

Woven Traditions Introductory Professional Development
For Educators
Soft Skills Training

<p>Format</p> <p>Available as six 2.5 to 3.5 – hour sessions</p> <p>What you can expect</p> <p>We will facilitate an interactive, engaging Professional Learning approximately 3 hours in time length.</p> <p>Uniqueness of Woven Traditions</p> <p>Incorporates fun and humour into the training to produce changes that last beyond the training sessions.</p> <p>We use academic theory and best practice models to underpin our activities, our focus is on connecting learning directly to the business and educational environment, using the concept of action learning and developing interventions which have practical value and bring about meaningful change and business/organizational benefits.</p> <p>Woven Traditions goes beyond diversity (appreciation of difference) to cultural proficiency (appreciation the difference that difference makes). We celebrate the various strengths that people with diverse backgrounds bring to an organization.</p> <p>We live, study, and work in a world filled with people who come from diverse places and cultural backgrounds. Did You Know Publishing, Inc. believes these differences should be recognized for organizations to be more effective. We offer a high-quality Soft Skills training program for participants to help achieve this end.</p>	<p>Rationale</p> <p>Teachers (Facilitators of Learning) need to learn soft skills to effectively manage a classroom, build positive relationships with learners, communicate clearly, adapt to diverse learning styles, and create a positive learning environment, which are all crucial elements for successful teaching beyond subject knowledge alone; essentially, soft skills enable teachers to engage and inspire learners to learn effectively.</p> <p>The wider the repertoire of social skills teachers have, the better their relationship with learners, as well as being an example of good social performance.</p> <p>Benefits of soft skills training for teachers: Improved classroom management and learner engagement. Stronger relationships with learners and colleagues. Enhanced ability to handle challenging situations, and increased teacher confidence and job satisfaction.</p> <p>Benefits of soft skills training for educator administrators: Soft skills training for educator administrators can significantly benefit their ability to effectively lead teams, manage conflicts, foster positive relationships with staff and parents, make informed decisions, and adapt to changing situations, ultimately creating a more positive and productive school environment.</p> <p>Overview</p> <p>Professional development soft skills for teachers typically focus on areas like effective communication, emotional intelligence, teamwork, problem-solving, adaptability, conflict resolution, leadership, critical thinking, active listening, and time management, all aimed at creating a positive classroom environment and fostering strong learner-teacher relationships.</p> <p>Professional development soft skills training for educator administrators should focus on areas like effective communication, conflict resolution, collaborative leadership, decision-making, adaptability, critical thinking, emotional intelligence, time management, performance management, and active listening to effectively manage staff, navigate complex situations, and foster a positive school environment.</p>
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<p>Our delivery methods:</p> <p>Classroom Training: Facilitated discussions, group activities, role-playing scenarios.</p> <p>Mentoring and Coaching: Individual guidance from experienced colleagues and training experts.</p> <p>Peer Feedback: Constructive feedback from team members.</p> <p>Understanding your colleagues, co-workers, and direct reports, will enhance the services you provide and improve the effectiveness of your workplace.</p> <p>Our Process for the Journey: Staying the Course (Process)</p> <ul style="list-style-type: none"> • Willingness to stay Engaged and actively participate • Expect to feel Uncomfortable from time to time • Be Open, Honest and Truthful • Accept that the process is Continuous, Rigorous and Never-ending 	<p>Key components of a soft skills training plan:</p> <p>Needs Assessment:</p> <ul style="list-style-type: none"> • Identify critical soft skills for your organization and specific roles through surveys, performance evaluations, and manager feedback. • Determine the level of skill proficiency within the workforce. <p>Training Objectives:</p> <ul style="list-style-type: none"> • Clearly define desired outcomes for each soft skill area, like improved communication effectiveness, enhanced collaboration, or better conflict resolution skills. <p>Key soft skills to cover in soft skills training for TEACHERS include:</p> <p>Communication skills: Clear and concise verbal and written communication.</p> <p>Digital intelligence has multiple definitions, including a set of skills that help people adapt to the digital world and a way to analyze data for investigations, and a way to understand customers.</p> <p>As a set of skills:</p> <ul style="list-style-type: none"> • A combination of social, emotional, and cognitive skills. • A way to meet the challenges of digital life, such as cyberbullying and disinformation. • A skill that can be developed over time, especially at a young age. <p>As a way to analyze data:</p> <ul style="list-style-type: none"> • A way to collect, analyze, and apply digital data to support investigations. • A way to use digital analytics to understand customers and how they use a website or app. • A way to use data to improve customer experience. • A way to help agencies stay ahead of criminals. <p>Emotional intelligence: Understanding and managing one's own emotions, as well as everything with learners' feelings.</p> <p>Teamwork and collaboration: Working effectively with colleagues, including co-teaching and planning lessons collaboratively.</p>
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	<p>Adaptability and flexibility: Responding to changing situations in the classroom, adjusting lesson plans as needed, and embracing new teaching methods.</p> <p>Conflict resolution: Managing classroom conflicts constructively and mediating between students.</p> <p>Problem-solving: Identifying issues in the classroom, analyzing options, and implementing effective solutions.</p> <p>Leadership skills: Inspiring and motivating learners, setting clear expectations, and creating a positive learning environment.</p> <p>Critical thinking: Analyzing information, evaluating different perspectives, and making informed decisions.</p> <p>Time management: Effectively planning and utilizing class time, managing assignments, and meeting deadlines.</p> <p>Key soft skills to cover soft skills training for EDUCATOR ADMINISTRATORS include:</p> <p>Communication skills: Clear and concise communication with teachers, staff, parents, and students. Active listening to understand concerns and perspectives. Providing constructive feedback and addressing issues professionally.</p> <p>Leadership skills: Building strong teams and fostering collaboration. Empowering staff and delegating tasks effectively. Inspiring and motivating others towards shared goals.</p> <p>Conflict resolution: Managing disagreements and conflicts among staff members. Facilitating constructive dialogue to find solutions. Addressing concerns with empathy and fairness.</p> <p>Decision-making: Analyzing data and considering all perspectives before making decisions. Communicating decisions clearly and transparently. Being flexible and adaptable to changing circumstances.</p> <p>Emotional intelligence: Understanding and managing one's own emotions.</p>
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	<p>Recognizing and responding to the emotions of others. Building positive relationships with staff and stakeholders.</p> <p>Critical thinking: Analyzing situations objectively and identifying root causes. Evaluating information and making informed decisions. Encouraging critical thinking with the school community.</p> <p>Adaptability and flexibility: Readiness to embrace change, adjust to new policies, and respond effectively to unexpected challenges.</p> <p>Teambuilding and collaboration: Facilitate productive teamwork among staff by encouraging open communication and shared responsibility.</p> <p>Positive school culture: Contribute to a more positive school environment by promoting open communication, respect, and collaboration among all stakeholders.</p> <p>With a positive school climate comes improved staff morale. When there is positive staff morale it can boost the engagement of staff, leading to higher job satisfaction.</p> <p>Time management: Prioritizing tasks and managing workload effectively.</p> <p>Setting clear expectations and deadlines.</p> <p>Balancing multiple responsibilities efficiently.</p> <p>Training Modules:</p> <ul style="list-style-type: none"> • Communication: Active listening, verbal and non-verbal communication, clear message delivery, giving and receiving feedback. • Teamwork: Collaboration, conflict resolution, shared decision-making, supporting team members. • Leadership: Delegation, motivation, inspiring others, providing constructive feedback. • Critical Thinking: Problem-solving, analyzing information, evaluating options, decision-making. • Adaptability: Flexibility, managing change, embracing innovative ideas, adjusting to different situations. • Emotional Intelligence: Self-awareness, empathy, managing emotions, building relationships.
Participants	Teachers and Educator Administrators
Resources	Resources include but are not limited to the following Did You Know Publishing, Inc. documents:

	<ol style="list-style-type: none"> 1. Participant Training Modules 2. Soft Skills Pre- and Post- Self-Assessment 3. “What If” Scenarios 4. Case Studies/Case Vignettes – based on real-world situations 5. Role Plays 6. Self-reflection exercises to identify areas for improvement.
<p>Desired Outcomes for participants:</p> <p><i>In general:</i></p> <ul style="list-style-type: none"> • Improve communication skills • Develop problem-solving skills • Learn how to work effectively in teams • Become more adaptable • Increase chances of retaining a position within the district/organization • Improve employee performance • Create a more positive work environment <p>Communication Module: Active listening, verbal and non-verbal communication, clear message delivery, giving and receiving feedback.</p> <p>Activities:</p> <ol style="list-style-type: none"> 1. Telephone – <i>active listening, giving and receiving feedback, clear message delivery</i> 2. Draw This – <i>active listening, clear message delivery</i> 3. Listening Bingo – <i>active listening, clear message delivery, verbal communication</i> 4. Paraphrase – <i>active listening</i> 5. Listening walks – <i>active listening, verbal communication</i> 	<p>“Hard skills get you in, soft skills get you far.” ~ Sahil Lavingia</p> <p>“Soft skills get little respect, but they will make or break your career.” ~ Peggy Klaus</p> <p>“The way hard and soft skills are essential to achieve your career success, what you know and who you know are essential to fast track your career.” ~ Professor M.S. Rao</p> <p>General Standards that are addressed:</p> <p>1. Self-Awareness – Self-awareness is a key component of social and emotional learning (SEL). SEL is the process of learning how to understand and manage emotions, set goals, and build positive relationships.</p> <p>Identifying emotions: Recognizing one’s own feelings and how they relate to one’s thoughts and values.</p> <p>Understanding values: Recognizing what’s important to oneself and how their values match up to their environment.</p> <p>Developing a sense of purpose: Having a growth mindset that motivates the individual.</p>

