

Set SMART goals that align with individual interest and long-term objectives.



Time management and work-life balance


Enhance time management skills to effectively prioritize tasks and meet deadlines.



Communication skills

Enhance communication skills to foster better understanding and collaboration.

And last, but not least, resilience and adaptability are essential skills that empower individuals to navigate challenges, embrace change and thrive in the face of adversity throughout their professional journey.





Self-Reflection & Goal Setting

Self-reflection

Self-reflection and goal setting are foundational steps in establishing a stable professional path. Engaging in self reflection allows you to gain a deeper understanding of your unique skills, strengths and interests. By exploring personal values and seeking feedback from mentors or career counselors, you can align your career choices with your passions and aspirations.

Conducting self-assessments, carving out time for self-reflections, journaling or seeking feedback can assist in this journey.

This process will allow you to gain clarity about your passions and align your career choices accordingly.

Goal setting

Goal setting provides a clear direction and roadmap for your professional journey. By setting Specific, Measurable, Achievable, Relevant and Time-bound (SMART) goals, you can break down your aspirations into actionable steps and track progress. Self-reflection and goal setting empower you to identify your areas of growth, focus on the efforts and stay motivated, leading to a more fulfilling and stable professional path.



Tips for goal setting:



Set Smart goals. Specific goals clearly define what is to be achieved, while measurable goals have quantifiable criteria to track progress. Goals should be realistic and relevant to one's career aspirations and accompanied by a specific timeline.



Break it down: break larger goals into smaller, actionable steps to make them more manageable and achievable. Each step should have a clear purpose and contribute to the overall goal.



Prioritize and focus: prioritize goals based on importance and urgency. By focusing on a few key goals at a time, individuals can avoid overwhelm and maintain a clear focus on achieving them.



Review and adjust: regularly review goals, assess progress, and make necessary adjustments. It is essential to be flexible and adapt goals as circumstances change or new opportunities arise.



Time management

Time management

Time management is a critical aspect in establishing a stable professional path.

Efficient time management skills enable you to make the most of your available time, accomplish tasks effectively, and maintain a healthy work-life balance.

By prioritizing commitments, setting clear boundaries and utilizing strategies such as creating to-do lists and prioritizing tasks, you can optimize productivity and ensure that your daily responsibilities align with your long-term career goals.

Effective time management empowers migrant women to stay organized, reduce stress and maintain a sense of control over their daily life, ultimately contributing to their overall well-being and success in their professional endeavours.



Tips for time management:



Prioritize tasks: identify and prioritize tasks based on their importance and urgency. Focus on high-priority tasks that align with your goals and allocate time accordingly.



Create a schedule: develop a schedule or use a planner to allocate specific time slots for different activities, including work tasks, personal commitments and self-care.



Set realistic deadlines: set realistic deadlines for tasks, considering their complexity and the time required. Avoid overcommitting and be mindful of your capacity to avoid undue stress.



Avoid procrastination: procrastination can derail productivity. Break tasks into smaller, manageable parts, and use techniques like the Pomodoro Technique (working in focused bursts followed by short breaks) to maintain focus and motivation.



Minimize distractions: identify and minimize distractions, such as social media notifications or irrelevant emails, to stay focused on the task at hand. Consider using productivity tools or apps that block distractions during dedicated work periods.



Communication

Communication

At its simplest, communication is how we share information and understand each other.

It's a dynamic process that involves sending and receiving messages through words (spoken or written) and actions (like body language, facial expressions and the way we speak).

Communication is not only about the exchange of words but also the sharing of meanings. It involves expressing thoughts, ideas and feelings and understanding those of others. It's a two-way process, being able to talk and listen and understand well.

When you integrate and apply your communication skills, you enable effective interactions with others in your environment.



Communication skills include:



Verbal communication skills:

These are the words you use and how clearly you speak. It includes language proficiency and the ability to express yourself well.



Non-verbal communication skills:

This is about understanding and using body language effectively. It involves facial expressions, gestures, posture, eye contact, tone of voice and personal space.



Listening skills:

Listening is as important as speaking. Active listening means fully paying attention, understanding, responding and remembering what was said.



