

MODULE 5

SELF-REFLECTION TOOL

EXPLORE AND IMPROVE YOUR SOFT SKILLS



Co-funded by
the European Union

My skills. Self-reflection tool.

If you want to reflect more deeply on specific soft competencies that are important to you, try a simple exercise.

Approach it objectively, and try to take into account the facts and not your opinions or prejudices.

You can repeat the exercise several times, each time taking on a different competence that is key in your professional or personal life.

The example you find in this exercise refers to a young person, but the exercise itself is very universal. It can be done by anyone, regardless of age.

STEP 1. MY IMPORTANT SKILLS (5 MIN)

Think about which soft competencies are important to you: in your personal life, in your voluntary work, in school, in your career.

If you find it difficult to name them, you can use the following prompts.

SOFT SKILLS

- creativity and innovation
- communication and teamwork
- strategic thinking
- ability to carry out tasks with ease and focus on the goal
- persuasive skills
- delegation of tasks and their effective enforcement
- time management and punctuality
- good organisation of work

SOFT SKILLS

- willingness and motivation to learn and develop as an individual
- ability to adapt easily to a new environment
- ability to work under time pressure and cope with stress
- ability to handle conflict
- ability to motivate others
- logical thinking



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SOFT SKILLS

- high personal culture
- ability to take constructive criticism
- entrepreneurship
- analytical thinking
- networking skills
- leadership
- critical thinking
- kindness and a positive attitude to people

SOFT SKILLS

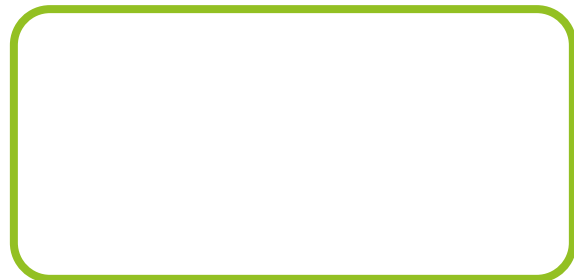
- consultative skills
- problem formulation
- individual initiative
- fostering a good team spirit and communication
- green awareness (awareness of the impact of human activity on the environment)
- green behaviour that supports environmental sustainability.

STEP 2. CHOOSE THE COMPETENCE (2 MIN)

Choose the competence you want to analyse.
Write it down in the middle of the sheet of paper.

EXAMPLE

Good time management and punctuality



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STEP 3. EXPLORE DIFFICULTIES (10 MIN.)

Think about which specific events and your subsequent actions indicate difficulties and failures in this area. Find 3 examples and write them in the column on the left-hand side of the sheet.

EXAMPLE

Good time management and punctuality

- 2 times this week I was late for school.
- I did not have time to study for an English test. I got a very poor grade.
- I forgot my friend's birthday.

STEP 4. EXPLORE SUCCESSES (10 MIN.)

Think about which specific events and activities demonstrate your successes in a particular area. Find 3 examples and write them down in the column on the right-hand side of the sheet.

Tip: If you have difficulty finding examples of situations in which you have been successful, ask your friends, acquaintances or family. Sometimes the people around you see more than you do, because you may be underestimating yourself.



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EXAMPLE

Good time management and punctuality

- 2 times this week I was late for school.
 - I did not have time to study for an English test. I got a very poor grade.
 - I forgot my friend's birthday.
- I handed in my draft poster for the environmental competition on time.
 - I efficiently organised a surprise party for parents (music, refreshments, inviting guests).
 - I prepared well for my driving test (e.g. I had to give up going to the cinema).

STEP 5. REFLECTION (5 - 9 MIN.)

Consider whether the events you listed were solely down to you, or whether factors or people beyond your control were also involved. Think about how important these events were for you and for others. What consequences did they have. Draw conclusions.

Reflection accompanies us every day, during everyday activities and social interactions. Spontaneous reflection is part of the learning process. In the educational and didactic process, reflective practice is an important skill, and in the context of life-long learning, rapid technological and social change, it is becoming one of the key competencies of both the young people and youth workers alike.



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STEP 6. SPACE FOR IMPROVEMENT (10 MIN.)

Find 3 examples of activities you can do to improve your skills in the area you are looking at. Write them down on the back of a piece of paper. If you have more ideas, go ahead and write them all down. Remember, however, to choose at the end the ones that you will actually be able to implement within a certain time (e.g. within a week or a month).

EXAMPLE

Good time management and punctuality

- tomorrow I will buy a calendar to mark the birthdays of my colleagues
- I will go to bed early tonight so I can get to school on time tomorrow
- I will check whether I have enough time to complete all the tasks I have planned for the coming month, perhaps I will cancel those that are less important
- I will organise one more surprise party, it went well, but I want to do it even better.

Final step. Put your ideas into practice.

Enjoy the successes!

Don't worry too much about failures. Learning by trial and error brings great results!

So you need mistakes too.

GOOD LUCK!

