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women**home**working

Coaching, Soft Skills and Integration

Handbook for Trainers

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Introduction

Welcome to our Coaching, Soft Skills, and Integration course for young mothers. This course is designed to help young mothers to improve their employability and achieve their professional goals while also focusing on important themes such as self-knowledge and personal development, communication, and interpersonal relationships, planning and organization, and the development of parenting skills.

Throughout this course, young mothers will have the opportunity to work with experienced coaches who will help them develop a personalized plan for achieving their goals. You'll learn valuable skills such as effective communication, critical thinking, decision-making, problem-solving, and more. They'll also explore their strengths and weaknesses, develop a deeper understanding of themselves and others, and learn how to effectively plan and organize their life.

We understand that being a young mother can present unique challenges when it comes to balancing family responsibilities with career aspirations. That's why we've included a focus on the development of parenting skills in this course. You'll learn practical strategies for managing the demands of parenthood while also pursuing your professional goals.

This handbook is divided into 6 modules, and all modules contain a theoretical introduction to the topics, practical exercises, group dynamics, and space for discussion and exchange of experiences between the young mothers.

The Coaching, Soft Skills, and Integration Course will comprise 18 hours of learning, broken down into 12 hours of workshop-based training and 6 hours of self-directed online learning focused on the thematic areas selected. We look forward to working with you and helping you achieve your full potential.

Structure of the Coaching, Soft Skills, and Integration Course

This work modules focuses on coaching, soft skills development, self-esteem work, and professional coaching to enhance the image, regain self-confidence and create innovative CVs on distinct types of media. The coaching sessions will deal with self-esteem, self-confidence, self-image, and the relationship between motherhood and professional activity.

The emphasis on soft skills is a good response to the needs of our target group, which is young and does not necessarily have experience or diplomas to promote. In this gap period where the project will go with them, the work of soft skills will be essential to their further study, training, or professional insertion. Also, during the face-to-face sessions, the young mothers can of course come with their young children and will be welcomed.

General Lesson Plan of The Coaching Course

- 1 **Description of the Programm** The course will be divided into weekly or bi-weekly classes, lasting two hours each. Each class will include a theoretical introduction to the topics, practical exercises, group dynamics, and space for discussion and exchange of experiences between young mothers.

2	Maximum Number of Participants per group	8 young mothers		
3	Coaching Course Plan			
No.	Modules	Workshop-based training	Self-directed online learning	
1	Introduction to Coaching for young mothers	2 hours	1 hour	
2	Self-knowledge and personal development	2 hours	1 hour	

3	Communication and interpersonal relationships	2 hours	1 hour
4	Planning and Organization	2 hours	1 hour
5	Development of parenting skills	2 hours	1 hour
6	Career and professional development	2 hours	1 hour
Total Lessons (Workshop-based training and Self-directed online learning)		18 hours	

Module 1 - Introduction to Coaching for young mothers.

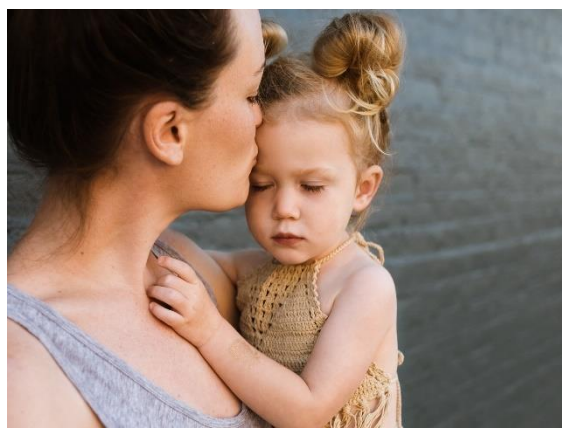
Explanation about the coaching method and how it can help young mothers to achieve their goals.

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Explanation of what coaching is and how it works.

Coaching is a method of achieving set goals. The coach helps the coached (client) to correctly set a goal, find the best way to achieve the goal and reveal the hidden inner potential in a person through dialogue. The coach does not say how to achieve success but asks questions through which the client himself finds the solution to his tasks.

Coaching can be used as a way of developing people's skills and abilities, boosting performance, and dealing with issues and challenges before they become major problems. A coaching session typically takes place as a conversation between the coach and the coached and focuses on helping the coached discover answers for themselves.



Overview of coaching methodology and Techniques

The coaching methodology is basically “the how” of coaching. It’s how coaches impact their clients and transform lives. Coaching methodologies are usually a combination of knowledge and techniques. Knowledge is the basic “how-to” of coaching which can be learned from books, podcasts, posts, live coaching training, seminars, and online courses and programs. Techniques are specific procedures and processes that coaches can use during their work with clients.

There are many varied coaching styles to choose from due to coaching psychology drawing knowledge and theory from a broad range of disciplines. Some effective coaching techniques include pre-session check-ins and questionnaires, goal setting, motivational techniques, group coaching techniques, life coaching techniques, CBT, and behavioural coaching techniques.

Discussion on the benefits of coaching for young mothers

Coaching can provide valuable benefits for young mothers. It can help them set and achieve personal goals, such as feeling happier, more confident, or less stressed. Coaching can also help young mothers develop their personal capabilities and interpersonal skills, which can help them understand more about their challenges and make informed choices about their future.

Coaching can also have a positive impact on family life. It has a strong collaboration focus and can mediate and support more appropriate family roles and dynamics.

Identification of the goals of the course and the expectations of the young mothers

Group discussion on what the young mothers hope to achieve through coaching.

Suggested topics to open a group discussion:

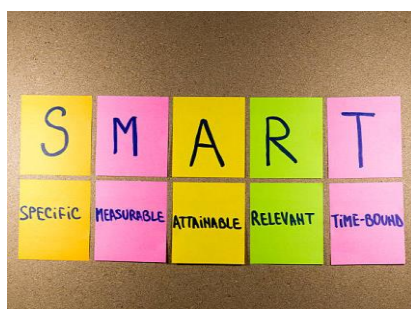
1. **Balancing motherhood and personal goals:** How can coaching help young mothers find a balance between their responsibilities as a mother and their aspirations?
2. **Building confidence and self-esteem:** How can coaching help young mothers feel more confident and improve their self-esteem?
3. **Managing stress and anxiety:** How can coaching help young mothers manage stress and anxiety related to motherhood and other aspects of their lives?
4. **Improving relationships:** How can coaching help young mothers improve their relationships with their partners, children, family, and friends?
5. **Finding purpose and meaning:** How can coaching help young mothers find purpose and meaning in their lives beyond motherhood?

Setting SMART goals (specific, measurable, achievable, relevant, and time-bound)

A SMART goal is a goal that is Specific, Measurable, Achievable, Relevant, and Time-bound. These criteria help ensure that your goal is well-defined and realistic and can help us increase our chances of achieving it.

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What these terms mean:



- **Specific:** Your goal should be clear and specific, so you know exactly what you're working towards. Ask yourself what you want to accomplish and why it's important to you.
- **Measurable:** Your goal should be measurable so you can track your progress and know when you've achieved it. Ask yourself how you'll measure your progress and what success

looks like.

