

**ERASMUS+ PROJECT VOLUNTARY YOUTH
WORK RECOGNITION FOR EMPLOYABILITY**

VOLUNTEERING - STEP FORWARD TO DREAM JOB

Tool for volunteers

SKILLS PRESENTER

Are you looking for appropriate words to describe your volunteering experience? Skills presenter Tool will help you!



ERASMUS+ PROJECT VOLUNTARY YOUTH WORK RECOGNITION FOR EMPLOYABILITY

PROJECT COORDINATOR
SOCIAL AND YOUTH WORKERS NGO



SYW NGO brings together social and youth workers to share the experience and implement social, educational, cultural, youth projects on local, national and international levels.

The main aims of the NGO are:

- Develop the social and youth work, support the cooperation between social and youth workers
- Support the implementation of social and youth policy, inclusion of young people with fewer opportunities
- Use non-formal learning methods and implement international projects: seminars, training courses, youth exchanges, campaigns, camps, exhibitions, etc.

This long-term Erasmus+ capacity building project is developed by Social and Youth Workers and its European partners and aims to increase recognition of voluntary youth work in society and among youth field employers, to acknowledge and validate youth volunteering in local, regional and national levels, develop volunteers' competences and link them to the labor market through validation of the skills and knowledge gained as a part of non-formal learning.

The project will bring in a united platform and dimension variety of stakeholders of voluntary youth work, including governmental agencies, public educational bodies and civil society organizations. This cooperation will create process, environment and outcomes, which will develop capacities of all involved parties. The impact of the project results will reach the fields of legislative, volunteer management, companies' human resources, volunteers' recognition and employability of young people. The project is crucial contribution to the process of recognition of non-formal education and voluntary youth work. It increases the capacity of youth organizations, as it gives a possibility to develop national recognition tools specified to local needs.

DNIPRO UNIVERSITY OF TECHNOLOGY



**DNIPRO UNIVERSITY
of TECHNOLOGY**
1899

Dnipro University of Technology is the oldest institution of higher learning in Dnipropetrovs'k region. Founded at the end of 19th century, the University has grown to an enrollment of more than 13 000 students. Dnipro University of Technology is one of the leading technical universities in Dnipropetrovsk region and in Ukraine. At present, university comprises 4 institutes and 7 faculties offering undergraduate, graduate and post-graduate programs. In October, 2010 the DUT was awarded the highest educational and scientific status of research-intensive university.

Dnipro University of Technology has seven international cultural and educational centers that collaborate with the European Union and other countries. Teachers at Dnipro University of Technology use international experience in the implementation of non-formal educations methods with higher education. Dnipro University of Technology is on the way of official voluntary framework creation, which will allow accepting students' voluntary experience as credits in the educational process if this experience is related to their profession.

NGO DEVELOPMENT AND INITIATIVE



NGO "Development and Initiative" is Ukrainian organization, which aims to promote active citizenship, sustainable development and borderless Europe, youth mobility, youth employment and entrepreneurship. NGO's main priorities are promotion of youth participation, active civic position and ideas of democracy among young Ukrainians, spreading awareness of mobility opportunities and building up an active civic society via non-formal education projects

SKILLS PRESENTER TOOL

Tool is directed on self skills audit and represents volunteers' skills/knowledge in an understandable and meaningful way for employers, university staff which is the first step to make competences recognized for the academic and formal education environment.

Tool goal: to support youth in identification and presentation of skills and knowledge to University staff and employers gained through their volunteering and social activities

This tool was developed by the team with experience in formal and non-formal education together with validation of it by certified HR-specialist.

