



# Personal and professional development in the economic and administrative sector

Scenario with tips for the educator for 4 workshop hours

## MODULE 6



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## GENERAL INFORMATION

**Duration of workshop:** 4 clock hours

**Workshop recipients:**

The recipients of the workshop are adults, employees of the administration and economic sector.

The workshop plan can be used by all people from other professional groups interested in the topic of personal and professional development.

**Number of participants:**

A group of 12 people of both sexes. It is also possible to conduct the workshop in a smaller group of at least 8 people, depending on the premises or the size of the team.

**Proposed working methods:**

- Brainstorming,
- Active methods of conducting the workshop: group work,
- Active methods of conducting the workshop: work in pairs,
- Individual work,
- Relaxation techniques,
- Psychoeducation,
- Mini lecture.

**Example materials needed for the workshop:**

- Work cards,
- Felt tip pens,
- Crayons,
- Markers,
- Sticky notes,
- Flip chart,
- A4 sheets,
- Pens,
- Certificates,
- Evaluation questionnaire.





## GENERAL INFORMATION

### **Aim of the workshop:**

The main aim is to motivate employees of the economic and administrative sector to develop their personal and professional skills, which will increase their personal and professional competences, therefore directly affecting their attractiveness on the job market.

### **Mini lecture: (30 minutes)**

It seems that in the last few years personal development has almost become a trend. Today, everyone is talking about personal development, there are even special pages on Instagram or dozens or even hundreds of books dealing with the subject of personal development. Trainers running special weekend courses also promote their services.

As you can see, the range of offers is very wide.

However, personal development is a very delicate and multi-faceted topic, so it is much better to focus on quality rather than quantity.

Sometimes it is believed that it is enough to say: believe in yourself, try to improve your skills, do not give up, and so on. In fact, there is much more to the path of personal development.

### **What is personal development: definition**

To define personal development, one word is enough: path. In fact, personal development is a path based on improving the quality of life, achievable through intellectual work, awareness and meditation.

Usually, people seeking information on personal development realise that they are going through a difficult moment in life (problems at work, problems in a relationship, inability to achieve goals, etc.).





## GENERAL INFORMATION

However, in fact, personal development should interest each of us. We all want to live a happy and fulfilling life.

Therefore, personal development will play a key role here. By perfecting your own mindset, you can truly achieve happiness. We are not talking about this happiness as a temporary state caused by some event, but a real lifestyle.

### **Personal development can make "miracles" happen in your life:**

- It leads to a change in the way of perceiving and experiencing different situations.
- Helps develop inner strength.
- It can give you the right energy to achieve your goals.
- Encourages you to be active and positive.
- Motivates you to give your best.

The path of personal development becomes a driving force for change, it is the starting point during the self-improvement process.

Those who follow the path of personal growth do not automatically become invincible, but they strive daily to face the events of life and make themselves happy.

Stop for a moment and think, and you will definitely agree that the most important goal of every human being is happiness.

This is what personal development is all about.

### **Personal development from the level of psychology**

Personal development has become a trend a few years ago. But in fact, this is a topic that has been studied in psychology for a very long time.

Therefore, it is a mistake to associate these "two words" only with current fashion





## GENERAL INFORMATION

Psychology deals not only with the problems of people affected by difficulties, pathologies or disorders. The science of the mind also aims to improve the general mental health of people, including those who do not struggle with any serious mental health problems and disorders.

Psychologists are professionals who help improve the quality of life. So, psychology and personal development have a lot in common because they take care of people's happiness. Using the help of a psychologist will be especially useful for people who feel the need to regain consciousness and require external support.

In this context, by AWARENESS we mean the acknowledgment of one's own mistakes, shortcomings and, more generally, anything that blocks development and self-improvement. Combining personal development with psychology allows you to get to know yourself better and recognise the areas that need to be worked on in order to live a full life and become happier and more fulfilled.

### What to work on

Although the personal development path focuses mainly on self-improvement, it can be easily implemented in other areas of life as well.

Each of us has an area that we would like to constantly work on and improve.

For example: improve your interpersonal skills, strive to increase your self-confidence and self-esteem, improve your communication skills.





## GENERAL INFORMATION

The areas to work on are broadly divided into these three areas:

- Work on yourself,
- Emotional and social sphere,
- Career and business.

What all the above-mentioned areas have in common is the need to get out of your comfort zone in each case. If you never cross your limits and try to fight your fears, it will be very difficult for you to start on the path of personal growth.