- **Achievable:** Your goal should be realistic and attainable given your current situation and resources. Ask yourself if the goal is possible and how you'll overcome any potential obstacles.
- **Relevant:** Your goal should be relevant and aligned with your values and long-term objectives. Ask yourself if the goal is worthwhile and if it's the right time to pursue it.

- **Time-bound:** Your goal should have a deadline to create a sense of urgency and keep you motivated. Ask yourself when you want to achieve your goal and what you can do to make that happen.

By setting SMART goals, we can clarify our ideas, focus our efforts, use our time and resources productively, and increase our chances of achieving what we want in life.

Here's an example of how we could set a SMART goal for completing a coaching course for young mothers:

- **Specific:** Complete an 18-hours coaching course for young mothers to improve my parenting skills and personal well-being.
- **Measurable:** Track my progress by attending all course sessions and completing all assignments. Measure success by receiving a certificate of completion at the end of the course.
- **Achievable:** Research available coaching courses for young mothers and choose one that fits my schedule and budget. Arrange for childcare during course sessions if necessary.
- **Relevant:** Improving my parenting skills and personal well-being is important to me and will benefit both myself and my family.
- **Time-bound:** Enrol in a coaching course for young mothers within the next month and complete it within 18 hours.

Understanding expectations and commitment from both the coach and the young mothers

Understanding expectations and commitment from both the coach and the young mothers is an important part of the coaching process. Follow these steps:

- **Set clear goals:** At the beginning of the coaching process, the coach and the young mothers should work together to set clear goals for what they hope to achieve through coaching. These goals should be specific, measurable, achievable, relevant, and time-bound (SMART).

- **Discuss expectations:** The coach and the young mothers should have an open and honest discussion about their expectations for the coaching process. This includes discussing what each party hopes to achieve, what their roles and responsibilities will be, and how they will work together to achieve their goals.
- **Establish commitment:** Both the coach and the young mothers should be committed to the coaching process for it to be successful. This means being willing to invest time and effort into achieving their goals, being open to feedback and new ideas, and being willing to make changes as needed.
- **Communicate regularly:** Regular communication is key to ensuring that expectations and commitment are understood and maintained throughout the coaching process. The coach and the young mothers should schedule regular check-ins to discuss progress, address any concerns or challenges, and make any necessary adjustments to their goals or approach.

By following these steps, both the coach and the young mothers can gain a better understanding of each other's expectations and commitment, which can help ensure a successful coaching experience.

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Explanation of the timeline of the course and the activities planned.

The Coaching, Soft Skills, and Integration Course will comprise 18 hours of learning, broken down into 12 hours of workshop-based training and 6 hours of self-directed online learning focused on the thematic areas selected. Also, during the face-to-face sessions, the young mothers can of course come with their young children and will be welcomed.

The course will be divided into weekly or bi-weekly classes, lasting two hours each. Each class will include a theoretical introduction to the topics, practical exercises, group dynamics, and space for discussion and exchange of experiences between young mothers.

Lesson Plan

Module 1 - Introduction to Coaching for young mothers

Introduction

Welcome, and introduction of the instructor and participants.

Icebreaker activity to get to know each other:

- Fast Fives

If you could only introduce yourself in five facts, what would they be? Go around the room and share your fast five. These can be favourite shows and movies, things you're passionate about, or where you call home.

Total learning duration

3 hours

Workshop-based learning

2 hours

Self-directed learning

1 hour

Learning outcomes

Knowledge:

- Understanding the basic principles and benefits of coaching for young mothers
- Familiarity with the challenges and opportunities facing young mothers.
- Awareness of different coaching methodologies and techniques

Skills:

- Ability to set up a rapport with young mothers.
- Ability to ask open-ended questions to elicit insights and self-reflection.

Materials required	Ability to listen actively and non-judgmentally.
	<u>Attitudes:</u> - Empathy and compassion for the struggles faced by young mothers. - Respect for the unique experiences and perspectives of each mother - A growth mindset that values continuous learning and improvement
	- Whiteboard and markers - Flipchart and markers - Handouts on coaching methodology and techniques - Guided visualization script - Team-building exercise materials (e.g., building blocks, blindfolds)

	Description of the activity	Duration (min)
Activity 1	Theoretical Introduction to Coaching - Explanation of what coaching is and how it works. - Overview of coaching methodology and techniques Distribute handouts on coaching methodology and techniques and open discussion on the benefits of coaching for young mothers. Handout in PDF	20 minutes

Activity 2

Identification of Goals and Expectations

- Group discussion on what the young mothers hope to achieve through coaching.
- Setting SMART goals (specific, measurable, achievable, relevant, and time-bound)

Understanding expectations and commitment from both the coach and the young mothers

30 minutes

Activity 3

Practical Exercise

- Guided visualization exercise to help young mothers create a vision of their ideal life.

Steps:

- Find a comfortable and quiet place where you won't be interrupted. Sit or lie down and take a few deep breaths to relax your body and mind.
- Close your eyes and visualize yourself on a movie screen, as if you're watching yourself from a distance. This is called disassociation.
- Now, visualize the scene through your own eyes, as if you're experiencing it first-hand. This is called association.

30 minutes

- Imagine yourself living your ideal life. What does it look like? Where are you? Who are you with? What are you doing? How do you feel?
- Take some time to explore this vision and make it as vivid and detailed as possible.
- When you're ready, slowly open your eyes and take a few deep breaths.

This exercise can help you create a clear vision of what you want in life and can be a powerful tool for motivation and goal setting.

- Group sharing and discussion on what they discovered during the exercise.

Guided visualization script in PDF

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Activity 4

Group Dynamics

- Group exercise to build trust and improve communication skills.

"Reflection and Support Circle"

Instructions:

- Ask each mother to take a few minutes to reflect on their experiences as a mother and as a participant in the coaching course.

30 minutes

- Once they have had some time to think, ask each mother to share their reflections with the group.
- After each mother has shared, ask the other members of the group to provide support and encouragement, as well as any suggestions or advice they may have.
- Encourage the group to actively listen to each other and to be respectful and non-judgmental.

Benefits:

This activity can help young mothers in a coaching course feel supported and connected with others who are going through similar experiences. It can also help build trust and improve communication skills by encouraging active listening and respectful dialogue. Additionally, this activity can help mothers feel more confident in their parenting abilities and provide them with helpful advice and suggestions from their peers.

- Discussion on the importance of teamwork and collaboration in achieving goals.

Assessment

Feedback on the session from the young mothers

Evaluation of learning outcomes and progress towards goals in PDF

Sources & References

(If applicable)

Resources and references for further reading and learning.

- International Coaching Federation- Professional Coaching Association. (2022, October 31). International Coaching Federation. <https://coachingfederation.org/>
- Home | Coaching for Transformation. (2023, January 12). Coaching for Transformation. <https://www.coachingfortransformation.org/>
- Amazon.com: The Coaching Habit: Say Less, Ask More & Change the Way You Lead Forever: 9780978440749: Bungay Stanier, Michael: Books. (n.d.). <https://www.amazon.com/Coaching-Habit-Less-Change-Forever/dp/0978440749>

Module 2: Self-knowledge and personal development

Identification of the personal values and beliefs that influence the lives of young mothers.