	SKILLS	SENTENCE FOR UNIVERSITY	SENTENCE FOR EMPLOYER
ORGANIZATIONAL	Project management	<ul style="list-style-type: none"> ◆ I can create and manage activity in accordance with project plan and timeline ◆ I can follow the project plan and act accordingly in case of changes ◆ I can manage project staff, support with advices and report to grant donors/project coordinator/University management 	<ul style="list-style-type: none"> ◆ I can manage the project from idea to implementation stage ◆ I can manage project team, support with advices and report to grant donors/management
	Your examples	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
	Evaluate, manage and maintain supplies and equipment	<ul style="list-style-type: none"> ◆ I can evaluate the needs in supplies and equipment and find the best suitable options ◆ I can negotiate with suppliers as for the terms and conditions of our cooperation 	<ul style="list-style-type: none"> ◆ I can evaluate the needs of the project in supplies and equipment and find the best options meeting costs and functional requirements ◆ I can negotiate with suppliers as for the terms and conditions of our cooperation ensuring the best offer for the company ◆ I can negotiate with suppliers/partners as for the terms and conditions of our cooperation putting emphasis on the perspectives of future cooperation with the company
	Your examples	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
	Time management	<ul style="list-style-type: none"> ◆ I can determine the main tasks and expected time to complete them ◆ I can organise my time to meet the deadline of preparation for the Conference/events ◆ I can spend time on Master project preparation every week to be able to submit my thesis for feedback on time 	<ul style="list-style-type: none"> ◆ I can use time rationally and prioritize the tasks while multitasking ◆ I can organise my day and working time to meet the project deadlines ◆ I can provide prompt replies to emails tacking into account the priorities of the company
	Your examples	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
	Budget planning	<ul style="list-style-type: none"> ◆ I can calculate the costs for activities or plan the activity according to budget ◆ I can take into account possible risks and adapt the budget for the current economical situation in my country 	<ul style="list-style-type: none"> ◆ I can make the budget rationally according to finances available in our organisation / company ◆ I can take into account possible risks and adapt the budget for the current economical situation in country/region/industry tacking into account possible risks
	Your examples	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

	SKILLS	SENTENCE FOR UNIVERSITY	SENTENCE FOR EMPLOYER
	Risk management	<ul style="list-style-type: none"> ◆ I am stress resistant and I can calmly solve the unforeseen problems 	<ul style="list-style-type: none"> ◆ I am stress resistant and I can calmly solve the unforeseen problems ◆ I can predict the problems and make a plan how to solve them
	Your examples	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
	Planning and decomposition	<ul style="list-style-type: none"> ◆ I can draw up and follow a curriculum ◆ I can plan my thesis and structure the main tasks and paragraphs 	<ul style="list-style-type: none"> ◆ I can divide the project into tasks and plan how to solve them step by step ◆ I can make a business plan for my project/initiative considering the benefits to company and future perspectives
	Your examples	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
	Delegation of the tasks	<ul style="list-style-type: none"> ◆ I can allocate responsibilities based on the strengths of each team member ◆ I can facilitate the team work providing support and making tasks allocation in case of need 	<ul style="list-style-type: none"> ◆ I can evaluate the strengths of members of team and delegate tasks for each one accordingly ◆ I can measure the time consumption for each task and delegate the tasks within the team accordingly
	Your examples	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
	Organizing of the conferences and activities	<ul style="list-style-type: none"> ◆ I can organize conferences, meetings and other academic and social events in the university ◆ I can plan the conference venue, practicalities and logistics ◆ I can meet with academic and student representatives ◆ I can order the project materials ◆ I can prepare the agreements with materials suppliers in accordance with requirements of accountant office ◆ I can meet the Conference delegations and help with Conference logistics 	<ul style="list-style-type: none"> ◆ I can lead a conference organizing the process completely from inventing topics to writing final reports ◆ I can negotiate with sponsors and prepare individual sponsorship opportunities for partners taking into account their interests and business scope ◆ I can work with partners network sharing invitation for the conference and valuable speakers ◆ I can prepare event/meeting/conference proceedings ◆ I can provide full logistic support to foreign and external delegations
	Your examples	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

	SKILLS	SENTENCE FOR UNIVERSITY	SENTENCE FOR EMPLOYER
INTERPERSONAL	Communication with authorities	<ul style="list-style-type: none"> ◆ I can write official letters and communicate with representatives of the public authorities, such as city authorities and structures of the Ministry of Education and Science of Ukraine/ University management/ Local Associations/ Non-governmental organisations 	<ul style="list-style-type: none"> ◆ I have positive experience of communication with officials ◆ I can write official letters and communicate with authorities ◆ I can make negotiation with authorities providing good arguments ◆ I can make partnership offer to establish cooperation of company with regional/international authorities and organisations
	Your examples	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
	Conflict management	<ul style="list-style-type: none"> ◆ I know how to solve conflict situations in team ◆ I believe that the achievement of good results is possible only in respectful and peaceful cooperation 	<ul style="list-style-type: none"> ◆ I can sort out the conflict between colleagues and find the ways of solution ◆ I can build trustful and non-conflict cooperation between partner organisations ◆ I can avoid conflicts in business communication providing best possible service to client
	Your examples	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
	Team-work skills	<ul style="list-style-type: none"> ◆ I am a team player and I have skills to lead a team ◆ I can support my classmates and explain them material ◆ I can facilitate group brainstorm and involve all the teammates in group work ◆ I can empower university students for their own initiations in the university councils and self-governance bodies 	<ul style="list-style-type: none"> ◆ I am a team-player and I take into consideration the opinions of other members of the team, even if they are different from my own ◆ I can ensure group dynamics and facilitate group work ◆ I can manage team of volunteers and being the mentor for them
	Your examples	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
	Building of the long-term relationships with partners	<ul style="list-style-type: none"> ◆ I can build clear and precise relationships in the team 	<ul style="list-style-type: none"> ◆ I can understand the needs of partner and find win-win strategy of the partnership ◆ I can ensure the trustful atmosphere of cooperation with partner ◆ I can support the client creating the loyalty offers from the company according to the client needs
	Your examples	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

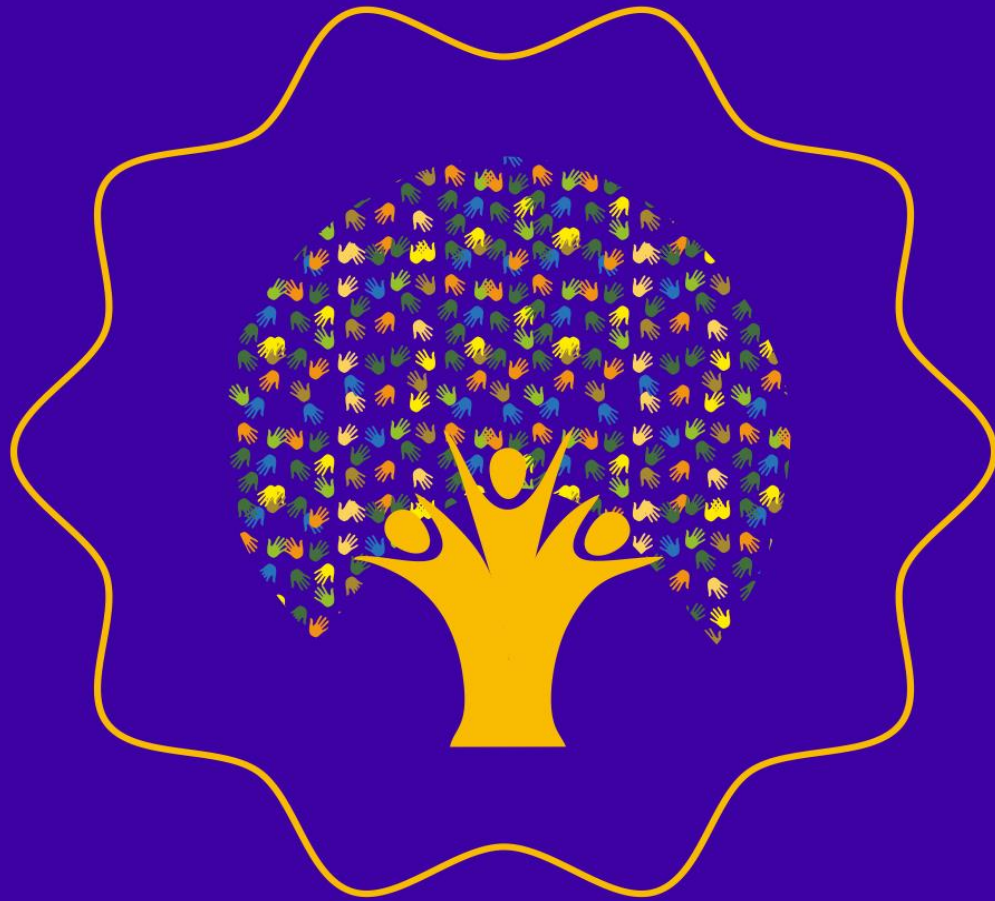
	SKILLS	SENTENCE FOR UNIVERSITY	SENTENCE FOR EMPLOYER
ANALYTICAL	Critical thinking	<ul style="list-style-type: none"> ◆ I'm good in critical thinking and can make logical reasoning of the possible options of solving a problem 	<ul style="list-style-type: none"> ◆ I'm good in critical thinking and can make logical reasoning of the possible options of solving a problem ◆ I can "think out of box" creating and providing with new solutions to partner/client
	Your examples	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
	Analyzing	<ul style="list-style-type: none"> ◆ I can analyze the ideas and find their strengths and weaknesses (SWOT, XYZ) ◆ I can make deep analysis for my article/scientific work 	<ul style="list-style-type: none"> ◆ I can analyze the ideas and find their strengths and weaknesses (SWOT, XYZ) ◆ I can analyze the partner needs and business segment ◆ I can analyse my work results and reflect for future initiatives
	Your examples	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
	Summarizing	<ul style="list-style-type: none"> ◆ I can summarize the activity (conference, school) and evaluate its benefit and further development ◆ I can make conclusions for my thesis/scientific work summarising all the project/research results 	<ul style="list-style-type: none"> ◆ I can summarize the project or activity and evaluate their benefit and further development ◆ I can summarize the event/campaign/project results, evaluate positive and negative sides of its implementation and provide with opportunities for future improvement ◆ I can summarize the outcomes of project/event providing good texts for dissemination and marketing
Your examples	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	
INTERCULTURAL	Cultural and intercultural sensitivity	<ul style="list-style-type: none"> ◆ I respect other nationalities and their traditions ◆ I can work in multicultural community 	<ul style="list-style-type: none"> ◆ I respect other nationalities and their traditions, I speak for inclusiveness in our community ◆ I can create inclusive environment in the workplace for all regardless of nationalities, traditions and languages ◆ I can learn the traditions of client's country to avoid misunderstanding in communication
	Your examples	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

	SKILLS	SENTENCE FOR UNIVERSITY	SENTENCE FOR EMPLOYER
	Adaptation	<ul style="list-style-type: none"> ◆ I can adapt myself to international environment/new team/new course/new staff ◆ I can gain new knowledge within formal and non-formal education 	<ul style="list-style-type: none"> ◆ I'm flexible enough to adapt myself to international environment in other communities ◆ I can speak 4 foreign languages, so it will help me to find common language with client
	Your examples	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
	Encouraging and running of the intercultural exchanges and activities	<ul style="list-style-type: none"> ◆ I can attract the university`s foreign students to teamwork ◆ I can promote exchange programmes within University stressing on its benefits and outcomes for youth ◆ I can cooperate with University Student Council for local and intercultural events for youth 	<ul style="list-style-type: none"> ◆ I can manage events considering the international diversity ◆ I can work with international partners and expand the company partnerships ◆ I can lead the company's delegation in business trips within country and abroad
	Your examples	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
DIGITAL	Digital design	<ul style="list-style-type: none"> ◆ I can create presentation according to academic events' goals and target audience ◆ I can make visuals for my thesis/research 	<ul style="list-style-type: none"> ◆ I can create visual materials according to company/project/client goals and target audience ◆ I can use digital tools to support my words by creating visuals
	Your examples	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
	SMM	<ul style="list-style-type: none"> ◆ I can disseminate the information among students, staff, and colleagues ◆ I can conduct survey in social network to gather statistics with different age groups 	<ul style="list-style-type: none"> ◆ I can promote the project/company/product in social networks ◆ I can work on marketing strategy and ranks of company's digital portfolio
	Your examples	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

