



## SEE FIRST

### SEE FIRST SEEKING FIRST JOB EQUIPPED WITH PROPER SOFT SKILLS

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## Genie Specifications

# PROJECT INFORMATION

**Project Acronym:**

SEE FIRST

**Project title:**

SEEKING FIRST JOB EQUIPPED WITH PROPER SOFT SKILLS

**Project Number:**

2019-3-EL02-KA205-005437

**Sub-programme or KA:**

Key Action 2: Cooperation for innovation and the exchange of good practices

**website:**

[www.seefirst.eu/](http://www.seefirst.eu/)

**CONSORTIUM:**

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A & A EMPHASYS INTERACTIVE



## Revision History

Version	Date	Author	Description	Action	Pages
[01]	07/01/2021	CIVIC	Creation	[C]	10
[02]	14/01/2021	AKNOW	Input	U	12

(\* Action: C = Creation, I = Insert, U = Update, R = Replace, D = Delete)

## Referenced Documents

ID	Reference		Title
1	2019-3-EL02-KA205-005437		SEE FIRST Proposal

# TABLE OF CONTENTS

<b>1. Context</b>	5
<b>2. Genie</b>	5
<b>3. Training Content</b>	5
<b>Step 1: Registration</b>	6
<b>Step 2: Pre Assessment</b>	7
<b>Step 3: Profiling phase</b>	8
<b>Step 4: Transversal Skills Genie</b>	9
<b>Step 5: Open Badges</b>	11

## 1. Context

The project SEE FIRST is an EU funded project that aims at improving the soft skills of young jobs seekers. SEE FIRST will improve young individual's soft skills by providing personalised training on selected soft skills. This will be accomplished by initially evaluating the gap between the required soft skills (for a job in a desired area) and their current knowledge. For this scope an online "smart tool" will be developed, and tailored to learners needs (Genie).

## 2. Genie

The Genie will be an online tool, which will serve as a single point for the project's training material. Users will create an account and take a short questionnaire to assess their current knowledge. Based on their answers the tool will form their profile and propose specific actions to follow.

### Languages

The genie will be available in the following languages:

- English
- Greek
- Italian
- Spanish

## 3. Training Content

The genie will contain 54 action cards with information on specific soft skills. The action cards will be divided into 3 soft skill categories (Communication, Teamwork, Problem Solving) and 9 soft skills: Active Listening, Negotiation, Verbal Communication, Collaboration, Reliability, Respectfulness, Attention to detail, Logical Thinking, Decision Making. Each soft skill will contain 6 action cards.

More specifically:

Soft skill category	Soft skill
Communication	Active Listening
	Negotiation
	Verbal Communication
Teamwork	Collaboration
	Reliability
	Respectfulness
Problem Solving	Attention to detail

	Logical Thinking
	Decision Making

## Step 1: Registration

The User (U) lands on an intro page where they have the option to login to their account or to create a new account.

The registration contains the following fields:

Field	Description	Format	Comment
Full Name		Text Field	Optional
Username		Text Field	
Email		Email Field	
Age	Options are: <ul style="list-style-type: none"> <li>● 18 - 25</li> <li>● 26 - 35</li> <li>● 36 - 45</li> <li>● 45+</li> </ul>	Radio Buttons	
Country of Residence	Options are: <ul style="list-style-type: none"> <li>● United Kingdom</li> <li>● Greece</li> <li>● Italy</li> <li>● Cyprus</li> <li>● Other (Text field)</li> </ul>	Radio Buttons 'Other' is a text field	
Preferred Language	Options are: <ul style="list-style-type: none"> <li>● English</li> <li>● Greek</li> <li>● Italian</li> <li>● Spanish</li> </ul>	Drop Down	Based on the language chosen, the system will recognise and remain in that language.
Password		Password Field	

The user will be sent out a confirmation email:

**Subject:** Welcome to the Transversal Skills Genie

**Body:** Thank you for registering to the Transversal Skills Genie!

We hope that you'll find our tool helpful.

Please click the below link to activate your account:

[xxx]

When you access your account you will be asked to answer a short assessment questionnaire. Based on your responses you will receive recommendations on what areas you need to improve on. You will then get access to a pool of material to help you develop your skills and enhance your CV.

If you have any questions, feel free to [contact us](#).

Best,

The SEE FIRST team

## Step 2: Pre Assessment

The pre-assessment questions aim to identify which soft skills are more relevant for the user, depending on the sector of their preference and their current knowledge and skills.

There will be X (TBD) pre assessment questions which will define the current level of learners regarding each soft skill.