Overview of personal values and beliefs

Personal values are our central beliefs and the assumptions that guide our actions. These principles influence your behaviour and personality traits and guide you through success and challenging times. These individual values inform your decision-making, aspirations, and relationships with loved ones. However, the specific values and beliefs that influence us may vary depending on the circumstances.

Some common personal values include courage, tolerance, trustworthiness, equanimity, altruism, appreciation, empathy, and toughness. Other examples include authenticity, achievement, adventure, authority, autonomy, balance, beauty, boldness, compassion, challenge,

citizenship, community, competency, contribution, creativity, and curiosity. Personal values are the real priorities you have in life and anything that you find immensely important.



Personal values influence our actions, relationships, and overall lives. They guide us as we make big decisions and can influence our personal development. When you know your values, your career, personal relationships, and hobbies will reflect what matters most to you. Knowing your values affects your behaviour as you are acting in full integrity with who you are, and you do walk your talk. You take decisions and actions honouring these values.

Definition of personal and professional goals, considering maternal responsibilities and other areas of life.

Overview of personal and professional goals

Being a full-time working mother can lead to feelings of guilt and stress because of divided attention between work and family. The key is to focus on a plan, get organized, and find the right balance between profession and parenthood. Some ways to make everything go more smoothly include staying on top of your schedule, setting boundaries, and making time for yourself.

Personal goals are short- or long-term goals relating to your lifestyle and family life. They focus on your well-being, happiness, and relationships. Professional goals, on the other hand, are aspirations that help you succeed in your career. These goals relate to your qualifications, degrees, and relevant achievements in business or education.



For young mothers, personal goals might include taking care of their physical and mental health, spending quality time with their family, and building a happy family life. For instance, implementing positive parenting and using gentle solutions for every parenting challenge can be a life-changing goal that can make a huge difference in a mother's life. Finding some much-needed personal time is also important for young mothers. This could be achieved by going out one night a week (or month), listening to music, writing in a journal, getting fresh air, exercising, or spending a few minutes a day in quiet reflection.

Professional goals for young mothers might include developing new skills, expanding their professional network, or finding more satisfaction at work. For instance, growing professionally often means expanding the arsenal of things you're able to do. What skill you choose to develop can depend on your industry, job, and personal preferences. Developing workplace skills such as verbal and nonverbal communication, empathy, self-awareness, and leadership can also be crucial for advancing to higher-level positions.

It's important to create a balance between improving personal and professional lives while considering maternal responsibilities and other areas of life.

Considering Maternal Responsibilities and Other Areas of Life

Overview of balancing maternal responsibilities and other areas of life

Balancing maternal responsibilities and other areas of life can be challenging for young mothers. Working mothers are a resilient group, accustomed to juggling work responsibilities and family time with composure. However, mothers also tend to take on more household chores and responsibilities. This can put stress on women's minds and a sense of guilt occurs among them as they are not with their children when they need them most.

Family support is something a working mother needs most in the first instance. Young mothers need to find a balance between improving their personal and professional lives while

considering maternal responsibilities and other areas of life. Finding some much-needed personal time is also important for young mothers. This could be achieved by going out one night a week (or month), listening to music, writing in a journal, getting fresh air, and exercising spending a few minutes a day in quiet reflection.

Some tips for young mothers balancing maternal responsibilities and their professional goals:

- **Set SMART goals:** Make sure your professional goals are Specific, Measurable, Achievable, Relevant, and Time-bound. This will help you stay focused and motivated.
- **Create a plan:** Break down your goals into smaller, manageable steps and create a plan to achieve them. This will help you stay organized and on track.
- **Find support:** Identify people or resources that can help you achieve your goals. This could include mentors, colleagues, or online resources.
- **Make time for yourself:** It's important to take care of yourself and make time for self-care. This will help you stay energized and focused.
- **Be flexible:** Life can be unpredictable, especially when you have young children. Be prepared to adapt your plans if necessary.
- **Celebrate your successes:** Take time to celebrate your achievements along the way. This will help boost your confidence and motivation.

Wheel of Life worksheet

The Wheel of Life is a popular coaching tool that helps individuals assess and reflect on the balance and satisfaction in different areas of their life. The Wheel of Life is typically represented as a circle divided into different segments, with each segment representing a different area of life. Common areas include career, finances, health, family and friends, romance, personal growth, fun and recreation, and physical environment.

To fill out a Wheel of Life worksheet, you would typically start by rating your level of satisfaction in each area of your life on a scale of 1 to 10. You can then plot your ratings on the Wheel of Life diagram by drawing a line to connect the points. This will give you a visual representation of how balanced or imbalanced your life currently is.



Once you have completed the Wheel of Life worksheet, you can use it to identify areas where you would like to make changes or improvements. You can then set goals and create an action plan to help you achieve greater balance and satisfaction in your life.

Techniques to manage stress and anxiety, such as meditation, conscious breathing, and other relaxation techniques.

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Overview of Stress and anxiety management techniques

There are several techniques that young mothers can use to manage stress and anxiety. Some of these techniques include understanding how you experience stress, identifying stressors, recognizing how you deal with stress, finding healthy ways to manage stress and asking for professional support.

Some healthy ways to manage stress include taking a short walk, exercising, talking things out with friends or family, and practising relaxation techniques such as deep abdominal breathing, progressive relaxation techniques, meditation, and prayer. It's important to focus on changing only one behaviour at a time and not take on too much at once.

Exercise: Guided meditation and breathing techniques

One exercise that combines guided meditation and breathing techniques is mindfulness meditation. Mindfulness meditation is a type of meditation in which you focus on being intensely aware of what you're sensing and feeling in the moment, without interpretation or

judgment. Practising mindfulness involves breathing methods, guided imagery, and other practices to relax the body and mind and help reduce stress.

Here's how you can do it:

1. Lie on your back with your legs extended and arms at your sides, palms facing up.
2. Focus your attention slowly and deliberately on each part of your body, in order, from toe to head or head to toe.
3. Be aware of any sensations, emotions or thoughts associated with each part of your body.
4. During the exercise, if physical sensations or thoughts interrupt your meditation, note the experience, and then return your focus to your body.