## INTRODUCTION

1. Introduction of the workshop topic. – (5 min.)
2. Introduction to the workshop program
3. Introduction of the workshop educator
4. Welcome– (5min.)
  - Full name,
  - education,
  - professional experience,
  - interests.
5. Ice breaker- introduction of the workshop participants (15 min.)

### Talent chain

Finish the sentence:

- My name is.....
- I like.....
- My talents are.....
- I feel confident in .....
- My strength are .....
- The last training course I went on was .....
- My favourite colour is.....

6. Group rules –( 15 min.)

The workshop leader distributes two sticky notes to the participants and asks the participants to write down on one of them what we do and on the other what we don't do during the workshop to ensure a nice and safe atmosphere. The leader gives participants 2 minutes for this task.

#### What we do

- We are kind to each other
- We respect each other
- We communicate when we need breaks

#### What we don't do

- We don't criticise each other
- We don't use mobile phones
- We don't judge other people's opinions





## INTRODUCTION

The educator collects the sticky notes, reads them aloud, asks if everyone agrees to the presented rules. Stick them in a visible place or ask one of the participants to do so. The educator then asks that participants write their name on another sticky note and stick it in a visible place on their chest.

### **Questions about what we expect after the workshop. Verification of expectations - (10 min)**

The workshop educator distributes one sticky note to the participants and asks them to write down their expectations in relation to the workshop. The educator gives participants 3 minutes to do this. Then collects the cards, reads the questions/statements and discusses them.

### **Garage - (5 min)**

The educator takes out a previously prepared A4 sheet / flipchart with the title "GARAGE" and a marker and informs the participants what the "Garage" is.

"Garage" - during breaks in the garage, each participant can anonymously write down a question about the content and the workshop. The questions will be answered after the break.







## THE CONTENT

### Task 1 (20 min)

The first step to take before starting work on personal development is to become aware of what aspects you would like to work on:

- Increasing self-esteem or assertiveness,
- Professional development,
- Improved professional or social relationships,
- Become more positive, decisive and consistent,
- Work on your habits,
- Finding happiness,
- Learn to manage your time (or money) better,
- Finding your life purpose,
- Increasing your awareness and mindfulness.

The educator divides the group into pairs and invites them to discuss the above topics. Participants talk about their needs related to development and define the areas they want to deal with in the near future. The educator gives 15 minutes for the task and then encourages the participants to share their conclusions from the exercise. The educator then summarises the task.

### Task 2 (20 min)

The educator gives the participants a work card and invites them to analyse their own motivation, internal beliefs and the environment that surrounds them.





## THE CONTENT

### Work card 1

#### How to believe in yourself: 4 key tips

##### 1. Strengthen your internal dialogue

We all have days when we feel pessimistic about everything. There are certain fears that make us constantly think about what is going on in our heads at a given moment. In these cases, the way you talk to yourself is important.

We all have at least once repeated to ourselves phrases such as:

- "I AM NOT GOOD ENOUGH"
- "THERE IS NO HOPE ANYMORE"
- "THERE'S NO POINT"

Instead of whispering negative and hopeless phrases to yourself, try to replace them with more positive statements.

#### List positive thoughts, beliefs about yourself:





## THE CONTENT



### 2. Don't listen to negative people

People who you surround yourself with and are part of your life have a huge impact on your self-confidence.

Avoid people who tend to make everything you do seem difficult or impossible to achieve. In fact, in the long run, they darken your already negative outlook on life.

Ultimately, they steal more and more positive energy from you.

Instead, surround yourself with people who are positive about the world, support you and believe in you, even if you gradually lose this faith. The confidence they have in your abilities will put you in a positive state. In addition, it will make you more confident in the long run.

**List all the people in your life who block your development**







## THE CONTENT

### 3. Don't let fear block you

None of us will ever get rid of our fears and worries. They are an integral part of our lives. Only the way you deal with them changes over time.

Remember that you will have doubts every time you try to do something difficult, new or more ambitious. You will be afraid as you try to step out of your comfort zone.

But know that this is completely normal and is part of the process of growth and self-actualisation that each of us must go through in our lives.

Those who, out of fear and lack of self-confidence, stop working and stop moving forward, doom themselves to eternal misery and uncertainty.

It is through action, experience, small victories and numerous failures that a person can gradually build self-esteem, self-confidence and faith in their own abilities.

Of course, things can always go wrong, and you can fail. But if you don't even try, you'll never have a chance to improve your life.

