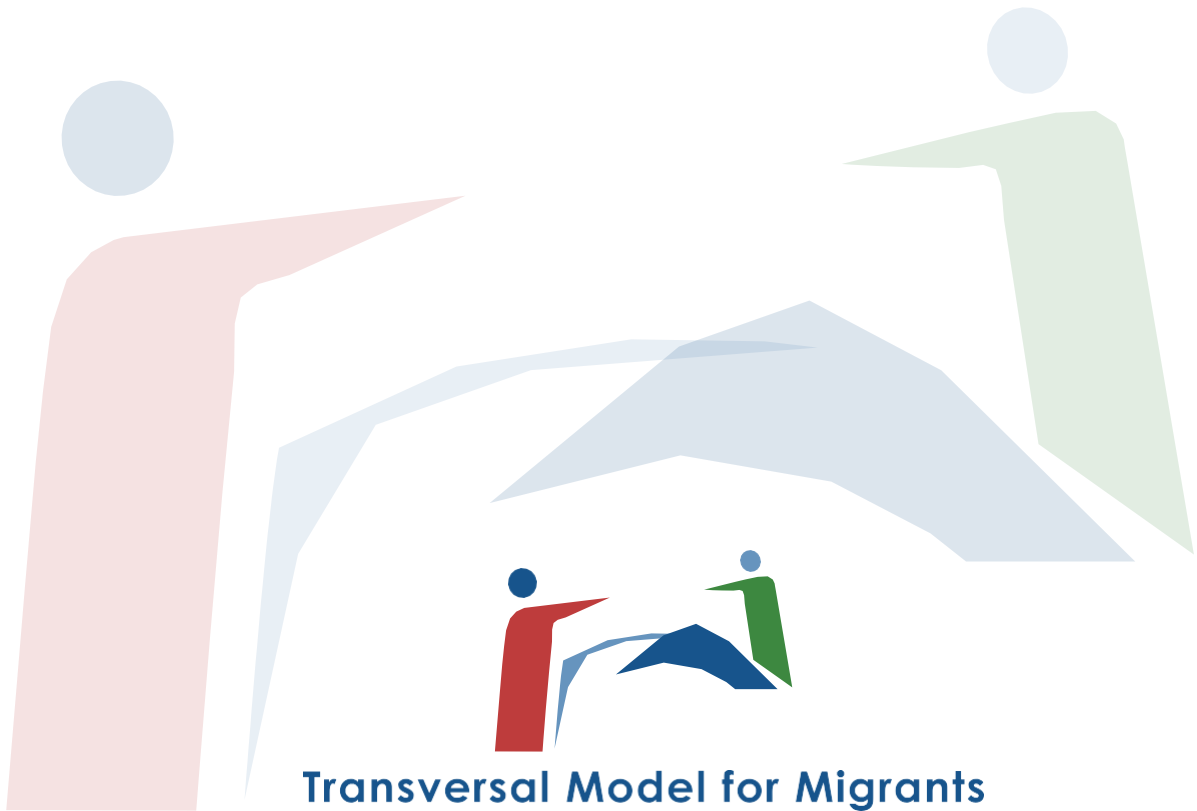


# TRAINING CURRICULUM

## Unit f) AGILITY

# TRANSVERSAL MODEL FOR MIGRANTS

2018-1-FR01-KA202-048007





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## TERMS OF REFERENCE

<b>EQF</b>	The European Qualification Framework is a translation tool that helps understand and compare qualifications awarded in different countries and by different education and training systems, structured in eight levels
<b>EQF level 5</b>	EQF level 5 qualifications are designed to up-skill individuals already in employment and provide them with advanced technical, transversal and/or management skills
<b>Hints</b>	An exhortation to put the learning into practice
<b>Knowledge (level 5)</b>	It is specialised, factual and theoretical knowledge within a field of work or study and an awareness of the boundaries of that knowledge
<b>Learning outcomes</b>	Learning outcomes are statements that describe significant and essential learning to be achieved, and can reliably demonstrate at the end of the training. In the EQF learning outcome are described in terms of knowledge, skills, responsibility and autonomy
<b>Responsibility and autonomy (level 5)</b>	Means to exercise management and supervision in contexts of work or study activities where there is unpredictable change review and develop performance of self and others
<b>Skills (level 5)</b>	Represents a comprehensive range of cognitive and practical skills required to develop creative solutions to abstract problems