	SKILLS	SENTENCE FOR UNIVERSITY	SENTENCE FOR EMPLOYER
RESPONSIBILITY	Responsibility for yourself	<ul style="list-style-type: none"> ◆ I am responsible for my words and actions 	<ul style="list-style-type: none"> ◆ I am responsible for my words and actions ◆ I am can take responsibility on project budget and provide reporting upon request
	Your examples	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
	Responsibility for the team	<ul style="list-style-type: none"> ◆ I am responsible for colleagues/team where I am holding supervisor's role ◆ I can take responsibility on project results of my team as a team leader 	<ul style="list-style-type: none"> ◆ I am responsible for my team and its results ◆ I can speak on behalf of my team ◆ I can act on behalf of my team/project/company working with other authorities
	Your examples	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
LEADERSHIP	Motivation	<ul style="list-style-type: none"> ◆ I can motivate students to study effectively and with pleasure ◆ I can make a presentation/social campaign/ project sharing my experience and motivating student to join ◆ I can deal with sel-motivation and work without direct supervision 	<ul style="list-style-type: none"> ◆ I can motivate and inspire people to work effectively and with pleasure ◆ I can make workshop for the project team on motivational techniques ◆ I can act as a good example for the team with sharing my self-motivation techniques
	Your examples	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
	Teaching	<ul style="list-style-type: none"> ◆ I can teach and patiently explain information in different ways ◆ I can find individual approach for every student ◆ I can use formal, non-formal education methods in educational process 	<ul style="list-style-type: none"> ◆ I can teach and patiently explain information in different ways ◆ I can transfer information and experience to my teammates/colleagues ◆ I can use formal, non-formal education methods in educational process
	Your examples	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

	SKILLS	SENTENCE FOR UNIVERSITY	SENTENCE FOR EMPLOYER
	Mentoring/ Coaching	<ul style="list-style-type: none"> ◆ I can lead the students to reach to their learning goals, directing them in right way ◆ I can provide individual support to students and advice them with possible solutions 	<ul style="list-style-type: none"> ◆ I can lead the team/colleagues to reach to their learning/career/professional goals ◆ I can provide individual support to team members/colleagues and advice them with possible solutions
	Your examples	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
PUBLIC SPEAKING AND ARTISTIC	Oratory	<ul style="list-style-type: none"> ◆ I have clear speech and I am not afraid of the audience ◆ I can make presentation of the results of my thesis/scientific work 	<ul style="list-style-type: none"> ◆ I have clear speech and I am not afraid of the audience ◆ I can influence on audience providing good arguments ◆ I can use appropriate words in presentation being connected with client business scope
	Your examples	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
	Chair/moderate meetings	<ul style="list-style-type: none"> ◆ I can lead the meeting and I know how to involve all team members to the process ◆ I can structure the information and present it effectively ◆ I can moderate the meeting keeping the timeline 	<ul style="list-style-type: none"> ◆ I can lead the meeting and I know how to involve all presented participants to the process ◆ I can structure the information and present it effectively to partners/stockholders ◆ I can moderate the meeting, keep the time and create equal opportunities to talk ◆ I can lead the meeting providing all parties platform for peaceful and respectful communication
	Your examples	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
	Facilitation of activities	<ul style="list-style-type: none"> ◆ I can animate non-formal activities and I know how to make it interesting for all ◆ I can provide with energiser to refresh mind and prepare team for the presentation 	<ul style="list-style-type: none"> ◆ I can facilitate non-formal activities and I know how to make inclusive environment
	Your examples	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

	SKILLS	SENTENCE FOR UNIVERSITY	SENTENCE FOR EMPLOYER
	Debating	<ul style="list-style-type: none"> ◆ I can participate in round tables and debates to create the field for constructive dialogue 	<ul style="list-style-type: none"> ◆ I can provide round tables and debates to create the field for constructive dialogue ◆ I can prepare good arguments and apply them accordingly in discussion ◆ I'm ready for constructive and meaningful dialogue
	Your examples	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
	Presentation of project results	<ul style="list-style-type: none"> ◆ I can present the results of my own/my department's work in a proper way 	<ul style="list-style-type: none"> ◆ I can show results of my own/company's/departments' work in representative way ◆ I can make digital presentation and provide client with structured information within presentation
	Your examples	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>



volunteering

#YouthWorkMatters



**Voluntary Youth Work
Recognition for Employability**

With the support of the
Erasmus+ Programme
of the European Union



**SOCIAL &
YOUTH
WORKERS**