Interpersonal skills:

These are the skills needed to interact well with others. They include empathy, patience, understanding and respect for different perspectives.



Cultural awareness:

Being aware of and respecting cultural differences and nuances is crucial. It affects how you communicate verbally and non-verbally.



Let's put it in practice!

Career vision and action plan

Take the time to envision your ideal career path by considering your passions, values and interests. Set specific short-term and long-term goals aligned with this vision, and break them down into actionable steps. Create a tangible action plan with milestones to track your progress and ensure you stay on track toward achieving your career aspirations, incorporating the insights gained from self-reflection and goal-setting tips from the module.



Action steps:

Reflect on your passions, interests and values to set clear and meaningful career goals

- Take time to deeply reflect on what truly excites and motivates you in a career.
- Consider your passions, interests and values that align with your professional aspirations.
- Use this reflection to set clear and meaningful career goals.

Break down your goals into manageable steps and create a practical action plan

- Break your goals into short-term objectives (achievable in the near future) and long-term objectives (aligned with your big picture vision).
- Develop a simple and practical action plan that outlines the necessary steps to achieve your goals.
- Prioritize the tasks based on their importance and sequence them in a logical order.
- Assign deadlines or timelines to each task to create a sense of urgency and accountability.
- Ensure that your plan is organized and logical, helping you stay focused and on track.

Track your progress, celebrate achievements and regularly review and adjust your plan

- Keep track of your progress by marking milestones or checking off completed tasks.
- Celebrate achievements along the way to stay motivated and encouraged.
- Use these reviews to make any necessary adjustments to your plan as needed.



Let's put it in practice!

Time Management and Work-Life Integration

By implementing and practicing time blocking, you can improve your time management skills, increase productivity, maintain focus and ensure a healthy work-life balance. Remember to be consistent, adaptable and proactive in refining your time blocks to suit your evolving needs and priorities.



Action steps:

Understand your tasks and priorities

- Identify your tasks and activities, both professional and personal, that need to be accomplished during your day or week.
- Determine the importance and urgency of each task to prioritize your time effectively.

Divide your day into time blocks

- Allocate distinct blocks of time for specific tasks or activities throughout your day. Consider creating blocks for focused work, meetings, breaks, personal activities and self-care.
- Visualize your time blocks by mapping them out in your planner for the day or week.

Evaluate and adjust your time blocks

- Regularly evaluate your time blocks and assess your progress.
- Adjust your time blocks based on changing priorities, new tasks or unexpected events.

Maintain focus and minimize distractions

- During each time block, give your full attention to the assigned task or activity.
- Minimize distractions by silencing notifications, closing irrelevant tabs or apps, and creating a conducive work environment.
- Use tools or techniques like timers or productivity apps to help you stay focused during your time block.

Take breaks and prioritize self-care

- Include dedicated time blocks for breaks and personal activities. Use these breaks to rest, recharge, engage in activities you enjoy or practice self-care rituals.



Let's put it in practice!

Active Listening/Non-verbal Communication Challenge

By consciously practicing active listening or focusing on non-verbal communication, you can improve your communication skills, deepen your understanding of others and enhance the effectiveness of your intentions. Remember to be present, attentive and open to continuous learning and improvement throughout this process.



Action steps:

Set the intention

- Decide to consciously practice active listening or focus on non-verbal communication in your daily interactions for a specified period.
- Commit to improving your listening skills and enhancing your ability to understand and respond effectively in conversations.

Active listening

- Focus entirely on the speaker when engaged in conversations.
- Refrain from interrupting or interjecting while the speaker is talking.
- Avoid providing immediate feedback or jumping to conclusions.
- Summarize the speaker's points or ask clarifying questions to ensure understanding.

Non-verbal communication

- Pay attention to non-verbal cues such as body language, facial expressions, and tone of voice.
- Observe and note these cues in different contexts to understand their impact on communication.
- Reflect on how non-verbal cues contribute to the overall understanding of the message being conveyed.

Practice and reflect

- Regularly reflect on your experiences and identify areas for improvement.
- Consider the effectiveness of your listening skills or your ability to interpret and respond to non-verbal cues.
- Request feedback from others involved in your conversations and use the feedback to further refine and improve your skills.



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