Lesson Plan

Module 2: Self-knowledge and personal development

Introduction	This module is designed for young mothers to explore their values and beliefs, set personal and professional goals, and learn techniques to manage stress and anxiety.		
Total learning duration	3 hours	Workshop-based learning	Self-directed learning
		2 hours	1 hour
Learning outcomes	<u>Knowledge:</u> - Understanding the importance of self-awareness and self-reflection - Knowledge of different personalities and learning styles - Understanding the impact of values and beliefs on behaviour		

Skills:

- Ability to identify personal strengths and areas for improvement.
- Ability to set and work towards personal goals.
- Ability to use reflective techniques to gain insights and learning

Attitudes:

- Commitment to personal growth and development
- Openness to feedback and constructive criticism
- Willingness to take responsibility for one's learning and growth

Materials required

- Whiteboard and markers
- Handouts with personal values and beliefs exercises
- Pen and paper
- Relaxation music

23

	Description of the activity	Duration (min)
Activity 1	<u>Identification of Personal Values and Beliefs</u> • Overview of personal values and beliefs • Exercise: Values and beliefs clarification handout • Group discussion on values and beliefs	30 minutes

Activity 2

Handouts with personal values and beliefs in PDF

Definition of Personal and Professional Goals

- Overview of personal and professional goals
- Exercise: Goal setting worksheet – Self-Directed Learning
- Group discussion on goal setting

Goal setting worksheet in PDF

30 minutes

Activity 3

Considering Maternal Responsibilities and Other Areas of Life

- Overview of balancing maternal responsibilities and other areas of life
- Exercise: Wheel of Life worksheet – Self-Directed Learning

Instructions:

To fill out a Wheel of Life worksheet, you would typically start by rating your level of satisfaction in each area of your life on a scale of 1 to 10. You can then plot your ratings on the Wheel of Life diagram by drawing a line to connect the points. This will give you a visual representation of how

20 minutes

Activity 4

balanced or imbalanced your life currently is.

- Group discussion on balancing responsibilities

Wheel of Life worksheet in PDF

Techniques to Manage Stress and Anxiety

- Overview of stress and anxiety management techniques
- Exercise: Guided meditation and breathing techniques

Here's how you can do it:

- Lie on your back with your legs extended and arms at your sides, palms facing up.
- Focus your attention slowly and deliberately on each part of your body, in order, from toe to head or head to toe.
- Be aware of any sensations, emotions or thoughts associated with each part of your body.

During the exercise, if physical sensations or thoughts interrupt your meditation, note the

	experience, and then return your focus to your body. Group discussion on stress and anxiety management	
Activity 5	<u>Group Dynamics and Discussion</u> - Small group discussions on personal experiences and reflections - Large group discussion on insights and takeaways	30 minutes
Assessment	Brief quiz to assess understanding of the topics covered. <u>Answers:</u> Identification of Personal Values and Beliefs: a) Self-reflection b) False c) Honesty Definition of Personal and Professional Goals: a) Personal goals b) True c) Obtaining a leadership position in my current organization. Considering Maternal Responsibilities and Other Areas of Life: a) True	

b) Setting boundaries, prioritizing tasks, and delegating when possible.

c) Engaging in regular self-care activities such as meditation, hobbies, or seeking support from family and friends.

Techniques to Manage Stress and Anxiety:

a) Mindfulness

b) True

c) Deep breathing exercises or practising relaxation techniques like yoga.

Quiz in PDF

Sources &

References

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Resources and references for further reading and learning.

- Brown, K. W., & Ryan, R. M. (2003). The benefits of being present: mindfulness and its role in psychological well-being. *Journal of Personality and Social Psychology*, 84(4), 822–848.
- Cameron, J. (2002). *The Artist's Way: A Spiritual Path to Higher Creativity*. Jeremy P. Tarcher/Putnam.
- Covey, S. R. (1989). *The Seven Habits of Highly Effective People*. Simon & Schuster.

Module 3: Communication and interpersonal relationships

Improved communication with partners, children, family, and friends, learning to express emotions and needs clearly and assertively.

Importance of effective communication in building and maintaining healthy relationships.

Effective communication is vital for building and maintaining healthy relationships. Being able to talk openly and honestly with the people in your life allows you to share, learn, respond, and forge lasting bonds. This is a vital part of any relationship, including those with friends and family, but it can be particularly important in romantic relationships.

Good communication can help enhance your relationship in a variety of ways: It can minimize rumination, foster intimacy, and reduce and resolve conflict. Communication improves relationship dynamics, promotes trust, helps fix misunderstandings quickly, helps reach an understanding better with proper communication, problems are effectively resolved with communication and keep couples together.

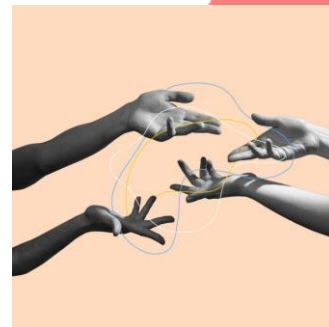
Challenges that young mothers may face in communicating with their partners, children, family, and friends.

There are many challenges that young mothers may face in communicating with their partners, children, family, and friends. Some of these challenges may include finding a balance between work and family life and dealing with criticism for their choices. Effective communication with children is also important for their emotional development and relationship-building later in life. There are many ways to improve communication skills, such as active listening, reflective listening, speaking clearly, and avoiding kickbacks.

Concept of assertive communication and the benefits of using it in different relationships.

Assertive communication is a form of communication in which an individual expresses their feelings and personal needs in a direct but respectful manner. It is based on mutual respect and can help you express yourself effectively and stand up for your point of view while respecting the rights and beliefs of others.

Assertive communication has many benefits. It can help you gain self-confidence and self-esteem, understand, and recognize your feelings, earn respect from others, improve communication and social skills, and have more positive relationships with friends, family, and others. It can also help reduce stress and anger, improve coping skills, and enable more effective, efficient, and empathic communication.



Different communication styles (passive, aggressive, passive-aggressive, assertive) and their impact on relationships.

There are four main types of communication styles: passive, aggressive, passive-aggressive, and assertive. Each style can have both positive and negative impacts on relationships depending on how it is used and in what situation it is used.

- **Passive** communicators tend to avoid conflict and may not express their own needs and wants. This can lead to feelings of resentment and being taken advantage of.
- **Aggressive** communicators may come across as bullies who ignore the needs and feelings of others. This can lead to conflicts and damaged relationships.
- **Passive-aggressive** communicators may express their feelings indirectly through sarcasm or other means, which can lead to confusion and misunderstandings.
- **Assertive communication**, on the other hand, is based on mutual respect and can help improve relationships by allowing individuals to express their needs and wants in a direct but respectful manner. It can help reduce stress and anger, improve coping skills, and enable more effective, efficient, and empathic communication.

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Tips on how to express emotions and needs clearly and assertively.

- **Use positive self-talk:** Positive self-talk is the internal dialogue that makes a person feel good about themselves. It can help a person think optimistically and feel motivated. Positive self-talk can help reduce stress, increase vitality, improve life satisfaction, and enhance general well-being.



- **Be a good listener:** Listen to others and respond with empathy and understanding.
- **Practice mindfulness:** Mindfulness can promote optimism, happiness, positive emotional states, and self-acceptance.
- **Analyse your emotions:** Take time to understand what you are feeling and why.
- **Write things down:** Writing can help clarify your thoughts and emotions.
- **Consider another perspective:** Try to see things from the other person's point of view.
- **Get feedback:** Ask others for their opinions and feedback on your communication style.

Development of skills to resolve conflicts and deal with demanding situations, such as the challenge of reconciling maternal responsibilities with other activities and relationships.

