COURSE BROCHURE | ERASMUS+ TRAINING

# Soft Skills for Teaching Techniques

Strengthen communication, motivation, teamwork and problem-solving through practical soft skills that support engaging teaching and professional growth.

| LOCATION | LANGUAGE | FORMAT | DURATION | COURSE FEE |
|---|---|---|---|---|
| Multiple Locations | English | On-site | 6 days | From €480 to €500 |

6-day programme in **Barcelona and Porto**. See the course page for current fees, inclusions and dates.

## Course description

Teaching requires more than subject knowledge. Educators also need to communicate clearly, motivate learners, understand different perspectives, work effectively with colleagues and adapt when challenges arise. These everyday professional skills help build positive relationships, encourage learner participation and create supportive educational environments.

This practical course strengthens communication, active listening, public speaking, empathy, teamwork and problem-solving skills. Participants will practise engaging learners, adapting their communication to different situations, giving constructive feedback and applying motivation, persuasion and negotiation techniques. They will also examine how leadership, flexibility, time management and personal organisation can support effective teaching and professional collaboration.

Through interactive workshops, roleplay, collaborative challenges and realistic educational scenarios, participants will develop practical strategies for everyday teaching and teamwork. They will create a Personal Soft Skills Toolkit combining communication techniques, approaches to learner engagement, problem-solving strategies and sustainable working habits that can be adapted to their own educational contexts.

## Who the course is for

### For educators

Teachers, trainers, school leaders and other education professionals seeking to strengthen practical soft skills across different subjects and educational levels. Particularly relevant for those wishing to improve communication, learner motivation, public speaking, teamwork, adaptability, problem-solving and personal organisation in everyday educational situations.

### At a glance

**Course level:** Basic to Intermediate Professional Literacy

**Working language:** English. Please **contact the team** if you are unsure about the course level or working language.

**CURRICULUM FOCUS**

Communication & Presentation Skills / Empathy, Teamwork & Motivation / Adaptability & Professional Self-Management

**View the course, current editions and fees**

02 / INTENDED LEARNING OBJECTIVES

# Learning outcomes

The following learning outcomes describe the course's intended direction and objectives. The trainer adapts activities, examples and participant work to the group's goals, experience and learning needs.

01 **Clear Communication & Active Listening** - Apply verbal, non-verbal and active listening techniques to communicate clearly, reduce misunderstandings and encourage learner participation.

02 **Public Speaking & Group Facilitation** - Structure and deliver clear presentations, ask effective questions and facilitate inclusive discussions and group activities.

03 **Empathy & Understanding Others** - Recognise different needs and perspectives, using empathetic communication to strengthen relationships with learners and colleagues.

04 **Teamwork, Motivation & Leadership** - Apply practical motivation, collaboration and leadership techniques to encourage participation, shared responsibility and positive teamwork.

05 **Adaptability & Problem-Solving** - Respond to changing educational situations by analysing problems, considering possible solutions and adapting teaching or working approaches.

06 **Feedback, Persuasion & Negotiation** - Give constructive feedback, communicate ideas persuasively and negotiate solutions while respecting different viewpoints and professional boundaries.

07 **Time Management & Professional Wellbeing** - Develop realistic strategies for managing time, priorities, work-related pressure and personal boundaries in everyday professional practice.

08 **European Peer Exchange & Institutional Transfer** - Compare soft-skills practices with European peers and develop a personal toolkit of practical strategies suited to their own teaching and professional contexts.

## Transfer to practice and intended impact

The programme supports participants in connecting the course learning with their own professional context. Participants consider how relevant approaches, activities or tools could be adapted to their learners, priorities and institutional settings.

1. **Identify a relevant professional need:**
   Consider which learner need, classroom challenge or institutional priority the course learning could help address.
2. **Adapt the approach to your setting:**
   Select the activities, tools or approaches that can realistically be incorporated into your own professional context.
3. **Decide what progress would look like:**
   Consider how changes in practice, learner engagement, learning outcomes or another relevant result could be recognised.

03 / COURSE PROGRAMME | DAYS 1-3

# Learning Activities & Training Schedule

**SUNDAY / DAY 1**

Flexible self-preparation followed by an in person European exchange session, **at 18h30.**

**MONDAY - FRIDAY / DAYS 2-6**

**08:30 - 13h30**

5h of training per day · 30h total

*This is a typical timetable, subject to the provider's discretion.*

DAY 1

## Cross-Cultural Exchange, European Educational Context & Course Orientation

- Pre-Session work: Self Preparation to reflect and share your institution's context, cultural background & completion of the Cultural Quiz.
- Welcome, networking and cultural exchange between participants and Erasmus+ team.
- Icebreaking activities and sharing of European core values.
- Open space to share ideas, discuss current challenges in the Education sector and collaborative opportunity to exchange future goals.
- Course briefing and planning.

DAY 2

## Teaching Soft Skills & Communication Foundations

- Identify key soft skills for teaching, learner engagement and professional collaboration.
- Practise clear verbal communication, active listening and non-verbal awareness.
- Recognise how communication habits and empathy influence relationships with learners and colleagues.
- Set an individual soft-skills goal for the week.

DAY 3

## Presentation, Facilitation & Learner Participation

- Plan and deliver clear explanations and presentations adapted to different educational audiences.
- Practise voice, pace, body language and questioning techniques to engage learners.
- Apply group facilitation strategies that encourage participation, discussion and shared learning.
- Deliver a short presentation and refine communication skills through structured feedback.

04 / COURSE PROGRAMME | DAYS 4-6

# Learning Activities & Training Schedule

DAY 4

## Empathy, Collaboration & Team Dynamics

- Apply empathy and active listening to understand different learner and colleague perspectives.
- Recognise how individual strengths, group roles and expectations influence teamwork.
- Practise motivational communication, constructive feedback and shared decision-making.
- Strengthen collaboration through group challenges that encourage trust, participation and mutual support.

DAY 5

## Adaptability, Negotiation & Problem-Solving

- Use structured problem-framing to separate facts, constraints, assumptions and priorities.
- Generate and compare practical response options for common educational challenges.
- Practise negotiation, boundary-setting and respectful disagreement.
- Respond to realistic educational challenges (case studies) involving changing plans, competing needs or limited resources.

DAY 6

## Self-Management & Personal Soft Skills Toolkit

- Review time, attention and workload-management habits that influence professional effectiveness.
- Identify realistic boundaries, prioritisation routines and reflection practices.
- Create a Personal Soft Skills Toolkit combining communication, motivation, teamwork and self-management strategies.
- Present practical applications for their own educational context.
- Complete course reflection, evaluation and Certification.

### ADAPTABLE TRAINING

This programme is a planned framework. Specific activities, sequence, exercises and timings may be adapted by the trainer or provider to each group/edition.

### COURSE RECORDS

Daily summary and attendance sheets record the schedule and a short account of each day's work, validated by the trainer and signed by the participants.

Edition-specific evidence: Learning Together maintains signed daily training and attendance records. This brochure describes the course framework; additional verification can be based on the records of the particular edition.

05 / LEARNING APPROACH & METHODOLOGY

# Learning Together Methodology

Learning Together courses combine guided input supported by presentations and multimedia resources with practical experimentation, creative workshops, case-based learning and hands-on tools. Participants connect the learning to their own professional situations and progressively develop an applied outcome, which may take the form of a presentation, project, session plan, action idea, reflection or another relevant output.

Peer / trainer feedback supports refinement throughout the process, while European exchange encourages participants to compare practices, perspectives and approaches across different educational contexts.

## Methods applied in this programme

### Communication & Facilitation Practice

Participants strengthen listening, speaking, questioning and group facilitation through short presentations, communication exercises and practical feedback.

### Teamwork, Motivation & Problem-Solving Scenarios

Realistic educational scenarios help participants practise empathy, motivation, collaboration, negotiation and adaptable responses to everyday teaching challenges.

### Professional Self-Management & Toolkit Design

Participants review time management and workload habits, then select practical communication, teamwork and self-management strategies for their personal toolkit.

### Collaborative learning, peer exchange and reflection

Participants work with European colleagues, compare professional contexts, exchange approaches and reflect on how the learning can be transferred to their own institutions.

> **Illustrative example: Building a Personal Soft Skills Toolkit for Teaching**
>
> Imagine an educator who wants to improve classroom communication, group facilitation and professional organisation. Participants identify recurring situations where they need clearer communication, better collaboration or more deliberate self-management, practise selected strategies and review what works. They then create a concise toolkit containing repeatable behaviours and routines for their own teaching context.

### An adaptable learning experience

Learning Together courses are delivered by trainers with relevant professional & pedagogical experience, **who are fluent English speakers**. The trainer may vary by edition, adapting the activities to the group's professional context and learning goals.

**Meet our trainers and explore our approach**

06 / PRACTICAL INFORMATION & SUPPORT

# Everything you need for your training

## Your course materials and participant work

Participants receive access to course materials, including slides, presentations, worksheets and exercises made available for the sessions, through a dedicated online folder.

Depending on the activities, groups may also develop action plans or presentations. The output varies with the programme, trainer and group.

**Materials to bring: None**

## Course package

Includes training sessions, digital materials, practical resources, administration and course-week support, welcome kit, coffee breaks and course documentation. Cultural activities and an orientation session **depend on the edition selected** (flights, accommodation & other personal arrangements are not covered).

Check fees and inclusions for your selected course.

## Documents & certification

We issue Certificate of Attendance, invoice and support agreed Erasmus+ mobility documents, including Europass Mobility records. Certificate issuance follows the attendance conditions.

Send any additional school forms to our team in advance. Explore document guidance.

## Provider & quality

Learning Together operates through registered organisations in every country where services are provided, each with its own Erasmus+ Organisation ID (OID). Our programmes combine clearly defined learning outcomes, participatory methodologies and practical activities, with participant evaluation & feedback at the end of the training.

**Provider OIDs: Portugal** E10201112 · **Spain** E10417947 · **Poland** E10419682

FROM INTEREST TO A CONFIRMED BOOKING

01
### Pre-enrol

Share your course & preferred dates. Pre-enrolment is non-binding; wait for written confirmation before making non-refundable travel bookings.

02
### Confirm your place

Our team will confirm availability by email. Complete final enrolment and billing details to secure your place.

03
### Plan your travel

Once your booking is confirmed, you can plan your travel. Before travelling, check materials required, timetable and activities in your selected edition.

YOUR NEXT STEP

## Ready to plan your course?

Check the current dates, duration, fee and edition status on the course page, then start your pre-enrolment or contact us!

View course & editions ↗ | Pre-enrol ↗

Contact: learningtogether.eu@sinerconsult.pt | +351 229 418 490