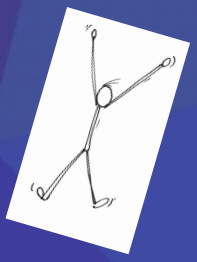
Confident

TO WORK



Works for Us
"Empowering People to Transform Their Lives"

Welcome !

Thank you for joining us on the Confident to Work course.

This course is a collection of activities and questions to help you identify your strengths and skills and enable you to feel more confident in yourself and in what you can offer a future employer. I hope it will also help in identifying skills you can build on, as well as explore how you can move forward on your journey towards work.

So, how will this work? The activities are for you to do at home and these are sandwiched between two zoom group sessions. The first session at the beginning, will give opportunity to introduce ourselves and to talk through the activities. The second session at the end, will reflect on what we have learnt and look at possible next steps. The two week period in-between allows you to work through the seven activities at a pace and time of your choice and in an order that you want.

What is required for the activities? Each activity has been designed to offer opportunity for self-reflection. This can be useful in growing an understanding of ourselves, reminding us of our strengths and enabling us to learn of new ways forward.

It will be helpful to set aside 20 minutes (or more if you choose) to give your attention to each of the activities. All of our circumstances will be different and we will all have a preferred way of doing this. Finding a quiet space and some uninterrupted time will definitely help. You may find that reading through an exercise, giving yourself some thinking time (I find a walk useful) and then sitting down to write, is a worthwhile approach.
You will need pen and paper...and if you choose to get more creative, old magazines for collage, scissors, glue and maybe a few colouring pens/pencils will be useful.. It's up to you!

How might I get the most out of this course? With each step there is the suggestion to 'Make a Note', this could be in the form of a personal journal, a scribbled post-it or done digitally. Jotting thoughts down will help you to remember things as well as being useful for self reflection.

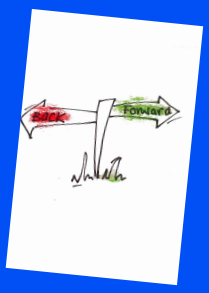
I look forward to working with you
Nettie (Course facilitator)

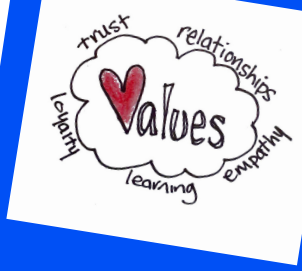
'THIS IS ME'

'THIS IS WHERE I WANT TO BE '

'WHAT MOTIVATES ME?'

'THINGS THAT HOLD ME BACK AND THINGS THAT MOVE ME FORWARD'





'MY VALUES'

'IDENTIFYING SKILLS AND TRANSFERRABLE SKILLS'

'TAKE IT OR LEAVE IT'

seven activities

Tracking how things are going

Imagine a scale of 1–10 representing your level of confidence on your journey towards work.

1= very low confidence 10= feeling very confident

At the beginning and end of each exercise ask:

- where am I on the scale of 1–10 at this moment?
- What have I noticed that has helped?
- What difference is it making to me?

Then, mark where you think you are on the scale/s printed below.
Scaling can help you notice changes in the way you are feeling and going about your life. It can also be used to identify the next step forward.

Before starting :

1 ---------- 10

This is Me

1 ---------- 10

This is where I want to be

1 ---------- 10

Things that hold us back, things that move us forward'

1 ---------- 10

What motivates me?

1 ---------- 10

Skills and Transferable Skills

1 ---------- 10

Our values

1 ---------- 10

Take it or Leave it

1---------- 10

'THIS IS ME'

This activity is all about describing yourself. Imagine you are introducing yourself to someone you have just met. Try to focus on what is important to you, your passions and strengths.

ACTIVITY

Step 1
Find a large piece of paper and draw a picture of yourself in the centre. Stick drawings work fine!

Surround your picture with words or drawings that describe you.
You might describe what you like doing with your day, what you are interested in, hobbies and passions that you have, what you feel proud of.