Young mothers can develop their skills to resolve conflicts and deal with demanding situations by practising effective communication and problem-solving techniques. Here are some tips:

Tackle feelings first: Before addressing the problem that caused the conflict, it is important to get to a place emotionally where you can think before you act.

Practice calming techniques: Develop tools to calm down, such as deep breathing or mindfulness exercises.

Identify the source of the conflict: Take time to understand what caused the conflict and what each person's needs and wants are.

Communicate clearly: Learn to express your feelings and needs clearly and assertively without lashing out or making accusations.

Practice problem-solving: Work together to produce solutions that meet everyone's needs.

Important: Identifying the **source of a conflict** can be challenging, but it is an important step in resolving the conflict. Here are some tips that can help to identify the source of a conflict:

Take a step back: Try to remove yourself from the situation and look at it objectively.

Listen to all sides: Make sure to listen to everyone involved in the conflict and try to understand their perspective.

Ask questions: Ask open-ended questions to help clarify the situation and understand each person's needs and wants.

Look for underlying issues: Sometimes conflicts arise from deeper issues that may not be immediately apparent. Try to identify any underlying issues that may be contributing to the conflict.

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Open-ended questions are questions that cannot be answered with a simple "yes" or "no" and encourage the person to provide more detailed information. Here are some examples of open-ended questions that can help identify the source of a conflict:

- Can you tell me more about what happened?
- How did that make you feel?
- What do you think caused this conflict?
- What do you need to resolve this conflict?
- What do you think would be a fair solution to this problem?



Important: Managing emotions and dealing with them can be challenging, but it is an important skill to develop. Here are some tips on how to manage emotions and deal with them:

Practice breathing relaxation techniques: Focusing on your breathing can help you calm down and gain control over your emotions.

Allow emotions to be there: Instead of trying to mute or ignore emotions, allow them to be present and listen closely to their message.

Analyse your emotions: Take time to understand what you are feeling and why.

Practice mindfulness: Mindfulness can promote optimism, happiness, positive emotional states, and self-acceptance.

Give yourself space and time: Sometimes providing space and time for yourself to deal with emotions at your own pace is the most effective way to manage them.

Analysing our emotions involves taking a step back and reflecting on what we are feeling and why. Here are some steps we can follow to analyse our emotions:

Take a step back: Try to remove yourself from the situation and look at it objectively.

Identify your emotions: Take time to identify what emotions you are feeling. You can use a feelings chart or other tools to help you name your emotions.

Reflect on the situation: Think about what happened and what may have triggered your emotions.

Consider your thoughts: Pay attention to the thoughts that are going through your mind and how they may be influencing your emotions.

Write things down: Writing can help clarify your thoughts and emotions.

By following these steps, we can gain a better understanding of what we are feeling and why, which can help us manage our emotions more effectively.

Lesson Plan

Module 3: Communication and interpersonal relationships

Introduction	This module will provide a theoretical foundation for understanding communication styles and techniques, as well as practical exercises for developing and practising effective communication skills. We will explore the concept of assertive communication and its benefits, while also discussing the impact of different communication styles on relationships. Through group dynamics and space for discussion and exchange of experiences, participants will have the opportunity to reflect on their communication patterns and identify areas for improvement.		
Total learning duration	3 hours	Workshop-based learning	Self-directed learning
		2 hours	1 hour
Learning outcomes	<u>Knowledge:</u> - Understanding the importance of effective communication in building relationships - Knowledge of different communication styles and their impact - Familiarity with common barriers to effective communication		
	<u>Skills:</u> - Ability to communicate clearly and assertively. - Ability to listen actively and empathetically. - Ability to give and receive feedback constructively		
	<u>Attitudes:</u> Respect for diverse communication styles and cultural differences		

Materials required

- Willingness to work towards building positive relationships.
 - A belief in the value of collaboration and teamwork
-
- Handouts summarizing key concepts and tips.
 - Scenario cards for the group exercises
 - Writing materials for individual reflection and action plan

	Description of the activity	Duration (min)
Activity 1	<u>Introduction</u> • Explain the importance of effective communication in building and maintaining healthy relationships. Effective communication is a vital component of building and maintaining healthy relationships, both in our personal and professional lives. In this Module, we will focus on improving communication with partners, children, family, and friends, learning to express emotions and needs clearly and assertively, and developing skills to resolve conflicts and deal with demanding situations. For young mothers, who often face the challenge of reconciling maternal responsibilities with other activities and	10 minutes

Activity 2

relationships, communication skills can be especially critical.

- Discuss the challenges that young mothers may face in communicating with their partners, children, family, and friends

Theoretical Introduction

- Explain the concept of assertive communication and the benefits of using it in different relationships.
- Discuss the different communication styles (passive, aggressive, passive-aggressive, assertive) and their impact on relationships.

Provide tips on how to express emotions and needs clearly and assertively.

20 minutes

Activity 3

Group Dynamics and Practical Exercises

- Divide participants into small groups and assign each group a scenario involving a communication challenge.
- Groups will role-play the scenario and practice using assertive communication skills.

45 minutes

	• After each role-play, ask the other groups to provide feedback and suggestions for improvement. • Facilitate a group discussion to reflect on the exercises and share experiences of using assertive communication in different situations. Scenario cards in PDF	
Activity 4	<u>Space for Discussion and Exchange of Experiences</u> • Open the floor for participants to share their experiences of communication challenges and successes with partners, children, family, and friends. • Encourage participants to ask questions and seek advice from the group	20 minutes
Activity 5	<u>Self-directed Learning - Individual Reflection and Action Plan</u> • Provide participants with a handout summarizing the key concepts and tips covered in the module. • Ask participants to reflect on their current communication patterns and identify areas for improvement.	30 minutes

	Participants will create an action plan outlining specific steps they will take to improve their communication with partners, children, family, and friends. Handout and Action Plan in PDF	
Assessment	A short quiz at the end of the module to evaluate the participants' understanding of the concepts covered. Short Quiz in PDF	
Sources & References (If applicable)	<u>Resources and references for further reading and learning.</u> C. (2023, June 16). Assertive Communication: Definition, Examples, and Tips. Coursera. https://www.coursera.org/articles/assertive-communication - Assertiveness Skills: Definition, Examples and Tips. (2023, February 4). Indeed.com. https://www.indeed.com/career-advice/career-development/assertiveness-skills - Communication courses: Improve speaking and writing skills Udemy. (n.d.). https://www.udemy.com/courses/business/communications/	

Module 4: Planning and Organization

Techniques to manage time and daily routine, such as setting priorities, creating an agenda, delegating tasks, and dealing with unforeseen events.

Theoretical Introduction

Time management is a big concern for mothers these days. Between kids' activities, household responsibilities and, for many, the demands of a stressful workplace, many mothers have given up on the fight to find time for themselves and are just trying to get everything done. Setting goals helps trigger new behaviours, helps guide your focus and helps you sustain that momentum in life. Goals also help align your focus and promote a sense of self-mastery. In the end, you can't manage what you don't measure, and you can't improve upon something that you don't properly manage.

Techniques to manage time and daily routine:



Setting priorities: Determine what tasks are most important and should be completed first. Create a task list to have a single view of everything you need to get done in the first place.

Creating an agenda: Design a plan for a meeting or a schedule for a day that sets clear expectations for what needs to occur. An effective agenda helps team members prepare, allocates time wisely, quickly gets everyone on the same topic, and identifies when the discussion is complete.

Delegating tasks: Assign responsibilities to others to help manage workload and increase efficiency.

Dealing with unforeseen events: Be able to adapt and adjust plans when unexpected situations arise.

Definition of priorities and establishment of realistic goals, considering the limitations and possibilities of each young mother.

Theoretical Introduction

Priorities are tasks or goals that are deemed most important and should be completed first. Establishing realistic goals involves setting objectives that can be achieved based on current skills, abilities, limitations, and possibilities within a specific timeframe. For young mothers, this may involve recognizing their current responsibilities and limitations and setting goals that are achievable within those constraints. It is important to set goals that are both challenging and motivating while also being attainable.

Setting priorities involves determining what tasks are most important and should be completed first. Creating an agenda involves designing a plan for a meeting or a schedule for a day that sets clear expectations for what needs to occur. An effective agenda helps team members prepare, allocates time wisely, quickly gets everyone on the same topic, and identifies when the discussion is complete. Delegating tasks involves assigning responsibilities to others to help manage workload and increase efficiency. Dealing with unforeseen events involves being able to adapt and adjust plans when unexpected situations arise.

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Goal Setting

Setting realistic goals is important because it helps to build confidence and improve self-esteem, keep you motivated, make decision-making easier, and help you become aware of new opportunities. Establishing a plan of action helps you determine exactly how you will reach your goal and work towards it.

Examples of short-term and long-term goals:

Short-term goals: These are goals that can be achieved in a relatively short period, such as a few days or weeks. Examples might include finishing a project at work, saving money for a vacation, or learning a new skill.

Long-term goals: These are goals that take longer to achieve, such as several months or years. Examples might include buying a house, starting a business, or getting a degree.

Process of setting their own goals, follow these steps:

- **Identify your values and priorities:** Determine what is most important to you and what you want to achieve.
- **Set specific and measurable goals:** Make sure your goals are clear and can be measured so you can track your progress.
- **Create an action plan:** Break down your goals into smaller steps and determine what actions you need to take to achieve them.
- **Track your progress:** Regularly review your progress towards your goals and adjust your plan as needed.

Lesson Plan

Module 4: Planning and Organization

Introduction	This 2-hour lesson plan will provide young mothers with techniques to manage their time and daily routine, set priorities, establish realistic goals, and deal with unforeseen events.		
Total learning duration	3 hours	Workshop-based learning	Self-directed learning
		2 hours	1 hour
Learning outcomes	<u>Knowledge:</u> • Understanding the importance of planning and organization in achieving goals • Knowledge of different planning and organizing tools and techniques • Familiarity with common obstacles to effective planning and organization <u>Skills:</u>		

Materials required

- Ability to set SMART goals and develop action plans.
- Ability to prioritize tasks and manage time effectively.
- Ability to use tools such as to-do lists and calendars to stay organized

Attitudes:

- An initiative-taking approach to goal setting and planning
- A willingness to adapt plans as circumstances change.
- A belief in the value of planning and organization in achieving success.

- Whiteboard and markers
- Handouts on time management and goal-setting techniques
- Notebooks and pens for participants
- Timer or clock to keep track of time.
- Flipchart paper and sticky notes
- An agenda template

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	Description of the activity	Duration (min)
Activity 1	<u>Introduction</u> Becoming a mother is a life-changing experience that requires significant adjustments to daily routines and priorities. Young mothers often face unique challenges in balancing the demands of parenting, work, and personal goals. Time management and goal setting are essential skills that can help young mothers effectively manage their	10 minutes

	responsibilities and achieve their objectives.	
Activity 2	<u>Theoretical Introduction</u> Discuss the importance of time management and goal setting for young mothers. Explain the concepts of setting priorities, creating an agenda, delegating tasks, and dealing with unforeseen events.	15 minutes
Activity 3	<u>Practical Exercise</u> Ask the participants to complete a time audit exercise to identify how they currently spend their time. Discuss the results as a group and identify areas for improvement. <i>A time audit is an examination of how you're spending your time so that you can make more intentional choices with the minutes and hours in your days. It involves documenting yourself for a period (ideally a week), logging your activities, and the amount of time you spend on each.</i> Time Audit Exercise in PDF	30 minutes
Activity 4	<u>Group Dynamics</u>	30 minutes

Activity 5

Divide the participants into small groups and ask them to create a daily routine for a typical day in their lives, considering their priorities and goals. After the groups have completed their routines, have them present their ideas to the rest of the group and provide feedback to each other.

Goal Setting

Discuss the importance of setting realistic goals and establishing a plan of action to achieve them. Provide examples of short-term and long-term goals and guide the participants through the process of setting their own goals.

30 minutes

Setting their own Goals Exercise in PDF

Activity 6

Self-directed learning:

- Homework Exercise (20 mins): Ask the participants to complete an agenda template for a typical week in their lives, considering their priorities and goals. Have them reflect on their progress in managing their time and achieving their goals so far.
- Reflection (10 mins): Ask the participants to reflect on what they learned in the session and how they

30 minutes

Assessment

plan to apply the techniques they learned in their daily lives.

Weekly Planner in PDF

At the end of the session, provide a short quiz to assess the participants' understanding of the concepts covered in the session. Ask them to reflect on their progress in managing their time and achieving their goals so far and provide feedback on the session.

Answers:

1. c) Prioritizing tasks
2. c) Setting goals that align with one's abilities and resources
3. c) Starting a business within the next six months
4. a) Limitation: Lack of sleep, Possibility: Flexibility in scheduling
5. c) Assessing one's current situation, defining goals, and creating an action plan

Short Quiz in PDF

Sources & References

(If applicable)

Resources and references for further reading and learning.

- Griffeth, L. L. (n.d.). Time Management: 10 Strategies for Better Time Management. UGA Cooperative Extension. <https://extension.uga.edu/publications/detail.html?number=C1042>
- Pettit, M. (2022, January 20). 8 Time Management Strategies for Busy People. Lifehack. <https://www.lifehack.org/821945/time-management-strategies>

- Leveille, L. (2022, April 7). 11 time management strategies for busy managers. Officevibe. <https://officevibe.com/blog/time-management-strategies>

Module 5: Development of parenting skills

Learning about the distinct stages of child development, to understand children's needs and behaviours.

Child Development Stages Overview

Developmental stages are defined by milestones. A milestone is a sort of marker that tells you where you are while travelling. The term is drawn from literal stone markers that were used to mark the passage of each mile on early roads. Child development experts divide developmental stages into five periods from birth to 18 years old. At each stage, healthcare providers expect children to meet certain developmental milestones. The five developmental stages are:

- Birth to 18 months: New-born through infancy
- 18 months to 3 years: Toddlers
- 3 to 5 years: Preschool
- 6 to 12 years: School age
- 13 to 18 years: Adolescence



Children reach milestones in how they play, learn, speak, act, and move. All children develop at their own pace, but these milestones give you a general idea of the changes to expect as your child grows.

