



IO1/A3. TRANSVERSAL SKILLS ENHANCEMENT STRATEGY AND SUPPORTING ACTIONS (TEMPLATE)



SEE FIRST

SEE FIRST

Teamwork: Respectfulness

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TRANSVERSAL SKILLS ENHANCEMENT STRATEGY AND SUPPORTING ACTIONS

PROJECT INFORMATION

PROJECT ACRONYM: SEE FIRST

PROJECT TITLE: SEEKING FIRST JOB EQUIPPED WITH PROPER SOFT SKILLS

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1. GUIDELINES

GUIDELINES

- Prepare 6 goal cards per skill subcategory. For example, 6 goal cards for Active listening and 6 for Negotiation.
- Fill in all the fields and maintain the formatting and structure
- Each proposed activity should be in a separate card – don't combine 2 activities in one card and don't divide 1 activity into 2 cards.
- To add a new goal card, copy and paste one of the existing goal cards
- At the end of each skill subcategory, prepare 6-8 assessment questions.



1. Skill category (e.g., Communication skills)

1.1 Skill subcategory Respectfulness

1.1.1 INTRODUCTION

This will be shown to all the users when they click on one of the skill subcategories. It will appear on the right side of the wheel.

DESCRIPTION OF THE SKILL

Being respectful means showing politeness and honour to someone but also accept that something is important and not to try to change it or cause offence.

Respectfulness means taking under consideration other peoples' feelings, ideas and views, even if you disagree with them. Being respectful is a very specific skill, that usually is connected to any kind of hierarchy, but at its core it has nothing to do with hierarchy itself but mostly with the notion that everyone deserves to be heard and taken under consideration. Respectfulness is vital when working with other people, but in its broader sense it is extremely important in our everyday life too. Respect is one of the most fundamental skills as without it we cannot really effectively communicate with each other or create a strong and successful team.

1.1.2. GOAL CARDS

TITLE OF THE PROPOSED ACTIVITY: Aspiring writers

Respect at work is a vital element of establishing a healthy, and well-functioning working environment. Mutual respect in the workplace makes all employees understand and feel that they are valued for their abilities, that their qualities matter, and that they are important as people.

People thrive when they feel appreciated, whereas disrespect creates conflicts and tensions that can harm productivity and also the quality of our job.

In this activity, participants will work in groups and create a short play or a story. They must each come up with an idea for the theme of the story or play, discuss their suggestions and then vote which theme they find more interesting.



To convince the rest to choose their theme, each of the players should come up with the arguments that can back up their proposal, but also respect in the end the collective result of the voting.

Having decided on the theme, they will then start writing pieces of the story or play, not all together but one after the other. They have to also decide who will start writing and the order of the rest until the one that will finish their story.

The only rule is that they cannot change anything that has been written until their turn comes, but built on the created story keeping its storyline. So, they cannot just dismiss everything that has been written and suddenly create a completely different story, but using the existing material they can be inspired and put their personal ideas and touch.



In the end one of the participants read out loud the story, and everyone is called to comment the difficulties that faced or what they found intriguing in the process. This is not a competitive game, but if they players feel like it, they can vote the player that either created a strong base for the rest to build on, or the one who was truly inspired and promoted the story in the most interesting and effective way for the rest to follow.

TYPE OF THE ACTIVITY

Simple activity that can be implemented immediately without requiring the completion of another activity

CONNECTED ACTIVITIES

TOOLS & RESOURCES NEEDED

Video conference software, providing that the participants are not able to physically meet.

TIME REQUIRED



At least 25 minutes depending on the number of participants

Number of learners

4+

RELEVANT SECTORS

Include one or more sectors to which this skill is relevant. Please choose from the sectors below:

- Arts
- Education
 - Management
 - Office Administration
 - Public administration

ADDITIONAL RESOURCES

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REFERENCE

Cambridge Dictionary online

<https://dictionary.cambridge.org/dictionary/english/respectful>

IMAGE

<https://www.pexels.com/photo/rewrite-edit-text-on-a-typewriter-3631711/>

INTRODUCTION

Is writing only a lonely process? What happens when many ambitious writers join forces to create an amazing story? What will come up in the end, a masterpiece or a total disaster? Click to find out.



TITLE OF THE PROPOSED ACTIVITY: How many points did you get?

DESCRIPTION OF THE ACTIVITY

A respectful working atmosphere prevents discrimination, giving everyone equal opportunity to share their ideas, participate and be heard.

This is vital as it gives different types of people the chance to participate regardless of age, gender, race, sexual orientation, or disability. Respectfulness leads to inclusion, which is one of the biggest challenges in our society.

In respectful settings, employees flourish as they are validated and they get the chance to contribute equitably.