Step 2
When you have finished, if you can, share your picture with someone and encourage them to be curious and find out more about you.
Alternatively, try imagining you are seeing your picture for the first time . Identify one thing you have accomplished, one thing that says something about what you do for others, one thing that you feel you will be in the future and one thing that you think really defines you.

QUESTIONS

to help with your picture

WHAT DO YOU LOVE DOING ?
WHAT ARE YOU GREAT AT?
WHAT DO YOU FEEL PASSIONATE ABOUT?
HOW MIGHT YOU DESCRIBE YOUR PERSONALITY?
WHAT HOBBIES DO YOU ENJOY?
WHAT DO OTHERS WHO KNOW YOU SAY YOU ARE GOOD AT?
HOW WOULD A GOOD FRIEND DESCRIBE YOU?
WHAT ACTIVITIES DO YOU PARTICIPATE IN OR GET PLEASURE FROM?
WHAT ARE YOU FAVOURITE MEMORABLE MOMENTS?
WHAT ACHIEVEMENTS OR CHANGES ARE YOU PROUD OF ?

MAKE A NOTE

HOW DID IT FEEL DRAWING A PICTURE OF YOURSELF?
WHAT STANDS OUT FOR YOU?
IF YOUR SHARED IT WITH SOMEONE ELSE WHAT DID THEY SAY?
AS YOU WORK THROUGH THE ACTIVITIES YOU MAY FIND YOU CAN ADD MORE TO YOUR PICTURE!

'THIS IS WHERE I WANT TO BE '

Introducing the vision board !
A vision board is a collection of pictures and words that reflect our goals and dreams. This activity is about creating a vision board in relation to our journey towards work. It is a way of helping us identify the direction we want to be moving in.

ACTIVITY

Imagine yourself a year from now. If everything goes well, what might that look like?
To create your vision board , take sometime to prepare.

You might like to:

- Write down as many things you can think of that are potential things you would like as part of your future. Use the questions on the right to help you.

- Look for images in old magazines that inspire you.
- Use photos of things you might want to do and have as part of your future.
- Choose words, phrases or quotes that inspire you and relate to what your future will look like if everything goes well.

When you have done this, arrange and stick your collage of pictures and words on a large piece of paper or card. Add your own drawing and words. For those who like a more techie approach, why not create a cut and paste picture on a word document.
This is not about creating an artistic masterpiece ... its about creating a personal vision that inspires you.

QUESTIONS

to help with your vision board

IF EVERYTHING GOES WELL, WHAT WILL YOUR LIFE LOOK LIKE IN A YEARS TIME?

WHAT MIGHT YOU BE DOING?
WHAT MIGHT YOU BE FEELING?
WHAT SKILLS MIGHT YOU BE USING?
WHAT WOULD YOU WANT TO BE SHARING WITH OTHERS?
WHAT NEW THING MIGHT YOU BE LEARNING?
WHAT WILL YOU BE PROUD OF ?
WHAT WILL OTHERS BE NOTICING?

MAKE A NOTE

HOW DO YOU FEEL ABOUT THE PICTURE YOU HAVE CREATED? IS THERE ANYTHING THAT STANDS OUT FOR YOU?
IS THERE ANYTHING THAT YOU ARE ALREADY DOING (EVEN IN A SMALL WAY)?

KEEP YOUR VISION BOARD SOMEWHERE YOU CAN SEE IT.
AS YOU MOVE THROUGH THE ACTIVITIES,YOU MAY FIND THAT YOU WANT TO ADD MORE.

'THINGS THAT HOLD ME BACK AND THINGS THAT MOVE ME FORWARD'

Knowing what moves us forward and what holds us back is a really important part of helping us develop confidence in ourselves and identifying ways in which we can keep moving forwards.

ACTIVITY

For this activity you will just need pen and paper. Fold or draw a line down the centre of your paper to create two columns.

In the context of your journey to work and what you have visualised you want the future to look like, make two lists of:

Things that hold me back
Things that move me forward

Give yourself time thinking about this .. you may want to 'sit' with the questions a while.

