

# Free + easy to use Soft Skills Training Platform



Recognise, upskill and develop relevant soft skills and competences needed in work life



Discover your own examples and real-life situation to showcase to a potential employer



Adapt soft skills in career flexibility and development



Increase understanding of oneself and others in a workplace setting



Increase your employability potential



[www.reboot-project.eu](http://www.reboot-project.eu)

[www.reboot-project.eu/online-training/](http://www.reboot-project.eu/online-training/)

 Reboot Project

 rebootproject2020



**Free Online  
Soft Skills Platform**

Increase your employability

**Strengthen your portfolio**  
high-quality skills + competences for Work 4.0

Are you ready for Work 4.0?

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**Who is it for?**

- ✓ Unemployed and underemployed higher education graduates
- ✓ Employment trainers and facilitators of higher education graduates, job seekers, vocational trainers in organisations, and key actors in employment, human resources management and employment.

**Training method**

Participants are guided through different real life and work scenarios to understand how soft skills manifest.

Soft skill development focuses on reflections on personal and interpersonal soft skills and how to use them in a working context and in overcoming challenging situations.

Recognising soft skills enables participants to productise their competences into a variety of professional realities using portfolios.

**Training delivery**

Training materials include knowledge about soft skills and skills productisation, reflection, exercises, examples and open educational resources, to be used within:

Online self-learning by the higher education graduates. This creates flexibility and allows them to test, learn and exercise skills at their own pace and time.

Trainer-led blended learning or virtual learning to provide further support to higher education graduates.

**Learners will learn:**

- What soft skills are
- Why are soft skills required in work life
- How to recognise, upskill and develop soft skills
- How to adapt skill in different professional realities, opportunities and careers
- How to productise and showcase soft skills and competences to a potential employer

**MODULE 1 - About me: How I Work**

- |                      |               |
|----------------------|---------------|
| Self-awareness       | Resilience    |
| Understanding change | Adaptability  |
| Curiosity            | Self-efficacy |
| Openness             | Motivation    |

**MODULE 2 - Context: How We Work**

- |                       |                          |
|-----------------------|--------------------------|
| Teamwork              | Networking               |
| Interpersonal skills  | Leadership               |
| Tolerance and Culture | Interdisciplinary skills |
| Negotiation skills    |                          |

**MODULE 3 - Into Action: Get to work**

- |                          |                   |
|--------------------------|-------------------|
| Taking initiative        | Time management   |
| Creativity               | Change management |
| Learning from experience | Problem solving   |
| Planning                 |                   |

**Reboot Training Step by Step**

- STEP 01 Initial Self Test**  
Learners assess their skills through a self-test which will build a picture of their current skill set before entering to the training.
- STEP 02 Module 0: Introduction to Soft Skills**  
Learners gain knowledge of what are soft skills, why they are important and how to detect them.
- STEP 03 Module 1 - About me: How I Work**  
This module encourages learners to reflect on what skills, talents, dispositions and capabilities they bring to employment contexts.
- STEP 04 Module 2 - Context: How We Work**  
Learners will be encouraged to reflect on skills they may have gained in a variety of settings and contexts which could transfer into work contexts and offer value to potential employers.
- STEP 05 Module 3 - Into Action: Get to Work**  
Learners will be invited to reflect on the key skills identified by employers as being important for the modern workforce.
- STEP 06 Module 4: Career and skills flexibility**  
This module develops individual's flexibility in a career path and the ability to adapt their own competencies into new occupational realities, professions, jobs and careers.
- STEP 07 Final Self Test**  
Learners reflect on their skills improvement after completing training programme, and assess application of soft skills in practical working situations.
- STEP 08 Module 5: Portfolio creation**  
This module give learners the opportunity to develop their own portfolio to help them showcase their skills in process of applying for work.