**Soft skills**

**workshop PLAN**

**Name of the WORKSHOP /TOOL session:**

**Soft skills Assessment Tool**

**Learning outcomes:**

* **The participants will become familiar with the concept of soft skills**
* **The participants will recognize the importance of soft skills, their cultivation and their assessment in a changing world**
* **The participants will get to know with the different skills included in the Soft skills tool**
* **The Participants will understand the tool's development and assessing method**
* **The participants will recognize the formative Assessment process of the tool**

**• The Participants will be able to customize the tool to match courses from their content world**

**Target group: (E.G. faculty members, PhD students, MA students****, student teachers, etc.).**

**Number of participants: open**

**WORKSHOP PLAN for the TOOL**

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| **#** | **Stages or Steps of the Activity** | | **Short description** | **Time slot** | **Resources or equipment needed** | **Comments by the trainer** |
| 1 | Orientation | | Aim**:** warm-up, self-introduction, putting emotions at center and setting the background for the workshop  **Opening exercise**: “how do you feel today”. The participants will each introduce themselves and say how they feel today.  Through this actiity the participants to introduce themselves to each other as well as to put emotions at the center in order to lay the foundation for the introduction of the concept of soft skills. | 5 min. | Projector, Laptop, PowerPoint  \*presentation is attached | The trainer will take the opportunity to comment on emotions to highlight their importance |
| 2 | 2a: The notion of soft skills for the 21st century |  | Aim: to introduce the notion of the changing world, discuss the need for a wider set of skills in our times and introduce the notion of 21st century skills, and thus the need to develop and assess them in higher education settings  **Phone call exercise**:  The participants will be asked to call or write someone outside the room and ask them:  **what are the three most important skills for succeeding in the 21st century?**  When the list of answers is formed, the training will explain the division to soft and hard skills and will ask the participants to separate the skills appearing on the board into hard and soft skills. This will help demonstrate that soft skills are commonly perceived as important.  The exercise will conclude by discussing the importance of cultivating soft skills in higher academic setting. | 10 min. | Laptops  Projector |  |
|  | 2b: Exercise |  | 10 minutes | White board, markers, cell phones, Wi-Fi | The trainer |
| 3 | Introduction to the different skills |  | Aim: to briefly introduce and explain 10 different soft skills that are important to cultivate for students’ success.  The trainer will go over the list of skills and explain each one of them, demonstrating their importance in a changing world. The trainer will also highlight that other skills can be added to the list and thus the tool is flexible and can be accommodated to other soft skills too |  | Slides, Laptop. powerPoint,  Skill list document | A document with a list of skills and their definitions will be given to the participants  (attached) |
| 4 | Introducing the development and assessment tool |  | Aim: to introduce and generally explain the tool, the combination of the development and the assessment, the way it is integrated in the course, the roadmap according to which the students work and the timeline for assessment.  The trainer will explain that the tool has too main aims: to develop one soft skill per taught course, alongside the subject matter. A teacher who wishes to use the tool will choose a skill most relevant to their course. They will introduce the skill at the beginning of the course and explain its relevance, as well as the way to use the tool (doing one assignment card at a time), and the assessment of the process – a mid term and final assessment as well as an option to discuss the tasks in between. | 15 minutes | Laptop. powerPoint |  |
| 5 | Experiencing and understanding the development tool for students | | Aim: to allow the participants to experience the development cards (the assignments for the students).  **Step 1**: The participants will be divided into groups of 4-5 depending on the size of the group. Each group will get an envelope with a set of 8 assignment cards numbered from 1-8. They will be asked to take one card at a time and discuss the assignment in a group.  **Step 2**: After the participants go through the all the assignments, they will be asked about their experience with the tool and if they have any questions  **Step 3**: the way the tool will be used in class, including the timeline for the assignments will be discussed.  **Step 4:** The interactive roadmap and how it is used will be then presented.    In the next step, each group will receive the final assignment card (adjusted for the workshop) and will discuss the questions.  This part will conclude by explaining the way the final assignment will take place in the classroom. | 30 min. | Assignment cards | Document with cards is attached |
| 6 | Experiencing the assessment tool | | Aim: to introduce the assessment tool, which is based on the development tool.  **Step 1:** The participants will be given the mid-term assessment tool in cards and will discuss them in pairs.  **Step 2:** the mid-term assessment will be explained and discussed  **Step 3:** the final assessment tool will be given to the participants and they will change pairs and discuss them  **Step 4:** the final assessment tool and the grading system (A, B, C) and different dimensions will be explained | 15 min. | Laptop,  Projector,  PowerPoint  Assessment cards | Cards for the assessment tool- document attached |
| 7 | Summarizing the session | | The session will be concluded by the question:   * **what skill is most relevant to the courses I teach?** * **How is it related?** * **Which skill will I start with had I chosen to use the tool?**   Feedback on the tool:   * **how did you feel about the tool?** * **Did you find it relevant for your work?** * **Did you find useful?** * **Did you find it manageable?** * **Do you think you will consider using it?**   Q & A Session-  A concluding short video on the ability to change | 20 min | Laptop,  Projector | A short survey (a general ASSET tool provide by the quality assurance of the project to ensure similarity equality in the evaluation between the different tools |