Based on their answers, the corresponding content will be allocated to them (See step 3)

Screenshot example of pre assessment questionnaire:

Genie

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18

How confident are you regarding your ICT skills?

Basic

Intermediate

Advanced

< Previous Page    Next Page >

Example Question:

Question	Format	Possible answers	Profile recommendation
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Do you believe that you can communicate effectively with others?	Radio buttons	Yes	No recommendation
		No	You mentioned that you don't have good communication skills. The action cards 1,2,3 could be helpful for you.

### Step 3: Profiling phase

Once the user completes the pre assessment questions, the Genie will generate their profile that contains recommendations (see table above). The recommendations will be based on the user's answers (in the pre-assessment phase) and will contain information about all the soft skills.



## Step 4: Transversal Skills Genie

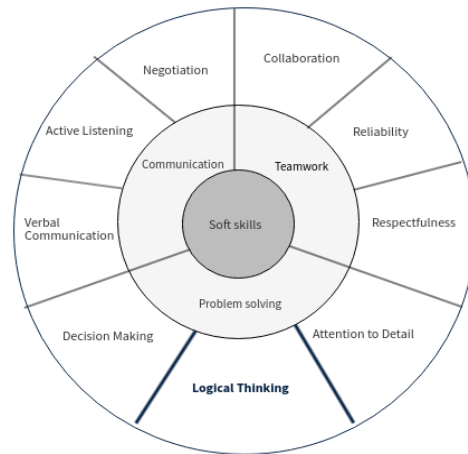
The genie will be presented in the form of a “wheel” which will contain all the soft skills and their sub-categories

The wheel should look similar to the below image:



Image 1

When the User clicks on one of the blocks a short message will appear on the right, with information about the soft skill and at the bottom of the page the relevant content cards will appear. As in the following screenshot:



### Logical Thinking

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nunc maximus, nulla ut commodo sagittis, sapien dui mattis dui, non pulvinar lorem felis nec erat

### Action Cards

**Title**



Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nunc maximus, nulla ut commodo sagittis, sapien dui mattis dui, non pulvinar lorem felis nec erat

See more

**Title**



Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nunc maximus, nulla ut commodo sagittis, sapien dui mattis dui, non pulvinar lorem felis nec erat

See more

Image 2

A menu will be available on the left. The first button (My Profile) will contain the information that appeared in the profiling phase (the recommendations regarding the action cards). The user can go to their profile at any time. Users will also have the option to re-take the pre assessment quiz, and thus they can obtain different recommendations. The second button (Transversal Skills Genie) will take the user to the “wheel” (image 2). The third button will include the open badges that the user will acquire once all the action cards of a specific soft skill sub category have been completed (see next section).

### Action Cards

When the user clicks on a soft skill block the user sees a list of the action cards. They see a preview with the title, a short summary, and an image.

When they click on see more the whole content is revealed.

Each skill contains 6 action cards. They are approximately 1 page long. Once the user read all the action cards per soft skill will take a short (6 - 8 questions) multiple choice quiz. (Example to be added)

If they answer all questions correctly, a message that they have completed the action card will appear. Then they will be directed back to the wheel.

If they don't answer all questions correctly, they are directed back to the wheel and suggested they read the content again and take the quiz. Users are given unlimited attempts.

When a skill subcategory is complete then a check symbol appears on the corresponding block.

At the top of the Wheel page the below explanatory text will appear:

*That's your Soft Skills Wheel - it will help you develop your skills tailored to your own needs.*

*Click on the area you want to improve in and receive tips to help you. When you read all the tips and you successfully complete all the quizzes you will get a badge. Get all the badges to become a Soft Skills Expert!*

## Step 5: Open Badges

Open Badges is the reward the user gets when they complete all the action cards of a soft skill. The below table describes the structure:

<b>Soft skills</b>	<b>Open Badges</b>	<b>Skill Category Badges</b>
	If the user successfully completes the quizzes of all the action cards in the corresponding skill.	If the user receives all badges in the Open Badges column, they will receive one of the Skill Category Badges below which will represent the soft skill in which these subcategories belong
Negotiation	Negotiation Badge	Communication Badge
Active listening	Active Listening Badge	

Verbal Communication	Verbal Communication Badge	
Decision Making	Decision Making Badge	Problem Solving Badge
Logical Thinking	Logical Thinking Badge	
Attention to Detail	Attention to Detail Badge	
Collaboration	Collaboration Badge	Teamwork Badge
Reliability	Reliability Badge	
Respectfulness	Respectfulness Badge	

Users can still access all the content cards once they have earned all the Skill category badges and completed the training.

When they receive all the Skill category badges a certificate will be awarded to the user.