In this activity you are asked to keep a personal journal for 15 days, honestly reporting how respectful towards others you were. You are called to write down at least one incident per day, significant or not, and mark it as whether positive or negative depending on whether you were respectful towards your interlocutor(s) or if you lost your temper and could work a bit more on a more respectful approach.

For the negative cases, you also have to write down in detail how you reacted, the reasons that led you to react in this way, what annoyed you from the other person's side and, most importantly, how you could have handled the situation better.

For every time you manage to show respectfulness, hence a positive incident, you get one point but every time

you record a negative one, you will lose two. Which means that in order for you to finish the game having a positive score, you should really work on those skills and be mindful of your choices and actions.





At the end of the 15 days period of journaling, you also have the option to share your results with other learners, exchange your stories, state your opinion and listen to other players' experiences. Each one will have to clearly and honestly share his/her points and the way he/she won or lost them during these 15 days. If the validity of certain points is not clear, then the rest of the players will vote on whether the player with the ambiguous points will receive them or not.

The participant having the most points is the winner...and let's hope that we will have multiple players sharing the gold medal of respectfulness!

TYPE OF THE ACTIVITY

- **Simple activity that can be implemented immediately without requiring the completion of another activity**

CONNECTED ACTIVITIES

TOOLS & RESOURCES NEEDED

Video conference equipment provided that the participants cannot physically meet.

TIME REQUIRED

At least 15' depending on the number of the participants.

Number of learners

1, optionally 2+

RELEVANT SECTORS

Arts

- **Education**
- **Management**
- **Office Administration**
- **Public administration**



ADDITIONAL RESOURCES

REFERENCE

Cambridge Dictionary online

<https://dictionary.cambridge.org/dictionary/english/respectful>

IMAGE

<https://www.pexels.com/photo/black-and-yellow-digital-device-3489054/>

INTRODUCTION

Are you on the winning side of the board or did you lose all of your points by yelling to an innocent old man? An exercise requiring not just being respectful but honest too. Is that too much to ask? Click here to check.

TITLE OF THE PROPOSED ACTIVITY: You are Top Chef



Respect works as a shield against harassment, bullying, and discrimination.

When peers show respect to each other, a sense of community and belonging is established, and incidences of bullying, verbal aggression, or arguing can be diminished. The difference between a respectful and inclusive environment and a pitiful, judgmental one is more than obvious to anyone that has experienced them.

Building relationships, creating solid work ethic based on mutual respect, is a solid foundation of quality work.

In this activity, participants are called to create the perfect menu for a dinner party respecting all dietary restrictions of their guests-by guests we mean the rest of the players. Even if they don't actually have any restrictions in their diets, for this exercise have to choose one of the following roles, keeping in mind that the same role can be assigned to more than one players if they are more than six.



Dietary restriction roles:

Vegetarian

Pescatarian

Vegan

Dairy Intolerant

Gluten intolerant

Omnivore

Each player, has a specific role, but also has to plan to a menu to cover everyone's needs. All players, take 15 minutes to plan their menu, finding recipes online if they want to, and then sharing it with everyone else. Discussions are definitely allowed, as are comments on various choices, or mistakes that were made-always in a respectful way, of course. After each player has explained their menu and talked about the reason he/she made these specific choices, all



participants vote for the menu that promoted more inclusivity and respect for everyone's needs. The winner is crowned Top Respectful Chef.

TYPE OF THE ACTIVITY

Options:

- **Simple activity that can be implemented immediately without requiring the completion of another activity**
-

CONNECTED ACTIVITIES

TOOLS & RESOURCES NEEDED

Video conference equipment provided that participants are not able to physically meet.

TIME REQUIRED

At least 30' minutes depending on the number of participants

Number of learners

6+

RELEVANT SECTORS

- **Culinary arts**
- **Management**
- **Social sciences**

ADDITIONAL RESOURCES

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REFERENCE

Cambridge Dictionary online

<https://dictionary.cambridge.org/dictionary/english/respectful>

IMAGE

<https://pixabay.com/photos/lavender-tea-lemon-table-sunlight-2534898/>

INTRODUCTION

We have all missed dinner parties so much! Plan the most inclusive, intriguing and decadent menu and get the title of the most Respectful Top Chef ever. Respect and indulgence being your key ingredients. Click here to find out how to combine them.

TITLE OF THE PROPOSED ACTIVITY: And the Oscar goes to...

DESCRIPTION OF THE ACTIVITY

Drama Based Training helps you challenge, and improve behaviour in the workplace.

The use of drama-based techniques has been proven very effective, as it promotes learning through experience. Respectfulness can be enhanced through drama-based exercises, creating a safe space, engaging staff, and encouraging participation and openness.