### SO, ARE YOU READY TO TAKE THE RISK?

**What action are you postponing, afraid of stepping out of your comfort zone?**





## THE CONTENT

### 4. Learn to recognise your strengths

We all have flaws, but we all have many strengths as well. We must learn to live with our weaknesses whilst minimising their negative impact on our lives as much as possible. Nevertheless, we must learn to appreciate and improve our positive qualities.

What are you better at than others or could you be better at with a little effort? What are your strengths, what are your interests and which character traits make you an interesting and unique person?

Here's the recipe for self-confidence: discover and nurture your strengths and be proud of them. This will help you boost your self-esteem as well as be more positively perceived by others.

**List your qualities that will help you grow:**







## THE CONTENT

The educator invites participants to share their conclusions and observations. The educator then summarises the task.

**Task 3 (20min)**

The educator distributes worksheets to the participants and asks them to complete them by saying: "Write down your dreams, goals, action plan that you have implemented to make your dreams come true."

At what stage are you on your way to professional success:

**Work card 2**

Dreams			
Goals			
Action plan			
Implementa- tion			
Success			





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After the task, the educator invites the participants to share their conclusions.

The educator summarises the task by saying how important the planning and implementation phase is.

### THE CONTENT

#### Task 4 (20 min)

The educator provides participants with a tool to achieve personal and professional goals.



#### Work card 3

##### Goals:

##### Specific!

- Want to be healthy?
- Have an attractive lifestyle?
- Do you want peace?
- Do you want a happy family?
- Would you like to be "someone", become a famous and respected person?
- Do you want to know foreign languages?
- Have an interesting job and earn good money?

These are dreams, fantasies.  
 They must not be so "fuzzy" if they are to become targets.  
 They should be defined more precisely to be more specific.  
 A detailed goal is easier to achieve because it clearly defines the "route".  
 It will be easier for us to determine the larger and smaller steps that will lead us to it.

##### My goals:

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.....

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## THE CONTENT

### Measurable!

Only in the case of a specific goal, we know whether we have achieved it.

A goal formulated too generally will cause frustration and stress, because it will never be achieved, and in fact - there is no way to check whether you are going in the right direction and whether you have already reached the end of the "road".

It is worth knowing how you will know that you have achieved this goal.

Be positive in the process of formulating goals, the word "positive" has two meanings:

1. Positive = genuinely positive for you (good for you, not for someone else, though of course it can't harm others).
2. Positive = what you want, not what you don't want ("I don't want to smoke", should be rephrased as "I want to quit smoking").

If the set goal is not good for you, the mind will "bypass" the opportunities conducive to its implementation.

Our subconscious also does not hear the word "no". How often do we see a similar scene: the child is running, and the mother shouts, "Don't run!".

She repeats this over and over until she finally catches up with the baby. A much better message would be: "Stop running" It's worth checking out and seeing if it works.

Evaluate the time in which you will complete it.

Setting a date for achieving the goal motivates us to create an action plan and start implementing it even right away.

I will learn English.





## THE CONTENT

Would that be enough?

Sounds like "maybe someday I'll learn English".

Such a statement does not mobilise to act.

On the other hand, "By September 2023 I will learn English to the FE level" does not give us the opportunity to delay and postpone activities that are necessary to achieve this goal on time.

Write down by what date you will achieve your goal/s:

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### Motivating!

Sometimes achieving a goal is hard and exhausting work. We need a lot of courage, energy and enthusiasm to be successful. Without motivation, we would not find the strength to overcome obstacles and difficulties. Using the words "willingly", "easily", "joyfully" when formulating the goal will help us to mobilise all forces to achieve our goal.

Formulate your goal again so that it results from intrinsic motivation without I must, I should, etc.:

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.....  
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## THE CONTENT

### Task 5 (20 min)

The consequences of achieving goals vary. The educator distributes the worksheets to the participants and asks them to write down the gains and losses from the introduced change.

The educator also says:

- Every action causes some change in the environment, and this brings with it some consequences.

Sometimes positive, sometimes negative, and most of the time both.

Think about the consequences of achieving the goal you have chosen.

Can you handle them?

An analysis based on answering the following questions helps in choosing a goal:

- What would happen if you made this change?
- What would have happened if you don't make this change?
- What would happen if you made this change?
- What would have happened if you don't make this change?

It may help to write down all the pros and cons that come to mind today.

