



RE-ENGAGE!

INVENTORY OF SKILLS AND COMPETENCES (IO1)

RE-ENGAGE! ALTERNATIVE PATHS TO MOTIVATE
AND ENGAGE YOUTH BACK TO WORK



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1. Background and framework

The creation of this inventory of skills can be found in the development of the European project Re-engaged! Alternative paths to motivate and engage youth back to work. This project aims to help young people across Europe to develop their skills and to be active and present in work and social life.

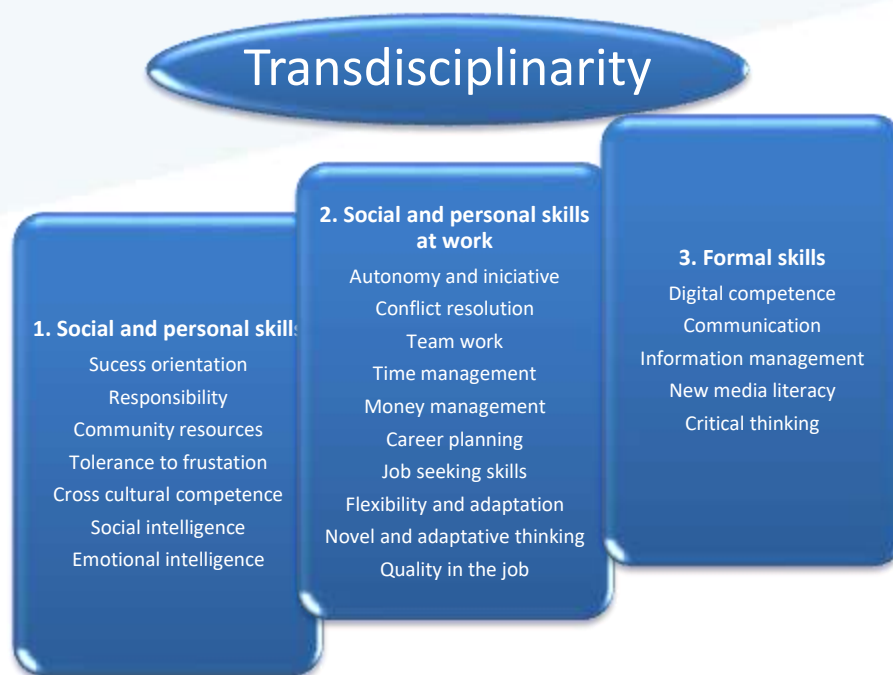
This inventory of skills is the beginning to do in IO1 course pack “Make the Best out of Yourself”, it is to say, it is the first step to start creating our training packs.

2. Competences and skills for the jobs of the future

In order to draft the skills, we have used two different resources: formal resources: articles and research listed down below and practical resources: competences used and tested with young people.

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The final result is a group of competences divided in three groups and articulated by one big competence: transdisciplinarity.



Transdisciplinarity is the basic skill every young people willing to find a job needs to have. This skill is the responsible to connect the rest of the skills but it is also needed in every daily working and personal life.

Taking this into consideration, the young candidate needs to develop certain soft and formal skills in order to fulfill with the requirements of the jobs of the future.

These skills can be divided in three steps the candidate needs to be reaching, from the easiest and most basic, to the most complex ones. The three steps mentioned are the following:

1. Social and personal skills. In this block, you will find soft skills related to personal and social issues. From how to be responsible for our own work, to how to manage frustration

going through social intelligence –the capacity of connecting with others–. To sum up, the skills here presented will lead to an integral youth worker.

- **Success Orientation** – capacity related to decision making which is taking decision that represents the commitment towards an action that leads to successful achievements; self-motivation & building self-esteem.
- **Responsibility** – the capacity to be awareness of our own things.
- **Community resources** – capacity of knowing to use public transport, knows to call somebody in case of emergency, knows to access public/private services.
- **Tolerance to frustration** – capacity to manage our impulses and frustrations in order to act always in a proper and thoughtful way.
- **Cross cultural competence** – capacity to work with others taking into account the cultural differences.
- **Social intelligence** –the capacity of connecting with others.
- **Emotional intelligence** – capability of recognize, define and manage your and others emotions (involves self awareness, stress management).

2. Social and personal skills at work. The second step is composed by a certain amount of skills needed to work in a social environment. Here, the candidate will develop how to deal with other people and how to listen and being flexible to reach an agreement. In this content, we are introducing the term “Quality in the job” which is the capacity we have to reach or create a working space that lead us to a pleasant and successful job. The skills developed in this step are the following:

- **Autonomy and initiative** – capacity to work on your own.
- **Conflict resolution** – capacity of managing issues and discussion with others.
- **Team work** – capacity of working and cooperating with others.

- **Time management** – capacity to finish the tasks in time.
- **Money management** – capacity to handle economical amounts in a proper and adequate way.
- **Career planning** – capacity to study the skills needed for work or in the work environment (identify the interest, planning what educational requirements are needed, improving the knowledge for workplace or for a promotion).
- **Job seeking skills** – capacity to target job offer adequate for our profile and skills.
- **Flexibility and adaptation** – capacity to adapt to any situation or event.
- **Novel and adaptive thinking** – capacity of changing our point of view as well as taking others opinion into account.
- **Quality in the job** – it can be divided into:
 - 1) Knowledge, behavior, attitude and performance. It is to say: what you should know? What you should do or act? How you should express or manifest myself? What you should know to do the right things in a proper way?
 - 2) Environment (physical and organizational one) – capacity of persuade the management to change the physical working environment or organizational policy.

3. Formal skills. The jobs of the future also have some formal skills requirements, most of them related to new technologies and personal branding. In the final step, the candidate will develop and acquire some skills and competences that will help them to perform better and accomplish with our tasks. In this point, we can mention self-branding, how to communicate efficiency as well as how to look for information in the Internet and distinguish from good resources and bad ones. In the final step, the candidates will develop:

- **Digital competence** – capacity to manage digital devices at least as a basic user.
- **Communication** – capacity to reach other people and let them know our point of view.
- **Information management** – capacity to choose the information that is truly useful for us and our objective.
- **New media literacy** – capacity to use media in our own benefit and to reach the wider amount of people as possible.
- **Critical thinking** – capacity to think about something from an objective point of view.

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