## Unit f) AGILITY





UNIT f	AGILITY				
<b>HINTS</b>	To understand mastery agility, initiative spirit and mobility on the job				
<b>LEARNING HOURS</b>	6 hours	<b>TYPE OF TRAINING</b>	Face-to-face	<b>TARGET GROUP</b>	Trainers/Coaches
<b>SUB-UNIT</b>	After completing this module, the migrant's trainers and coaches will be able to...				
<b>PROACTIVITY</b>	<b>KNOWLEDGE</b>		<b>SKILLS</b>		<b>RESPONSIBILITY AND AUTONOMY</b>
	<ul style="list-style-type: none"> <li>describe easily the situation</li> <li>recognise effective changes or different approaches regarding a situation</li> <li>relate proactive agility and new ways of working/ management</li> <li>list why agility has become essential in the today's' workplace</li> </ul>		<ul style="list-style-type: none"> <li>identify ways to become more proactive at work</li> <li>use concepts of active management, teambuilding, adaptability, empathy, self-analysis, decision making in situation</li> <li>generate and evaluate different perspectives and scenario</li> </ul>		<ul style="list-style-type: none"> <li>commit to express a sense of initiative</li> <li>be responsible of adaptation of teams within the job process</li> <li>overcome situations and hypothesis</li> <li>decide on the best alternative to a situation including analyse of changes</li> </ul>
<b>TRAINING RESOURCE</b>	<i>On-the job training: Too much proactivity</i>				<i>Role play: Let's create a new company</i>
<b>TIME</b>	<i>90 minutes</i>				<i>90 minutes</i>
<b>MOBILITY</b>	<b>KNOWLEDGE</b>		<b>SKILLS</b>		<b>RESPONSIBILITY AND AUTONOMY</b>
	<ul style="list-style-type: none"> <li>recognise personal conceptual blocks</li> <li>list added values of mobility within the carrier development</li> <li>reflect on career mobility as professional solution</li> </ul>		<ul style="list-style-type: none"> <li>explore new alternatives</li> <li>analyse transversal competences required for global mobility</li> <li>redefine aims and objectives</li> <li>generate strategies</li> </ul>		<ul style="list-style-type: none"> <li>evaluate situation and put objectives into action</li> <li>search for best solutions including outside the present environment</li> <li>be responsible for own lifelong learning and upskilling</li> </ul>
<b>TRAINING RESOURCE</b>	<i>On-the job training: Mobility inside the host country</i>		<i>On-the job training: Mobility outside the host country</i>		<i>Tips: Agility dos and don'ts</i>
<b>TIME</b>	<i>60 minutes</i>		<i>90 minutes</i>		<i>30 minutes</i>





**On-the job training: Too much proactivity**

<p><b>Introduction</b></p>	<p>Workers in actual work-life need to adapt themselves as quickly as possible in order to remain productive and to respond the demanding workplace.</p> <p>This is not only a concept but a reality where workers need to interact with different situations (active management, teambuilding, adaptability, empathy, self-analysis, decision making in situation), environments and spaces. In this context, managers and workers needs to create a continuous adaptation, named as agility.</p> <p>This activity shows the limits for workers when too much interactivity or proactivity. It shows the excesses caused by too much proactivity/ interactivity in the professional world can have effect on workers wellbeing and health. For example: burnout, failure, energy invested for nothing, nuisances for others.</p>
<p><b>Work task</b></p>	<p>This exercise is made in small groups but can as well be done in a self-directed activity, using the concept of SWOT exercise.</p> <p><u>Steps</u></p> <ol style="list-style-type: none"> <li>1. The trainer designs a SWOT matrix on the white board, or on an individual paper and ask the participants to list: <ul style="list-style-type: none"> <li>- The advantage of being pro-active (strength) for yourself</li> <li>- The advantage of being pro-active (opportunity) for the environment</li> </ul> </li> <li>2. Once it is done, ask on the contrary the group what could be the problem caused by this proactivity: <ul style="list-style-type: none"> <li>- The disadvantage of being pro-active (weaknesses) for yourself</li> <li>- The disadvantage of being pro-active (threats) for the environment</li> </ul> </li> <li>3. In group, try to describe the four situations, in relation with agility. Try to figure it out when problems connected with too much proactivity can be problematic and when on the contrary, they are good for yourself or for the company.</li> <li>4. (optional): try to find some solutions, or better attitude related to the problems described: <ul style="list-style-type: none"> <li>- analyse the situations</li> <li>- recognise and sort out different approaches regarding a situation</li> <li>- list new ways of working/ management</li> <li>- analyse how and why agility has become essential in the todays' workplace</li> </ul> </li> </ol>
<p><b>Reflective questions</b></p>	<ul style="list-style-type: none"> <li>- Do the participants have one specific point of view about pro-activity, or do they follow different approaches depending on the situation?</li> <li>- Have they ever experienced these types of situations?</li> <li>- What did you do or what should they have done?</li> <li>- What are the challenges of being proactive?</li> <li>- What is the main conclusion of participating in the role-play?</li> <li>- Which skills were acquired by the participants?</li> </ul>





