



## Promote your Soft Skills with Open Badges

### Third Newsletter

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#### The project in brief

SoftSkills4EU is an international project, that has the aims to:

- identify the key soft skills needed in Europe,
- develop a standardized system for self-evaluation and validation using the concept of open badges

- develop new e-learning tools
  - and a strategy for recognition, aimed towards employers, counsellors and other relevant stakeholders.
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In this newsletter we present to you a brief introduction to the second and third modules of the SPOCC-Framework, Personal skills and Organisational skills.

## **SPOCC Framework module 2: Personal skills**

Personal skills are skills which relate to the approach of peoples actions and their manner of expressing. They are reflected in the everyday attitudes and behaviours of people, from their behaviour in work or school, to their behaviour in everyday activities. Personal management skills include:

- Positive attitudes and behaviour (e.g. taking initiative and doing our own part of work);
- A strong sense of responsibility (e.g. definition of objectives and priorities, compliance with commitments, reliability);
- Adaptability (e.g. carrying out several tasks or projects; innovation and ingenuity; openness and responsiveness towards change);
- Interest in lifelong learning.

To meet this aim, the module covers the 5 following topics:

1. Handling stress
2. Self-awareness
3. Personal development
4. Self-management

5. Emotional intelligence

## **SPOCC Framework module 3: Organisational Skills**

In general, organisational skills are about quality, effectiveness and efficiency of things you do to achieve something. This module is aiming at developing general skills that are needed in every commercial and non-commercial organisation. Like investigating what the internal or external customer is expecting and delivering good service to meet those needs, working within limited time scales, prioritizing and concentrating on the task to deliver good results. It is also about finding solutions to problems, planning and delegating more long term activities, keeping schedules and reporting progress. So these skills do come handy in your personal life too! Imagine you want to renovate your kitchen, that needs some careful goal setting, planning and time management too.

To meet this aim, the module covers the 5 following topics:

1. Customer Service Orientation
2. Time Management
3. Critical Thinking
4. Strategic Planning
5. Leadership

## **Next Newsletter**

In the next newsletter the last two modules will be presented: Cooperative skills and Creative thinking skills.



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## Soft Skills Pilot

As part of the SoftSkills4EU project, pilot tests provided us with a good opportunity to receive direct feedback from the target group of the project (job-seekers, migrants) on the material developed and also on the process of receiving an open badge.

For the pilots, mentors from all the partner countries supported participants to register into the platform and monitored their progress.

As examples: In Cyprus, 3 mentors took part who supported 22 participants during the whole process. Overall, the feedback received was positive and participants found the material appropriate, interesting and useful for them. And in the Netherlands about 30 persons were invited to take part. These were all "young professionals", so in the start of their careers, at a fresh or a temporary job. The majority of participants held a Bachelor degree. Part of them being migrants. About three quarters of the participants were able to earn a badge (on one of the three

available levels: basic, intermediate or advanced)

We would like to thank everyone who took part for their support and for their contribution to the SoftSkills4EU project!



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**Now the project is nearly coming to a conclusion, curious for our next steps in the coming last months of the project?: keep an eye on our**

website [SoftSkills4EU](#)



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