<p>6. Express empathy – <i>nonverbal communication</i></p> <p>7. Emotion Charades – <i>nonverbal communication</i></p> <p>8. Mirror Exercise – <i>nonverbal communication</i></p> <p>9. Silent Conversation – <i>nonverbal communication, written communication</i></p> <p>10. Blindfolded Description</p> <p>11. Feedback Bingo</p> <p>12. Glow and Grow</p> <p>13. Feedback Fishbowl</p> <p>14. Spotlight Feedback</p>	<p>Being honest and having integrity: Demonstrating honesty and integrity in one’s actions and words.</p> <p>Reflecting on one’s contributions: Considering one’s role in their community and how they can make a positive impact.</p> <p>Examining biases: Being aware of one’s prejudices and how they can affect their interactions with others.</p> <p>2. Interpersonal Communication – Interpersonal communication refers to the process of exchanging information, feelings, and meanings between individuals through verbal and non-verbal methods. It involves a two-way interaction that encompasses not only the words we use but also our tone of voice, facial expressions, gestures, and body language.</p> <p>Prepare by asking yourself:</p> <ul style="list-style-type: none"> • Why am I choosing to do, or say, this? • Am I confusing my personal feelings with my objectivity? • Would I like to be treated this way? • Would I want everyone to be treated this way? • If this were to become public, would I be comfortable with my actions? <p>Listen effectively:</p> <ul style="list-style-type: none"> • Avoid jumping to conclusions, making premature judgments, agreements, comparisons or criticisms. • Seek the reasons behind the comments or statements of those with whom you are speaking. Ask, “Why?”
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- Remember you are hearing only one side of a story.
- Emphasize facts. Gather objective information. Do not try to solve a problem until facts on all sides are available.
- Early on, it is better to understand the point of view of other people than it is to agree or disagree with it.
- Be consistent.

Ask yourself:

- Ask for help from knowledgeable people.
- Familiarize yourself with the policies and procedures that apply.

Be respectful:

- Don't embarrass others, *especially* in public.
- Don't misdirect any negative feelings.

Act thoughtfully and carefully – don't react:

- You usually do not have to agree to any course of action on the spot. It may be wiser, and safer, to wait.
- Keep a record of the conversation.

Behave professionally:

- It is necessary to keep your composure, no matter what the other person says or how you feel. Your own behavior can change the focus of the discussion and decision making from the issue at hand.

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