In the event of achieving the goal, we will feel more confident and secure knowing what we have to lose and what we can gain. It is worth taking into account the time, risk, benefits of the invested time and money and the impact of achieving the goal on everyday life.





## THE CONTENT

### Work card 4

Pros	Cons

After completing the task, the educator invites participants to share the conclusions and information whether the goal will still be continued.

### Task 6 (20 min)

The educator divides the participants into groups of 3 and then invites them to dialogue. 1 - person with a goal, 2 - educator, 3 - observer.

People conduct a motivating conversation with each other, also showing the risk of change.





## THE CONTENT

he observer observes the behaviour of person 1 and 2, what their body language is and what emotions appear in the body when 2 demotivates 1.

### Person 2:

It may turn out that:

- the decision to change jobs should wait half a year,
- the purchase of shares involves too much financial risk,
- the benefits of the invested time and money are unsatisfactory,
- you will have too little time for rest and pleasure for the next 5 years,
- you made a decision on the spur of the moment.

Visualizing the benefits of achieving the goal can help you decide to commit to a goal.

In addition, you may ask closed questions that may lead to ambivalence person 1.

- will your job change?
- will you benefit financially?
- will your personal life improve?
- will your family life improve?
- How will you feel?
- will your social functioning change?
- will other people benefit?

After the group acts out the scenario, the educator invites: 1, 2, 3 to share their conclusions.

The educator concludes the exercise by saying how important analytical thinking is in life.





## THE CONTENT

### **Task 7 (20 min)**

The educator conducts a brainstorm with the participants, creating a map of activities in companies. Together with the participants, they test which solutions are implemented and which are not, and jointly assess the profits and losses from the actions taken in companies.

### **Work Card 5**

There are employee development tools that are worth using.

We have access to various employee development tools on the market.

Some of them can be developed internally within the organisation, while others are usually outsourced.

### **Employee evaluations**

This quite common and relatively simple tool helps employees and superiors to assess the progress of professional development on an ongoing basis, but also to set and achieve professional goals. This tool requires good methodology and the ability to give and receive feedback. Moreover, if you decide to use this tool, remember that it should cover all employees.

### **How are you rated?**

What are your strengths and weaknesses according to the employer?

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## THE CONTENT

### Training

Training and courses help employees improve their qualifications in a simple way. It is important that they should be relevant to the positions and duties. Sending people to training very far from their field can defeat the purpose.

What kind of training does your employer offer you, and what kind of training did you organise yourself?

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### Educational platforms

Training platforms are one of the key training tools in the company that allow you to store and deliver training packages to employees. Whether you choose a traditional, hosted training platform or a micro learning platform, you will surely find many uses for it. The internal platform allows you to collect, update and transfer the company's know-how in a controlled manner to the next generations of employees.





# THE CONTENT

**What educational platforms do you use to improve your qualifications?**

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**Web conferencing tools**

Web conferences, and in particular webinars or virtual classrooms, are extremely powerful, modern training tools that enable remote training of staff without the need to participate in costly and long trips. They give you the opportunity to raise knowledge and learn from top representatives of various industries.

**What conferences have you attended recently?**

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# THE CONTENT

## Knowledge base

A knowledge base is a dynamic place where information is stored. It allows people to connect, collaborate and co-create. This type of software is a great addition to your employee training toolkit, allowing employees to access the information they need to get the job done at any time and from any device. They can be created on dedicated platforms, disks or learning management systems.

Does your company collect information/ knowledge on special dedicated discs or databases to which you have open access to? Describe this process.

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## Modern forms of employee development

Everyone acquires knowledge in a different way. For one, a pile of books and a quiet corner will work best, while for another person workshops will be the better alternative. It is worth knowing the possibilities and forms of employee development offered by today's market.

What books have you read recently?

What kind of training are you considering and in what form?

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## THE CONTENT



### Rotation of tasks/positions

In this case, employees switch positions or tasks to better understand the part of the process for which they will be responsible. This method of employee development is the best way to train flexibility and adaptability. It's also great for expanding an employee's technical skills, but depending on the type of goals you set, it can help develop other support skills such as time management, stress management, and conflict resolution skills.

What does internal promotion look like in your company?  
 Do you get such offers? Do you make any use of them?

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### Coaching

This method of skill development typically involves more experienced employees' workers working one-on-one with less experienced employees. This can speed up the employee's understanding of various topics. Keep in mind that this approach can be both time consuming and result in skills being reproduced without a deeper understanding of them. Depending on how much emphasis is placed on coaching, it can be a fast track to learning very specific leadership and team management skills. It can also focus on specific organisational skills.