<b>Action plan</b>	<ul style="list-style-type: none"> <li>- How often do you encounter similar situations in your everyday life?</li> <li>- Is it easier to guide others on how to act with commitment but taking care of personal but as well group welfare?</li> <li>- Is the Model functional? Can it be applied in everyday situations?</li> <li>- If you would teach this activity, what would you do differently? How to use proactivity with care and self-awareness?</li> </ul>
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**Role play: Let's create a new company**

<p><b>Introduction</b></p>	<p>The goal is to demonstrate how agility can induce positive change to play as an incentive for the participants be more proactive. One of the best ways to be proactive is the job or enterprise creation.</p>
<p><b>Scenario</b></p>	<p>Participants will test their creative ideas to enter, not collectively, but in groups of two.</p> <p>The situation described is the following a migrant come to a training centre (councillor) to describe a project of company creation.</p> <p>The second players will be the trainer who engages in an exchange of answers to ensure the realism of the project.</p> <ul style="list-style-type: none"> <li>- Questions should be:</li> <li>- What kind of business do you intent to create?</li> <li>- Do you know the market?</li> <li>- Have you experience on it?</li> <li>- Do you have the support of your family?</li> <li>- What should be the positive aspect for your life?</li> <li>- How much would you adapt your product, service to the country?</li> <li>- Are you aware that costumers could expect you to adapt their need?</li> <li>- How much are you able to adapt to have success?</li> </ul> <p>The trainer will do everything possible to convince the migrant of the benefits of creating his own in enterprise (more freedom, more autonomy and more responsibility). He will as well emphasis the necessity to adapt the market and the costumers regarding the concept of agility.</p>
<p><b>Roles</b></p>	<p>Tell to the participants (trainers, coaches, social workers...) to divide themselves into groups of two people.</p> <p>Within each pair, one of the two plays the role of the migrant and the other one of the accompanying Trainer. The migrant presents a business creation project. The trainer discusses with him and asks him questions about the business project, its feasibility and viability, and also about the active steps that the migrant will have to undertake.</p> <p>Each pair writes a short memo on the questions asked and answers, then prepares to exchange in large group after.</p> <p>Each binomial presents its project and the main questions asked.</p>
<p><b>Reflective questions</b></p>	<ul style="list-style-type: none"> <li>- What were the main questions posed by others?</li> <li>- Did concept such as sense of initiative was spoken during the play?</li> <li>- Describing company creation, how important in such situation would you evaluate it?</li> <li>- How and when sense of initiative is be the key of success?</li> <li>- How far are you to adapt your project?</li> <li>- Describe how should you overcome situations and hypothesis?</li> <li>- Decide on the best alternative to a situation including analyse of changes.</li> </ul>







**On-the job training: Mobility inside the host country**

<p><b>Introduction</b></p>	<p>The labour market within national contexts can be moving a lot, and people need to adapt themselves to the demand. Once legal situation is dealt, migrants should realize a real benchmark to decide in which workplace they should work or live. It is proposed to analyse mobility options in 3 directions: position, area or sector, and geographic, called Mobility vertical, horizontal or geographical.</p> <ul style="list-style-type: none"> <li>- Vertical mobility, when is changing employment, upstream and downstream category.</li> <li>- Horizontal mobility refers to changes between jobs in different sectors of economic activity.</li> <li>- Geographic mobility refers to changes of places of work and residence.</li> </ul> <p>This mean for instance, that even if their beloved city is X, they should think of going where labour market is more adapted to their ability and competencies. This role play treats the awareness of those mobilities possibilities and should help trainer to deal with migrant orientation.</p>
<p><b>Work task</b></p>	<p><u>Steps</u></p> <ol style="list-style-type: none"> <li>1. Tell the participants to divide themselves into groups of four people</li> <li>2. Within groups, go for a mobility project:             <ul style="list-style-type: none"> <li>- Establish the project: where? for what? when? How?</li> <li>- Taking into account the above data, seeks to establish a roadmap identifying the recommended type of mobility, whether vertical, horizontal or geographical, especially in the case of circular migration.</li> <li>- List all the requirements.</li> </ul> </li> </ol>
<p><b>Reflective questions</b></p>	<ul style="list-style-type: none"> <li>- Have you ever experienced these types of situations?</li> <li>- Have you though that mobility could be from one field of activity to an another one?</li> <li>- Would you go to another city? If so, what problem do you see? What advantage do you see as well?</li> <li>- What did you do or what should you have done?</li> </ul>
<p><b>Action plan</b></p>	<ul style="list-style-type: none"> <li>- What have you learnt?</li> <li>- What will be the most important for your action plan in this situation?</li> </ul>