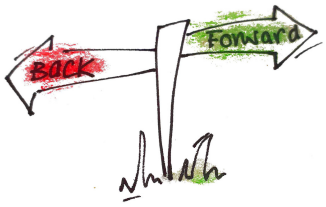
Try to give an equal number of answers to each question.

QUESTIONS

to help with your thinking about moving forward

WHAT OR WHO ENCOURAGES AND MOTIVATES YOU TO TAKE NEW STEPS?

WHAT PERSONAL STRENGTHS AND SKILLS GIVE YOU CONFIDENCE TO TAKE A NEX



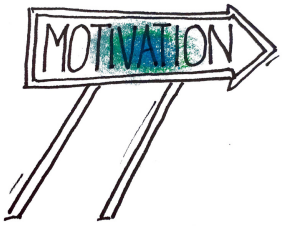
MAKE A NOTE

WHAT SMALL STEP CAN YOU TAKE TO MOVE FORWARD ?
WHO MIGHT BE ABLE TO HELP?

WHAT WILL NEED TO CHANGE FOR SOMETHING NOT TO HOLD YOU BACK?
WHO MIGHT BE ABLE TO HELP?

'WHAT MOTIVATES ME?'

Knowing what motivates us as individuals can give us clues as to what we might want to do. We are also far more likely to follow through something when it is our idea!



ACTIVITIES

Step 1

Think about each of the motivators listed on the right and highlight ones that you feel most drawn to at this present moment.

(What motivates us can and does change at different stages in our lives).

You can highlight as many as you want and add any of your own.

Step 2

Look at the ones you have highlighted and try and place them in order of importance to you . Start with what motivates you the most. Try not to judge yourself.

MAKE A NOTE

What have you learnt about what motivates you at the present?

Is there anything else?

What clues does this give you in relation to the kind of work you might like to do?

Think of the things that motivate you. Is there anything that you can add to your Vision Board ?

MOTIVATORS

- MONEY – 'I NEED TO PAY THE BILLS'
- OWN BUSINESS – 'I WANT TO BE IN CONTROL AND DEVELOP WHAT I DO'
- MEANING – 'IT'S IMPORTANT TO FEEL ITS WORTHWHILE AND MEANINGFUL TO OTHERS'
- KNOWLEDGE – 'IT'S IMPORTANT TO TO KEEP LEARNING'
- CREATIVITY – 'IT'S IMPORTANT TO BE CREATIVE AND DEVELOP IDEAS'
- RELATIONSHIPS – 'PEOPLE ARE CENTRAL TO WHAT I WANT TO DO'
- SECURITY – 'JOB SECURITY IS TOP OF THE LIST'
- POWER – ' IT'S IMPORTANT TO HAVE SOME CONTROL OVER WHAT HAPPENS AND MAKING THINGS HAPPEN'
- STATUS – 'I WOULD LIKE A RECOGNISED QUALIFICATION AND BE KNOWN FOR MY SKILLS/KNOWLEDGE
- ROLE MODEL – IT'S IMPORTANT THAT I AM A POSITIVE ROLE MODEL FOR MY CHILDREN /COMMUNITY

'IDENTIFYING SKILLS AND TRANSFERRABLE SKILLS'

This activity is about reminding ourselves of our potential. By identifying all the jobs you have done and skills you have gained along the way, you will be able to identify transferable skills that can be used in a new work situation. You might also find skills you want to develop.

ACTIVITY

Step 1
Make 3 columns on a piece of paper and give 3 headings

1. Jobs I have done
2. Skills I learnt/used in this job
3. Skills I would like to develop/use again

Step 2
Make a list in the first column of all the 'jobs' you have done. These can be jobs, paid or unpaid (e.g. volunteering, as a member of a sports club, as a parent)

Step 3
In the second column, write down all the skills you used in each job. (e.g. team work, leadership, listening, numeracy, research, IT, time-management, care/ support etc)

Step 4
In the third column, consider the skills that you might want to use again or develop, perhaps with further training.

QUESTIONS

WHEN YOU LOOK OVER YOUR LISTS:

WHAT STANDS OUT ?

HOW DO YOU FEEL ABOUT WHAT YOU HAVE DONE?

WHAT HAVE YOU LEARNT ABOUT YOURSELF?

