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Program Soft Skills, 5 days

Alicante

Program Description

Education and professional development are not just about delivering content or completing tasks on time. They involve complex interactions, collaboration, and adaptability at every level of an organization's daily life. To contribute effectively to a thriving working environment, all members of staff need well-developed soft skills — abilities that numerous studies have shown to be directly linked to personal and professional success.

Soft skills such as communication, leadership, flexibility, teamwork, interpersonal relations, problem-solving, and work ethic are essential. They shape how we interact with colleagues, partners, and the wider community, and they are key to building a positive and successful organizational culture.

This course is designed to help participants deepen their understanding of soft skills and to equip them with practical tools for transforming theoretical knowledge into meaningful, everyday practices within their professional environment.

Competences

The course will help participants to:

- Improve and facilitate communication and active listening
- Enhance public speaking, organization, and time management skills
- Acquire knowledge and practical tools for effective teamwork
- Boost creativity and problem-solving abilities
- Gain insight into the principles of leadership and collaboration
- Reflect on motivation and learn how to foster it
- Master concrete tools and activities to develop and strengthen soft skills
- Use emotional intelligence as a key tool to engage, motivate, and support others

Methodology

The course follows an interactive and experiential methodology that combines theory and practice to ensure meaningful learning and active participation.

A variety of approaches and techniques are used throughout the program, including:

Throughout the course, participants are encouraged to reflect on their own professional practices, explore alternative approaches, and experiment with a range of activities through collaborative workshops, planning exercises, and presentations.

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A blend of lectures and practical activities

Whole-group assemblies and small group work

Guided discussions and reflections

Role-plays and simulations

Experiential training and learning-by-doing

Exchange of best practices

Morning wrap-ups and daily evaluations

Creative and interactive games

Results

The general aim of this course:

- Empower participants to strengthen their soft skills and foster excellence in their professional environments.
- Facilitate the exchange of best practices and experiences among participants.
- Promote international cooperation, networking, and team-building by connecting individuals and organizations across Europe.

Day 1. What are Soft Skills.

09.00-09.30	Welcome Session.
09.30-11.00	Course Introduction: The course instructor introduces themselves and provides an overview of the course content. The importance of soft skills in personal and professional life is emphasized. Participants are encouraged to share their expectations and goals for the course.
11.00-13.00	Introduction to Soft Skills: Definition of soft skills and their distinction from technical or hard skills. The relevance of soft skills in various aspects of life, including career, relationships, and personal development.
13.00-14.00	Discussion of how soft skills can enhance communication, teamwork, and problem-solving abilities.

Day 2. Communication Skills.

09.00-11.00	Presentation Skills: Understanding the components of an effective presentation, including content, structure, and delivery. Techniques to engage the audience and maintain their interest during a presentation. Overcoming nervousness and building confidence while presenting.
11.00-13.00	Active Listening Skills: Importance of active listening in effective communication. Practicing active listening through various exercises and role-plays.
13.00-14.00	Strategies to improve listening skills and overcome common barriers.

Day 3. Leadership and Teamwork.

09.00-11.00	What is Effective Leadership? Qualities and Styles: Discussion on different leadership styles, such as autocratic, democratic, transformational, and servant leadership.

	Identifying key qualities and traits of effective leaders.
	Case studies and examples of successful leaders from various fields.
11.00-11.45	How to Inspire Others? Understanding the role of motivation and inspiration in leadership.
11.45-12.15	Techniques for inspiring and empowering team members.
12.15-12.30	Creating a positive and supportive work environment to foster motivation.
12.30-13.30	Teamwork: Benefits, Challenges, Techniques, and Strategies:
	Exploring the advantages of teamwork in achieving organizational goals.
	Addressing common challenges in teamwork and methods to overcome them.
	Team-building exercises to enhance collaboration and cohesion.
13.30-14.00	Strategies for effective communication and conflict resolution within teams.

Day 4. Problem Solving and Stress Management.

09.00-01.00	Problem-Solving Techniques:
10.00-11.00	Introduction to systematic problem-solving approaches, such as the 5 Whys, SWOT analysis, and brainstorming.
	Applying problem-solving methods through real-life scenarios and group exercises.
	Decision-making techniques to make informed and effective choices.
11.00-13.00	What is Stress Management? Tips, Techniques, and Strategies:
	Understanding the impact of stress on physical and mental well-being.
	Identifying personal stress triggers and coping mechanisms.
13.00-14.00	Stress management techniques, including mindfulness, time management, and relaxation exercises.

Day 5. Course Closure.

09.00-11.00	Goal Setting:
	The importance of setting specific, measurable, achievable, relevant, and time-bound (SMART) goals.
	Assisting participants in defining their short-term and long-term goals.
	Creating action plans and strategies to achieve identified goals.
11.00-12.30	Time Management:
	Techniques for effective time management, prioritization, and productivity.
	Identifying time-wasting habits and developing strategies to overcome them.
	Developing personalized time management plans for each participant.
12.30-13.30	Course Wrap-Up:

Recapitulation of key concepts and learning points from the entire course.

Q&A session to address any remaining questions or concerns.

Distributing course completion certificates to the participants.

13.30–14.00 Goodbye Session.