**On-the job training: Mobility outside the host country**

<p><b>Introduction</b></p>	<p>This activity tends to raise awareness of the fact that the economy in Europe is global. It should be known in this context which specific micro economy or specificity still exist in Europe.</p> <p>Moving inside the European union or even outside is only possible if migrants have this kind of authorisation. Once, they have decided to leave the actual hosting country, they need help from professionals to read the roadmap which can include contact with embassies and migration desks.</p>
<p><b>Work task</b></p>	<p><u>Steps</u></p> <ol style="list-style-type: none"> <li>1. Tell the participants to divide themselves into groups of four people.</li> <li>2. Put names of situation in a paper and ask to choose one scenario (they don't know what is written on the paper).</li> <li>3. Ask participants to review the situation from the point of view of:             <ul style="list-style-type: none"> <li>- Their parents</li> <li>- Their children (if applicable)</li> <li>- Their relatives (could be friends)</li> </ul> </li> <li>4. Ask participants to imagine and to share how they would feel if they were in the role.</li> <li>5. Discuss with the entire group the questions suggested below, if you are in the role. Different scenarios are to be played:             <ul style="list-style-type: none"> <li>- One group decides to go in a country with the "same language".</li> <li>- One group decides to go in a country with a new language but with relatives already living there.</li> <li>- One group decide to return the country they were coming from.</li> <li>- One last group decide, a total unknown country.</li> </ul> </li> <li>6. Establish the project: where? for what? when? How?</li> <li>7. List advantages and inconvenient for each situation.</li> <li>8. List all the requirements (to do list).</li> <li>9. At the end of the game each group will give a feed-back to the others. Trainers will be able to sum up and to create a global vision of the group situation.</li> </ol>
<p><b>Reflective questions</b></p>	<ul style="list-style-type: none"> <li>- Have you ever experienced these types of situations?</li> <li>- Have you though that mobility could not be possible regarding the status of the migrant?</li> <li>- Would you really leave your hosting country for a better situation? If yes, what problem do you see? What advantage do you see as well?</li> <li>- Would you adapt yourself to this situation, would you take into account your family point of view?</li> <li>- How would you plan the retro-planning?</li> </ul>
<p><b>Action plan</b></p>	<ul style="list-style-type: none"> <li>- What will be the most important for your action plan in this situation?</li> <li>- Did you identify yourself with any of the characters in the role play?</li> <li>- How do you usually react when something in the environment changes?</li> <li>- Do you think you have flexibility and adaptability enough? What do you find easy to adapt to and what difficult?</li> <li>- What do you think you have to do, in order not to face the situation?</li> </ul>





**Tips: Agility dos and don'ts**

Try it	Avoid it
<input checked="" type="checkbox"/> Be aware of migrants' situations (personal and inside the company or even inside the country you are living in).	<input checked="" type="checkbox"/> Avoid fear, refrain and hesitation.
<input checked="" type="checkbox"/> Adapt yourself to the environment.	<input checked="" type="checkbox"/> Avoid being too theoretical.
<input checked="" type="checkbox"/> Develop competencies of empathy.	<input checked="" type="checkbox"/> Don't take things as personal.
<input checked="" type="checkbox"/> Trust yourself.	<input checked="" type="checkbox"/> Don't see situation as for ever.
<input checked="" type="checkbox"/> Develop your self-balance.	<input checked="" type="checkbox"/> Don't waste all your energy.
<input checked="" type="checkbox"/> Be proactive.	<input checked="" type="checkbox"/> Don't be too proactive.
<input checked="" type="checkbox"/> Be capable of self-adaptation.	<input checked="" type="checkbox"/> Don't only decide on emotions.
<input checked="" type="checkbox"/> Be able to work with people from different environments.	<input checked="" type="checkbox"/> Don't judge too quickly.
<input checked="" type="checkbox"/> Follow your personal instinct.	<input checked="" type="checkbox"/> Don't close yourself to the external environment.





# TRANSVERSAL PROJECT FOR MIGRANTS



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