# THE CONTENT

What opportunities do you have for using professional career advice, professional and personal coaching? Describe what you are already using and with what effect.

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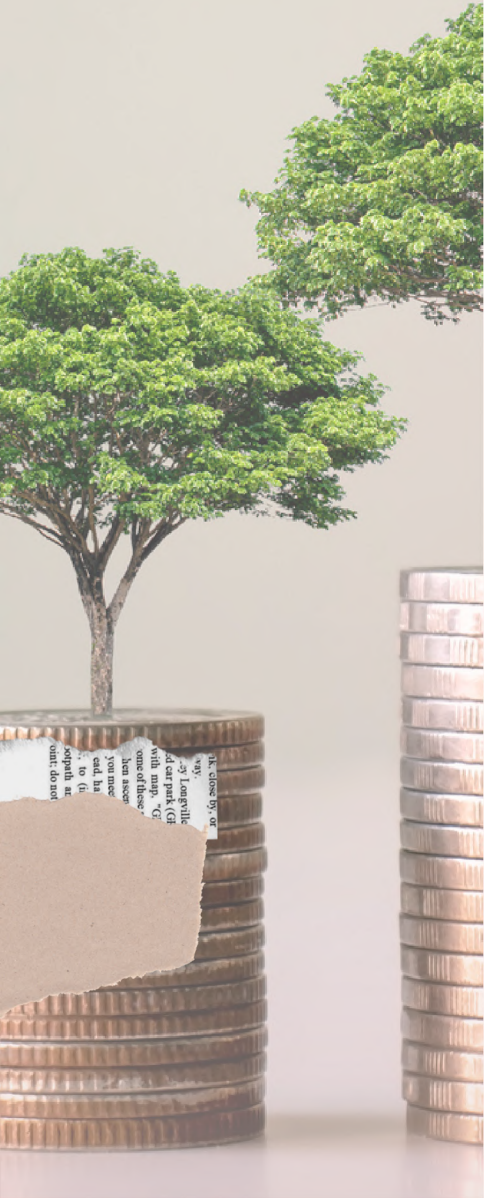
## Mentoring

This method involves senior leaders/management taking junior staff under their wing to help develop important skills that the person being monitored may be lacking. More formal mentoring programs are usually used for senior management/management functions, while less formal structures can be implemented among lower management as well. Because it requires the involvement of senior management, mentoring is typically used to develop high-level skills such as leadership, strategic management, communication, critical thinking, and articulating a long-term vision.

What is the process in your company? Do you have an adaptation program? Can you freely use the expertise of the manager or director?

Is knowledge sharing in the organisation a continuous process?

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# THE CONTENT

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Together, they develop a list of tools that they can propose for implementation in their companies.







## CLOSING THE WORKSHOPS

### End of workshop - (10 min.)

The educator asks the participants to sit in a circle and each answer the question:

- What did you like the most?
- What will you take away for yourself?
- "What are you leaving with?"

At the end of the speech of the participants, the workshop leader thanks them for their participation in the workshop.





**EVALUATION SURVEY****EVALUATION QUESTIONNAIRE**  
**Personal and Professional Development workshop**

Dear participant,

We hope that today's workshop was interesting for you, and you could learn a lot of interesting things. We are committed to receiving feedback from you, so we will be very grateful if you take the time to complete the following survey.

The questionnaire is anonymous.

1. Did the workshop allow you to get answers to questions that have arisen in your private and professional life?

Definitely yes

yes no

Definitely

not

2. Did the workshop provide you with useful tips and techniques for personal and professional development that you can use in your professional and everyday life, especially when it comes to useful tools and knowledge? .

Definitely yes

yes no

Definitely

not

3. Did the workshop provide you with useful tips that may be helpful in achieving professional success?

Definitely yes

yes no

Definitely

not





## EVALUATION SURVEY

### EVALUATION QUESTIONNAIRE Personal and Professional Development workshop

4. Which part did you like the most and why?

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5. Would you take part in other thematic workshops?

YES

NO

6. If yes, please write down the topics that would interest you.

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7. Additional comment

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Thank you for completing the questionnaire!





# CERTIFICATE

This is to certify that

.....

(Full name of the participant)

Took part in workshop titled: "Personal and professional development"

Project No. ....

Institution/ Company:

Educator:

Date:

Place:

