



Competences and framework for social system youth workers.



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Self-presentation

# Scenario 1 for 4 hours



All our dreams can become reality  
- if we dare to pursue them.

**Walt Disney**

Self-presentation

## **Scenario 1 for 4 hours**

### **I GENERAL INFORMATION**

- Duration of classes
- Recipients of classes
- Number of participants
- Work methods
- Materials needed for the meeting
- The purpose of the workshops

### **II INTRODUCTION**

- Introduction of the workshop leader
- Ice breaker: Group integration
- Determining the rules prevailing in the group

### **III MERITS**

### **IV WORKSHOP END**

### **V ATTACHMENTS**

### **VI EVALUATION QUESTIONNAIRE/ CERTIFICATE EXAMPLE**



## I. General information

Duration:

4 hours

Workshop recipients:

The recipients of the workshops are groups of young people (girls and boys) aged 13 to 18 who are pupils of care and educational institutions, youth educational centres, foster families, educational centres, schools. The scenario can be used by all other people interested in dealing with anxiety in self-presentation, for example in an interview.

Number of participants:

Workshop group for 12 people of both sexes. You can also conduct a workshop in a smaller group of at least 8 people depending on the housing conditions.

Proposed working methods:

- Active ways of conducting the workshop: work in groups,
- Active ways of conducting the workshop: work in pairs
- Individual work
- Brainstorm
- Calmfulness relaxation techniques
- Psychoeducation
- Mini lecture

Examples of materials needed to implement the workshop:

- Work cards,
- Coloured paper
- Staplers according to the number of participants in the group
- Breakfast bags - white
- pens
- crayons
- markers
- Scissors
- Sticky notes
- A basket with cards in the colors: green, red
- flipchart,
- A3, A4 sheets,
- Adhesive tape

- Printed worksheets and information cards for participants
- Sack and sweets
- Certificates
- Evaluation questionnaire

## II. Course of the workshop

1. Introduction of the workshop program (10 min)

### Aim of the workshop:

The main goal is to strengthen the competence in dealing with anxiety by preparing for interpersonal contacts and relaxation. During the workshops, special emphasis will be put on working on anxiety during self-presentation. Breath integration / rebirthing - Calmfulness breathing and meditation in order to release suppressed emotions.

### The participants are expected to achieve the following results:

- Acquiring knowledge about anxiety
- Acquiring knowledge about anxiety associated with self-presentation
- Developing methods to deal effectively with anxiety-related situations.
- Making participants aware of the value of clear and precise speech (verbal communication)
- Non-verbal communication skills - work to reduce anxiety.
- Visualising the strong link between the development of communication skills and emotional and social development
- Improving general well-being
- Increased confidence
- Self-esteem increase
- Improving concentration for creative work through relaxation exercises
- Acquiring the competence of working with the body and its relaxation through Calmfulness relaxation exercises

This scenario will help you develop self-awareness, expand and / or acquire new self-presentation competences. Anxiety is not the same as stress. Anxiety is the root of stress. If we can learn to work with anxiety, it will have a deep, positive impact on interpersonal behaviour. Therefore, by simple methods you will learn how to stop for a while, what exercises to do to work with anxiety. What to do to stop for a moment in this rushing world and allow yourself for a moment of reflection next to perfect preparation for self-presentation. Have you ever wondered what impact "practicing communication" with other people has on reducing anxiety? Usually, we do not think about how we communicate with each other. It often seems to us that talking to another person is obvious. Every day we experience many conversations, we communicate with a colleague, friend, parents and teachers. We are often convinced that everything we say is clearly received by our interlocutor and understood in a way that we understand it. However, at times when we encounter difficulty in providing information or our words are



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not received as we wished, and the emerging conflicts cause frustration, we wonder what is going and why are we misunderstood. And then it turns out that communication with another person is a difficult and arduous art, especially in overcoming fear! It is therefore important to realise what fear is doing to you and what you can do for anxiety, to say goodbye once and for all. Practice and regular exercise makes perfect.

2. Welcome – the leader talks about himself; introduces himself. (5 min)

- first name, last Name,
- education,
- experience
- interests

3. Rules in the group - (10 min)

Prowadzący prosi aby każdy uczestnik wziął sobie jedną kolorową karteczkę w kształcie liścia i dokończył rozpoczęte zdanie „Aby razem czuć się dobrze i bezpiecznie oczekuję....” Daje uczestnikom ok. 3 minut.

Example:

**"To feel good and safe together I expect..." .**

- Mutual respect.
- That others will respect my opinion.
- I will not be criticised.
- That others will be kind to me.
- ·That nobody will force me to speak.

The leader collects the leaves, reads them aloud, asks if everyone agrees to the principles, if yes he sticks the leaf to the drawn tree. After reading all the notes, the leader asks the question whether there is any rule that should be on the tree (if the participants have suggestions, we add write it on the leaf and stick it). Then suggests that everyone using brown paint should paint one finger of his hand and print it on the trunk - which symbolises the sealing of established rules.

4. Questions about what we expect from the program. Verification of expectations - (10 min)

The instructor gives the participants one sticky note and asks them to write their expectations regarding the Self Starting program. The leader gives participants three minutes. Then he collects cards, reads questions / statements and discusses them.

5. Garage - (5 min.)

The trainer takes out a pre-prepared A4 / flipchart with the word "GARAGE" and a marker and informs the participants what a garage is: "Garage - during breaks, each of you can anonymously write down a question in the garage about the content and course of the workshop. We will answer them after the break.

## III. Merits

### Mini lecture – Interpersonal communication during self presentation- overcoming anxiety (15 min)

Anxiety is present almost everywhere and in many forms - starting with "traditional" fears that we admit, e.g. before exams, fear of losing a job, fear of public speaking, and self-presentation. Social fear arises when we want to make a certain impression when we have a plan, when we are prepared, but not sure if we can do it. Imagine that before an important meeting, although you are prepared, you suddenly start to shiver. Sweat surrounds you, your hands sweat, you don't move and aren't able to even take a step. You want to disappear. The heart pounds like a hammer, and the stomach is clenched in a knot, the dried throat approaches you. You feel fear and you cannot control it. Anxiety occurs when you do not allow yourself to think that it can appear because you are prepared. Anxiety appears when you unconsciously are worried about how you will be seen and how you will be judged by others. You are afraid that you will not do well, that you will not present yourself as you wanted to. You create scenarios in your head that don't really translate into what can actually happen. You are sabotaging yourself. We consciously try to avoid anxiety-generating situations and if we are already in them, we minimise our participation - we shorten the speech, we do not speak in the discussion, in the future we try to get out of similar meetings. In addition, fear alone is accompanied by other negative emotions such as nervousness, tension, anger, depression, and hopelessness. This brief description of social anxiety, also known as fear of assessment, clearly illustrates the fact that this type of experience can be a serious threat even to health. Self-presentation, interview, speaking on a group forum, even the well-known one, can increase the feeling of anxiety. Clear communication turns out to be the key to success.

Who among us wondered about the concept of communication? What even is communication? Without a doubt, communication has been with us since birth. A newborn baby cries when he is hungry, sleepy or needs mum's closeness ... Can we call it communication? Yes of course. It would be hard to imagine living in a society without communication.

Communication, as a concept, derives from the Latin word *communico* *communicare* and means "to make common, to connect, to give someone a message, to confer." Looking at the dictionary definitions, it can be stated that communication is a process based on the relationship between the sender and recipient. It concerns communication between individuals as well as groups and institutions. The goal is to exchange thoughts, share ideals, information and power.

When establishing contacts, we cannot focus only on ourselves, we also seriously take into account the needs of our interlocutor. Through effective interpersonal communication, we meet our and our partners' needs, influence each other, and incline to achieve our goals.

Rules of communication: everything is very simple, because there is no way not to communicate. People always communicate and can do this in two ways; verbal and nonverbal.

**Verbal communication:**

- Words
- Grammatical forms;
  - For tomorrow, please prepare a presentation
  - Could you make a presentation tomorrow?
  - I'd like you to make a presentation for tomorrow.

**We are the ones who communicate with others, we decide ourselves what words we express our thoughts with:**

- Who gives the order?
- Who does it concern?
- What does it concern?
- When does it need to be carried out?

1	Anna / John	Its needed ( who gives out the order...)
2	Please/ can you	Lack of a person who it concerns
3	Prepare a presentation on exotic animals	To make a presentation (small precision)
4	For tomorrow at 12pm?	No given time

**Icebreaker 1 (5 min)**

Participants stand in a circle. The facilitator starts the game by making a small move, e.g. nodding his head and giving his name. The one standing on the right takes over this movement, adding his own. Each of the next participants takes over all the movements of their predecessors and of course adds their own, while saying their name. In the case of a small number of people, the fun can be repeated in the opposite direction.

**Task 1. Anxiety ? No thank you! Group work(15 min)**

The leader gives out workshop cards and markers. Then their task is to create a colourful mindmap with the word ANXIETY written in the middle. The task of the groups is to write as many words, situations, thoughts as they associate with anxiety (10 min)

Then the groups present their work (5 min)

## Work card 1 Me and my anxiety. (15 min)

**The leader gives out individual work cards to the participants. Participants work with the cards (10 min)**

1. Highlight situations that give you anxiety. You can also write your own answers.

- Judgement by others
- Self-presentation (communicating information about yourself through behaviour, statements, body language)
- Establishing relationships with new people
- Criticism
- New, unforeseen situations
- Lack of knowledge
- Contact with authority
- Feeling light-headed (feeling you don't know what to say)
- Excessive ambient pressure
- High expectations
- Other.....

2. On a scale of 1 to 10, rate the intensity of anxiety in the following situations.

- The number 1 indicates very weak anxiety, while the 10 indicates very high levels of anxiety.
- Judgement by others [...]
- Self-presentation (communicating information about yourself through behavior, statements, body language) [...]
- Establishing relationships with new people [...]
- Criticism [...]
- New, unforeseen situations [...]
- Lack of knowledge [...]
- Contact with authority [...]
- Feeling light-headed (feeling that I don't know what to say) [...]
- Excessive pressure from the surroundings [...]
- High expectations [...]
- Other ..... [....]

The participants share their thoughts on the group forum (5min)



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## Work card 2 CHANGING THOUGHTS. (20 min)

The leader gives out individual work cards to the participants. Participants work with the cards (10 min)

Choose up to three situations to which you assigned the highest values, then complete the table.

Lp.	Situation	What you think during it?	What do you feel?	How do you behave?
1				
2				
3				

The participants share their thoughts on the group forum (10 min)

### Task 2. Balloon bouquet of talents- self presentation- overcoming anxiety associated with judgement (15 min)

Art work

The leader informs participants that they have 10 minutes to complete the task. He gives out balloons and markers to the participants. The participants' task is to inflate balloons and sign it with their name. Then participants list their talents, skills and strengths. Everyone shares what they wrote in the group's forum. Then the participants create a Balloon Bouquet of Talents, which will accompany the group during the rest of the workshop (positive reinforcement)

### Task 3. Paper bag – self presentation – who am I -Overcoming anxiety associated with speaking in front of a group . (20 min)

The leader gives participants paper bags and magazines, the task of the participants is to cut illustrations illustrating their external personality from the magazines and stick them on one side of the bag, then the participants cut and stick illustrations illustrating their internal personality to the other side. It is worth recalling what external and internal personality is.

An external personality is the one we show to the world. Internal personality includes our more secretive features; something that we can only keep to ourselves. The leader should also prepare such a bag for himself.

If everyone is ready, they discuss the outer sides of their bags in turn, the leader encourages participants to tell about the inner side, but this is not necessary.

It is worth to talk about what the participants felt when they were decorating their bags; what was easier to do the inner or the outer side of their personality?

## **Icebreaker 2 – Something sweet - self-presentation - overcoming anxiety by learning the impulse to act by surprise. (10 min)**

The leader gives out to the participants a bag of sweets, the task of each participant is to take as many sweets as he wants. After the participants choose the amount , the leader informs the group that everyone must say as many sentences about themselves as they took sweets from the bag.

### **Information card 1 (handout ) - discussion and handing out (10 min)**

#### **Non-verbal communication:**

- The process of communicating without words or in a way in which spoken words acquire a broader meaning.

**Non-verbal signals are 5 times stronger than verbal ones!**

Below is information for the lecturer, it is important to tell workshop participants that interpersonal communication is based on many dependencies, elements of our behaviour, clothing, eye contact or hands.

Appearance:

- Every environment produces standards regarding
- How to dress
- Hair lengths
- Makeup intensities
- Wearing jewellery

The more the profession is related to money and trust, the more conservative the appearance.

Eye contact:

- Eyes are the most important area
- Eyes (for 43% of the time the conversation is focused)
- Looking at someone is an expression of interest
- Pupil dilation is a symptom of general mental arousal
- Narrowing - a bad mood
- The iris obscures during negative feelings and brightens during the positive



### Hands, arms:

- Toe grip - lack of confidence, keeping the distance comfortable
- Stiff handshake - aggressive personality, getting a distance from the partner
- Deep and fairly strong embrace - honesty and a pleasant attitude
- "floppy fish" - weakness of character
- "Glove" - adding a shake and forward body tilt reflects politics

### What do hands say :

- Hands clasped or crossed on the chest - withdrawal, hostility or desire to defend
- Arms crossed on chest with clenched fists - hiding something, desire to control emotions and even aggression
- Hands crossed at lower abdomen - a variety of the above defensive gestures, mainly used by men
- Holding one finger with the other hand - a signal that the interlocutor does not know what to say, looking for support
- Rubbing gently with your fingertips - indicates a troublesome, embarrassing situation, unwillingness to get involved in any matter
- Rubbing or rubbing your eyebrows or eyes with your index finger- doubts, disbelief, lying
- Rubbing or lightly touching the tip of the nose - refusal, doubt, lying, but also thinking or looking for a way out of a difficult situation
- Pinching, pulling the ear - indecision
- Head resting on hands, eyes lowered - boredom
- Open hand on cheek - thinking, meditating
- Biting nails - insecurity, nervousness
- Hair touching- lack of confidence, but also a gesture of courtship
- Hands in front pockets - accentuating your position
- Hands in back pockets - a person wishing to dominate
- Open palm oriented upwards - indecision and willingness to engage in dialogue, but also nonchalance and disregard for others.
- When both hands are next to each other and their interiors are directed upwards - a more or less articulated request, sometimes a plea - then the fingertips indicate the recipient of the request (sometimes the sky, and sometimes someone opposite)

### Space planning:

- Intimate area: 15-45cm
- Personal area - 46cm-1.2m
- Social area - 1.2-3.6m
- Public area over 3.6m

During exercises and workshops, we will try to find a recipe for breaking through contacts with other people. We will try to discover the secrets of a successful interview. We will try to find out what are my pros and cons and how I can use them in the modern world.

## Work card 3 MY SUPERPOWERS (20 min).

SUPERPOWERS (the leader hands out the cards to the participants) (20 min) . The participants have (10 min) to complete them

My strengths	I am good at	My chances and capabilities

After completing the work card the participants share what they wrote on the group forum. (10 min)

### Task 4 „It is worth employing me because ...” (10 min)

The leader gives out empty cards to the participants, writes the sentence on the board

“It's worth employing me because ...” and then asks participants to rewrite and finish them in any way they want.

After completing independent work, the leader asks that participants present themselves in a manner consistent with what they wrote. When everyone has finished their presentations, the leader asks you to indicate the most convincing statements and encourages you to think about what made the statement particularly impressive and best remembered.

## Calmfulness Relaxation 1 (10 min)

Loving kindness - mindfulness exercise

The leader invites participants to create a circle. He may ask to arrange the chairs in a circle or invite participants to sit on the floor. He can prepare blankets or mats for this task.

The leader explains the meditation of loving kindness. Mindfulness meditation is about sending benevolent wishes to yourself first, then to other people's thoughts

The leader gives orders:

Sit comfortably

Close your eyes

Inhale in and exhale out

Remember the moment when you were happy. When there was a feeling of happiness until you feel a warm, radiant feeling in the center of your chest.

When it appears, make a sincere wish of happiness for yourself. "May I be calm" ... "May peace fill me" ..." Let fear leave my body" "I "Let go of fear"

Think of all sincere positive wishes that are of special importance to you.

Feel this wish in your heart. The key word here is "honesty and peace"

Relax the tension. After each wish for your own happiness, notice that there may be a slight tension in your head, in your mind. Let it go. Do this by completely relaxing your mind. Feel the mind open and become calm, but do it only once.

If the tension does not go away, do not worry, you will be able to release it once you are on the meditation object (your starting point).

Notice the tension: Notice the tension in your head / mind and relax it. Feel how it opens. You will feel like the mind has expanded and relaxed. Then it is very calm and undisturbed.

The true nature of sensations (feelings) is that they do not disappear immediately. So your mind will jump back and forth from the object of meditation (radiating feelings of love and sincere wish of your own happiness) to these sensations. Every time this happens, treat them in the same way:

Let go: release all thoughts, sensations and feelings.

Relax: relax the tension, let go of the clamping of the mind around the sensation, let it be.

Return: Return to the object of meditation - the radiation of feelings of love and sincere wish of your own happiness felt in your heart.

Remember that it is okay when thoughts, sensations or feelings arise because it is the truth of the present moment. Don't resist them but relax and smile. Let thoughts, sensations, feelings last without trying to change them into something else (into something they are not). Relax the subtle (sometimes not so subtle) tension in your head / mind and gently redirect your calm attention back to meditation.

After about 10 minutes, start sending nice and loving thoughts to your spiritual friend.

End the exercise with thanks for participating in the exercise

Comment on peace and quiet. Remind that such exercises significantly reduce anxiety, which improves the quality of life. We start to live slower, which makes us feel better and make fewer mistakes. We have a greater desire to live, and unreasonable fatigue is slowly disappearing. Exercise can be repeated regularly during meetings.

### **Calmfulness relaxation 2 (10 min)**

BREATHING techniques to overcome fear

1. Sit comfortably.
2. Close your eyes.
3. Inhale the air with your nose and imagine that by inhaling the air you fill yourself with confidence as a life-giving, cleansing stream
4. When breathing in, push the abdominal area (using the abdominal muscles and diaphragm), pushing air into the lower part of the lungs.
5. Hold your breath and count to five.
6. Then breathe out slowly, relaxing your shoulders, torso and stomach. Imagine that when you exhale, you release all tension and excess of thoughts related to anxiety from your body.
7. Breathe freely, deeply, and repeat the entire cycle at least three times.

### **Task 5. Task summary (5 min.)**

After completing the relaxation technique, the leader asks participants about the impressions:

- What did you notice?
- How do you feel?
- What changed?
- Will you be able to apply this technique yourself?

## **IV. Workshop end (20 min.)**

The leader asks participants to sit down in a circle and everyone answers the question:

- What are you going out with? What's your plan?
- What are you grateful for today?
- Certificates
- Evaluation questionnaire



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# EVALUATION QUESTIONNAIRE

## "Self-presentation"

"All our dreams can become reality - if we dare to pursue them."

Dear participant,

We hope that the workshops were interesting for you and that you could learn many interesting things. We want to receive feedback from you, so we will be very grateful for your time and completion of the following questionnaire.

The questionnaire is anonymous.

1. Has the workshop allowed you to answer the questions that have arisen in your life?

Definitely yes       Yes       No       Definitely no

2. Did the workshop provide you with useful tips and techniques on how to deal with anxiety about entering the labour market?

Definitely yes       Yes       No       Definitely no

3. Did the workshop provide you with useful tips that can be helpful in overcoming your fear and dealing with stress in setting boundaries or asserting your rights?

Definitely yes       Yes       No       Definitely no

4. Which part of the workshop did you like the most and why?

5. Where the topics discussed interesting?

YES     NO

6. If you answered YES, then please write down the topics which were interesting.

.....

7. Additional comments.

.....

Thank you for completing the questionnaire !



# CERTIFICATE

This is to certify that,

(Full name of the participant)

Has participated in the workshop titled:

**"Self-presentation"**

**"All our dreams can become reality - if we dare to pursue them."**

GROW IT UP - COMPETENCES AND FRAMEWORK

FOR SOCIAL SYSTEM YOUTH WORKERS

Project nr 2018-1-PL01-KA205-050049

Institution/ School:

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Workshop leader:

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Date:

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Place:

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Program co-financed by Erasmus +



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