Understanding Children's Needs and Behaviours

According to paediatrician Claudia Gold, focusing only on behaviour can cause us to misinterpret and misdiagnose our children. She contends that we must go beyond behaviour and focus on the message underneath it since it conveys something more fundamentally significant and deeper. Communication can take the form of behaviour. If your child exhibits challenging behaviour, it may be a sign that they are stressed, hungry, anxious, sad, adjusting to change, trying to understand the world, or simply wanting to spend time with you. Children replicate what they see, so model the behaviour you want them to exhibit by acting in that way yourself.

Several tactics can be used to control disrespectful behaviour in kids. Ignoring behaviour that seeks attention is one tactic. One of the most potent adverse effects is selective ignoring. Finding the source of the behaviour is another tactic. Disrespectful behaviour could be your child's way of communicating with you that something is wrong. Behaviour is a form of communication. When the kid behaves rudely or has a bad attitude, it can be important to maintain your composure.

You can choose the best course of action by identifying the underlying cause of disrespectful behaviour. Disrespectful behaviour maybe your child's way of communicating with you that something is wrong. Behaviour is a kind of communication. Investigate further and elucidate any potential causes of the behaviour by asking questions.

Leading by example and using encouraging language can help children develop acceptable behaviour because they learn through imitation. Children go through many developmental stages that have an impact on their physical, cognitive, social, and emotional capabilities. Parents may promote their children's growth and development by being aware of these stages.

Parenting Styles

Many authors have pursued categorising parental education types to better understand these methods' consequences. By categorising the styles, it is possible to assess how they affect

children's psychosocial development, prevent undesirable consequences, and foster positive parent-child connections.

When we consider some of the styles that Baumrind (1971) took into consideration, we find substantial variances in the educational link to the amount of emotional intensity, emotional control, communication, and/or maturity requirement:

When there is an effort to rigidly control and model the child's attitudes, this is known as an **authoritarian** style. These parents place high importance on submission, and they will use harsh punishment (either verbal or physical) to make sure their kids behave in line with their expectations. "If you don't do your work, we'll stop loving you!" and "You're an idiot, don't expect to get good grades." are frequent criticisms or threats directed at youngsters with limited affective expressions.

The **permissive** parenting approach, in which parents act as resources for their kids rather than as role models. Because there are no rules in this manner, adherence is discouraged in any way. Without the need for adulthood, there is often emotional warmth and constructive dialogue. McCoby and Martin categorised this fashion into two categories in 1983:

The indulgent approach: when parents are pleasant and accommodating to their kids' demands while not being overly rigid with rules or expectations or serving as behavioural role models.

Style Negligent: When parents fail to fulfil their parental duties, their children develop a developing lack of responsibility over the course of their lives while still receiving fundamental requirements (physical, social, psychological, and intellectual) met.

Whether **participatory** or **authoritarian**, these styles establish rules and boundaries in a supportive setting. The message is upbeat. By establishing maturity norms that are in keeping with the child's abilities and interests, these parents adapt their behaviour to the child's particular needs by the child's age and motivations.

Children of parents who use a **participative parenting** approach reportedly achieve higher academically and socially. In truth, even while kids need to do well in school, parental love is unaffected by this fact.

Children must know that their parents love them no matter what, even when they set limits (which naturally cause questions in the minds of kids and teens), say "no," or call attention to mistakes that their kids have made. They must also understand that these stances are supported by thorough justifications or reflections, with the understanding that, in some situations, they may be negotiable.



The road to parental success is being paved every day, and while research has uncovered many concepts that can result in more effective education, there isn't always the linearity that parents and teachers are seeking.

Strategies to deal with specific challenges, such as bedtime, feeding, and discipline, consider the preferences and needs of each child.

Bedtime Routine Planning

Families typically have such hectic schedules that it can seem like everyone is always moving. Giving everyone the chance to wind down before bed is crucial for this reason. Early evening bedtime rituals allow the entire family to unwind, wind down, and enjoy some peaceful time together.

Setting the mood by turning off the TV in the early evening, lowering the lights, moving more slowly, and speaking quietly. Your child will eventually recognise these subtle cues as warnings that it's getting close to bedtime. Trying to stay away from high-intensity activities like working out or playing video games too close to bedtime. Instead, maintain attention on tasks that will help to go to sleep.

A soothing bath, putting on cosy pyjamas, brushing teeth, reading in bed, and goodbye kisses can all be part of a nighttime ritual. Teenagers and older kids can unwind by reading a book or playing calming music.

Make sure to have a quiet sleep ritual that starts at roughly the same time and follows the same steps each night. A relaxing routine will help everyone get ready for a better night's sleep. Maintaining a regular schedule will be simpler the longer everyone sticks to it, so it's very important to be consistent.

Feeding Challenges and Strategies

Several factors can contribute to feeding problems. So, to encourage the safest, most relaxed, and most enjoyable mealtimes, carers must provide support that is appropriately matched with a child's capabilities, talents, and needs.

The physical and intellectual growth of a child's entire body is intimately correlated with their ability to feed themselves. Feeding abilities may be hampered by an ailment, condition, or disability. Many adopted children have various disabilities, unique medical requirements, or feeding issues. They need a new set of feeding techniques as a result.



Numerous methods can help parents accommodate each child's specific feeding requirements. When problems or difficulties develop, it is always advisable to seek specialised support from a qualified feeding professional, such as a speech-language pathologist or occupational therapist.

But many babies and young children respond effectively to some fundamental activities. The top general tactics for promoting a baby's and child's feeding development are listed below, divided into four groups:

Feeding Timing

Cut back on feeding times: Consider keeping mealtimes and feedings to no more than 30 minutes at a time. An infant or toddler is more likely to start burning more calories than he consumes orally the longer he is asked to participate in a feeding or meal.

Watch for signs of feeding: Feed infants and young children by paying attention to their feeding cues. This entails watching for indications that they are hungry, ready for a break, or ready to finish.

Watch for signs of hunger: Children may show signs of hunger by putting their hands to their mouths, sucking on toys or fingers, opening their mouths, licking their lips, turning their heads towards people and food sources, wriggling, and moving more, cooing and smiling at food sources, looking at and/or reaching for food, making specific sounds or asking for food, or fussing and sobbing.

Keep an eye out for additional indications: Children may stop sucking for longer periods or altogether, close their mouths, turn their heads away from people and food, yawn, doze off during feedings, have a limp body, spread out their hands and legs, push food away with their hands, fuss and cry, or any combination of these behaviours.

Observe a child's preferences: Crying, fussing, and changing colour to red or darker are late indications that a youngster is hungry or is becoming irate when his cues to cease are ignored or not respected. Since all children feed best when they are calm and awake, it is strongly advised to catch a child before these signals appear. More enjoyable mealtimes result from respecting a child's preferences.



Modify the timetable: Change the feeding schedule a little bit. Offer larger, less frequent feedings or smaller, more frequent feedings, for instance. Observing a baby's indications will be essential!