The core of theatre is being respectful, as actors and director and all the participants have a common goal for which they work, putting aside their egos in order to achieve the best result.

For this activity, participants will work in pairs. They are called to structure a dialogue of their choice that needs to be easily adaptable to change, within 20' minutes. Using their creativity and through the experience of this exercise, they will gain first-hand knowledge on the feelings and sentiments caused when they are treated respectfully or not.

The first draft can be very impolite, obviously within the norms of an exercise-which the participants must transform to a more polite one which then has to become a perfect version or respectful behaviour.



The participants can also direct themselves, writing not just their lines, but gestures, non-verbal reactions, sounds or body language signals that they feel will clearly show the three different stages of the dialogue.

Each pair will present their three scenes, and then everyone will vote not only which dialogue was the more convincing, but also, which participant was a natural acting talent.



TYPE OF THE ACTIVITY

Options:

- Simple activity that can be implemented immediately without requiring the completion of another activity
-

CONNECTED ACTIVITIES

TOOLS & RESOURCES NEEDED

Video conference software, providing that the participants are not able to physically meet.

TIME REQUIRED

At least 40' minutes

Number of learners

4+

RELEVANT SECTORS



Include one or more sectors to which this skill is relevant. Please choose from the sectors below:

- Education
- Management
- Military
- Office Administration
- Public administration

ADDITIONAL RESOURCES

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Forbes website

How to Detect Respect - or Disrespect: Body Language Quick Takes #7

<https://www.forbes.com/sites/nickmorgan/2011/09/29/how-to-detect-respect-or-disrespect-body-language-quick-takes-7/?sh=154cc4bd14bd>

Wearegibber website

What is Drama-Based Training and 5 reasons why it can benefit your business

<https://www.wearegibber.com/blog/what-is-drama-based-training-benefits-for-business/>

REFERENCE

Cambridge Dictionary online

<https://dictionary.cambridge.org/dictionary/english/respectful>

IMAGE

<https://www.pexels.com/photo/standing-man-figurine-2098604/>

INTRODUCTION

Is it possible that being rude can get you an acting word? Or maybe it is your respectfulness that will get you a golden statue? Find out how to be respectful and also how to show it.

-



TITLE OF THE PROPOSED ACTIVITY: Are you a number 7?

DESCRIPTION OF THE ACTIVITY

Respectfulness can reduce workplace stress, enhances conflict resolution and problem-solving skills. **Respect helps to improve communication between colleagues, increases productivity and team spirit, and reduces stress as it creates a serene and calm environment, in which people can easier succeed.**

In this activity participants are called to improvise and interact in between them following some simple rules.

1. Depending on the number of participants, one of them writes down numbers from 1 to...the number of people playing, and then shuffles them all together for everyone to choose.

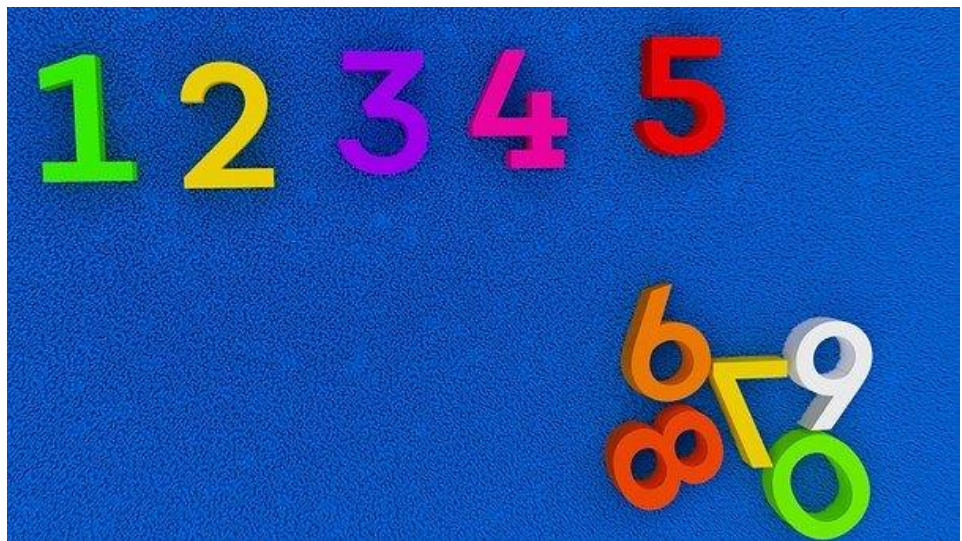
2. Number 1 is the lowest in hierarchy, number 2 follows and so on, until we reach the maximum number which is something like the High Priest of the game.