WHAT OF ALL THE THINGS THAT YOU HAVE DONE, MIGHT YOU WANT TO CONTINUE DOING?

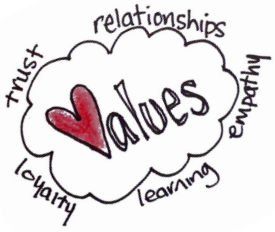
WHAT SKILLS DO YOU WANT TO DEVELOP FURTHER?

MAKE A NOTE

REFLECT ON WHAT YOU HAVE REMEMBERED OR LEARNT ABOUT YOURSELF THROUGH THIS EXERCISE. ADD TO YOUR 'THIS IS ME' PICTURE.

'MY VALUES'

Values define what is most important to us in the way we live and work. Knowing them helps us to make decisions, be more assertive and gives us clues to how we want to live our lives



ACTIVITY

Choose from the list of words below, up to 10 words which resonate most with you in relation to work, words that represent what you care about most & the ideas you live by:

Integrity, Honesty, Genuineness, Authenticity, Accountability, Directness, Sincerity, Strength, Family, Responsibility, Security, Stability, Thoughtfulness, Practicality, Nurture, Creativity, Fun, Knowledge, Flexibility, Meaning, Truthfulness, Passion, Adventure, Diversity, Change, New challenges, Opportunity, Enthusiasm, Motivation, Relationships, Community, Belonging, Commitment, Gentleness, Health, Devotion, Passionate pursuit, Concern, Making a difference, Volunteering, Financial independence, Success, Life-long learning, Efficiency, Focus, Accomplishment, Achievement, Purpose, Building, Doing it well, Planning, Principles, Helping others,

Feel free to add any words of your own.

QUESTIONS

WHAT WORDS REPRESENT WHAT YOU CARE ABOUT MOST?

WHAT DO YOU FEEL MOST PASSIONATE ABOUT?

WHY IS THIS IMPORTANT TO YOU?

IF A FRIEND READ THIS, WOULD THEY KNOW IT WAS YOU?

HOW DO THESE VALUES MAKE YOU FEEL ABOUT YOURSELF?

MAKE A NOTE

OF YOUR VALUE WORDS AND TRY CONVERTING THEM INTO SENTENCES ABOUT YOURSELF .
ADD TO YOUR 'THIS IS ME ' PICTURE IF THEY ARE NOT ALREADY THERE.

'TAKE IT OR LEAVE IT'

This exercise is about bringing together the strengths, skills and values we want to take with us on our journey towards work and looking at what we want to leave , in order to move forward.

ACTIVITY

Look at what you have done over all the activities and highlight what you have discovered or rediscovered about your strengths, skills, positive attitudes and values.

Draw a large holdall and write inside all of the things you want to take with you moving forwards. Write the things you want to leave behind on the outside of the holdall.

QUESTIONS

REFLECT ON WHAT IS IN YOUR HOLDALL ... THESE ARE THE THINGS AVAILABLE TO YOU.

WHEN YOU LOOK AT YOUR PICTURE, WHAT STANDS OUT?

HOW DID IT FEEL TO WRITE IT DOWN?

CONSIDER WHAT YOU WANT TO LEAVE BEHIND WHAT ONE THING WOULD MAKE THE MOST DIFFERENCE IF YOU CHANGED IT?

MAKE A NOTE

OF WHAT YOU WOULD LIKE TO DO TO STEP FORWARD ON YOUR JOURNEY TOWARDS WORK?

MAKE A NOTE

This is where you can stop and look back over all the self-reflecting you have been doing.

- What have you learnt about yourself?

Looking at the progress chart you have been keeping:

- What would you say about your progress?
- What has been most beneficial ?
- Where do you feel more confident ?
- What progress can we celebrate ?
- What next?

Remember small steps can lead to big changes!

Thank you for entering into the spirit of self-reflection and well done on completing the seven activities! Our final zoom is an important opportunity for sharing some of the discoveries made along the way as well as looking at steps we can take to continue moving forward.

Look forward to seeing you!
Nettie