3. For five minutes participants can do anything they want in the space, walk around, run, jump, watch each other, exchange a few words with each other, with one rule: hierarchy must be kept at all times. So, number 1 has to bow or kneel, when number 7 or 8 passes by.

4. No one reveals their numbers before they start improvising.

5. At the end of the game, people try to guess each other's numbers, but also discuss on the overall behaviour of everyone and how being high or low in the hierarchy affects your body language and mindset.

6. For a second round, they get exactly the opposite number of the one they had, so to realise the changes happening to their bodies and minds. Obviously, they can repeat the activity as many times as they like, in order to experience a variety of feelings and thoughts during their various positions in hierarchy.





7. If participants cannot meet they can still do the activity, after a random draw that someone will perform for everyone else, having to present their place in hierarchy only by their posture and a few words. The activity works much better in person, but still it can be done even online.

TYPE OF THE ACTIVITY

Options:

- Simple activity that can be implemented immediately without requiring the completion of another activity

CONNECTED ACTIVITIES

TOOLS & RESOURCES NEEDED

Video conference software, providing that the participants are not able to physically meet.

TIME REQUIRED

At least 25' minutes depending on the number of participants

Number of learners

5+

RELEVANT SECTORS

Include one or more sectors to which this skill is relevant. Please choose from the sectors below:

- Education
- Management
- Military
- Office Administration
- Public administration

ADDITIONAL RESOURCES



Lifehack website

How to be polite in 20 different countries

<https://www.lifehack.org/articles/communication/how-polite-countries.html>

REFERENCE

Cambridge Dictionary online

<https://dictionary.cambridge.org/dictionary/english/respectful>

IMAGE

<https://pixabay.com/photos/numbers-education-kindergarten-738068/>

INTRODUCTION

Is lucky number 7 the best you can get? Or suddenly a 10 comes to rule everyone and change the balance? Showing respect to a number 3 can help when you become a number 3. Confused? Click to see the answer.

TITLE OF THE PROPOSED ACTIVITY: How many Picassos are enough?

DESCRIPTION OF THE ACTIVITY

Respectfulness supports productivity, understanding and ideas exchange.

As mutual understanding increases, creativity is enhanced, ideas flow easily and innovation skyrockets. Being around people who respect each other, eliminates pettiness, making everyone feel secure and content.

The better we feel in our environment, less conflict we face, the more productive and creative we become.



In this activity, participants will get a very large roll of paper and colouring equipment and are called to draw on it without talking to each other or pre decide their painting's theme.



The rules are simple.

1. Without talking they pick a colour, and someone gets to draw on the paper first. Then a second person follows, again in

silence, until everyone has drawn something once.

2. After the first round of drawings is completed, everyone gathers around the paper, and work together, trying to figure out a common theme for their painting, always in silence.

3. Participants cannot draw over someone else's painting, or create something totally irrelevant to the general theme that slowly will emerge.

After at least 20', they can finish what they are doing, and see their painting as a whole. They can discuss what everybody had in mind, what they think the theme is and if they were surprised by a sudden change of the theme.

Everyone has not only to respect the other participants' choices, but also space, ideas and contribute to them in order to have a coherent and collective result.

TYPE OF THE ACTIVITY

Options:

- Simple activity that can be implemented immediately without requiring the completion of another activity
-

CONNECTED ACTIVITIES

TOOLS & RESOURCES NEEDED

A space-room where people can draw on the floor

A big roll of paper suitable for drawing



Crayons, water colours, pencils, anything that can be used for drawing
TIME REQUIRED
At least 25' minutes depending on the number of participants
Number of learners
4+
RELEVANT SECTORS
<ul style="list-style-type: none">• Aesthetics• Arts• Culinary arts• Education• Management• Office Administration• Public administration• Social sciences
ADDITIONAL RESOURCES
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REFERENCE
Cambridge Dictionary online https://dictionary.cambridge.org/dictionary/english/respectful

IMAGE
https://pixabay.com/photos/brushes-paint-color-painting-4226688/



INTRODUCTION

What will come up if too many aspiring painters work together? Will it be exquisite or disastrous? Everyone gets a chance, and everyone is respected, even if they cannot draw two straight lines. Click to see how all that works.

1.1.1. ASSESSEMENT QUESTIONS

ASSESSMENT

- 1) In a respectful relationship there cannot be any leaders. (False)
- 2) Honesty does not contain respectfulness. (False)
- 3) Following rules and instructions is the only way to show respect. (False)
- 4) Flexibility cannot become the path to respectfulness. (False)
- 5) Respectfulness exists only where hierarchy exists (False)
- 6) Being respectful means that you put yourself second (False)
- 7) Fear is an element of respectfulness. (False)
- 8) Showing respect only to people who are superior is mandatory. (False)