Continue the pace: When feeding or eating with babies or kids, try to pace them. Pacing encourages babies to develop regular sucking patterns, lessens aspiration and coughing, lessens the likelihood of liquid leaking and spitting up, provides opportunities for rest breaks, and increases stamina. Pacing teaches older kids how to eat securely at a reasonable speed, properly chew and swallow food, and lower choking hazards. Use only a feeding pace that is safe and comfortable for a baby or youngster to handle.

Equipment

Use the appropriate tools: Use feeding utensils that are tailored to a baby or child's specific needs. Use speciality bottles and nipples for children who have trouble swallowing or sucking; softer nipples for babies with weaker suckers; or smaller child-size spoons and cups that fit a child's mouth and hands and enable more successful eating and self-feeding. As an illustration, use slower-flow nipples and bottle systems for babies who have trouble with faster flow.

Add more assistance: Use a seat or chair that will give a child the best positioning and support possible, and when necessary, give them extra physical support. Towels or blankets that have been folded up, cushions, foam, and stuffed animals for the child's body, or boxes, luggage, benches, stools, containers, books, wood, etc. for the child's feet, could serve as this support.



Give the appropriate foods and liquids: To lessen the danger of choking, try giving newborns and young children foods and liquids that are acceptable for biting, chewing, and swallowing as well as bite and sip sizes that are the right size.

Provide "calming" toys: Before and after feedings, try giving a baby a dummy or a teething/sensory toy for calming, organising, and developing oral awareness.

Positioning

Take up your position: Always adhere to the fundamentals of placement for all infants and kids.

Elevate: Always feed infants and kids while standing up, preferably at a 30- to 45-degree angle. Avoid feeding them when they are laying on their backs or with no elevation at all, as this can cause choking, vomiting, and other significant medical problems.

Sustain your erect posture: To maintain food and liquids in newborns' and kids' stomachs after all feedings, try keeping them upright for at least 15 to 45 minutes. You can accomplish this by holding them, keeping them seated in their seats, or using a well-crafted wedge, blanket or towel that has been wrapped up and provides appropriate height.



Maintain security: When feeding a child, sit at eye level with them as this will help them retain the correct alignment for eating and drinking properly.

Additional Resources

Adjust things gradually: Start by altering one aspect of how you feed a newborn or child at a time when making changes. It can be frustrating and challenging to determine which adjustments succeeded and which did not when there are too many changes at once.

Make evaluations: If a newborn or toddler is coughing, choking, or gasping for air, stop feeding them. These are indications that something is wrong with the feeding procedure and that it needs to be examined and fixed before continuing.

Avoid pressuring your child: Never make a baby or young toddler eat by force. Before giving them meals and feedings, try to calm them as much as you can. Also, pay attention to any indications they may be giving.

Encourage self-reliance: To develop foundational skills, encourage infants and kids to practise feeding themselves whenever feasible. This could take the form of handing a young child cutlery and cups to practise with at each meal or gently assisting a baby in holding their bottle as you feed them. A great way for kids to observe how others eat and drink is to dine with them.

Every child is an individual, and just as each child is, so to are any feeding supports they might need during mealtimes. Furthermore, even while some kids share the same illness or impairment, they are still extremely diverse from one another and could have different wants or needs. To better understand a kid's unique abilities and needs and the precise equipment needed to support their growth and development, it is essential to examine each child independently across all areas of development. This can entail employing the techniques mentioned above and requesting extra assistance from a local authority.

Lesson Plan

Module 5: Development of parenting skills

Introduction

In this module, we will dive into the fascinating journey of parenthood, equipping you with valuable knowledge and strategies to navigate the distinct stages of child development and effectively meet your children's needs and behaviours.

Parenting is a fulfilling yet challenging role that requires continuous learning and adaptation. By understanding the various stages of child development, you will gain insights into the unique needs and behaviours exhibited by children at different points in their growth. This understanding forms the foundation for

Total learning
duration

providing appropriate care, guidance, and support to nurture their overall well-being.

Throughout this module, we will explore the theoretical aspects of child development, examining the physical, cognitive, and socio-emotional dimensions. We will unravel the milestones, characteristics, and patterns associated with each stage, helping you gain a comprehensive understanding of your child's growth trajectory.

3 hours

Workshop-based learning

Self-directed learning

2 hours

1 hour

Learning
outcomes

Knowledge:

- Understanding the basics of child development
- Knowledge of different parenting styles and their impact on children
- Familiarity with familiar challenges and opportunities facing parents

Skills:

- Ability to supply emotional support and guidance to children.
- Ability to set and enforce boundaries and expectations.
- Ability to communicate effectively with children

Attitude:

- A belief in the importance of positive parenting
- A commitment to building strong, healthy relationships with children.
- A willingness to learn and grow as a parent

Materials
required

- Handouts on child development stages
- Handouts on children's needs and behaviours

- Flipchart paper and markers
- Handouts on bedtime routine tips
- Case scenarios and props for role-playing (e.g., dolls, spoons)

	Description of the activity	Duration (min)
Activity 1	<u>Child Development Stages Overview</u> Provide an overview of the distinct stages of child development, including physical, cognitive, and socio-emotional aspects. Discuss the key milestones and characteristics of each stage. Handout in PDF	20 minutes
Activity 2	<u>Understanding Children's Needs and Behaviours</u> Explore the various needs of children at different stages of development, such as emotional, physical, and cognitive needs. Discuss typical behaviours exhibited by children and the underlying reasons behind those behaviours. Handouts on children's needs and behaviours	30 minutes

Activity 3

Bedtime Routine Planning

Divide participants into small groups and ask them to develop a bedtime routine for a specific age group. Encourage them to consider the child's needs, and preferences, and create a structured and soothing routine.

30 minutes

Handouts on bedtime routine tips

Activity 4

Feeding Challenges and Strategies

Present common feeding challenges faced by parents and discuss effective strategies to address them. Engage participants in a role-playing exercise where they act out different scenarios related to feeding difficulties and find practical solutions.

30 minutes

Case scenarios for role-playing in PDF

Activity 5

Sharing Experiences and Challenges

Allocate time for participants to openly share their experiences, challenges, and successes in parenting. Create a supportive environment where young mothers can exchange advice, ask questions, and offer suggestions to one another.

30 minutes

Assessment

Reflection and Action Plan

Ask participants to reflect on the knowledge gained during the session and identify specific parenting skills they would like to improve. Instruct them to create an action plan outlining steps they will take to enhance their parenting abilities.

Action Plan in PDF

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Module 6: Career and professional development

Identification of career skills and interests, considering flexible working possibilities and suitability for the role of mother.

Career skills and interests, flexible working possibilities, and suitability for the role of mother.

Career Skills and Interests

Career skills and interests are essential in determining a person's career path. Young mothers should assess their interests and skills to match them with potential professional paths. Here are a few things to think about:

Conduct a self-evaluation to determine your passions, skills, and capabilities. Find out what abilities you have and love using. This could be anything from technical abilities to problem-solving abilities to organisational abilities to creativity to leadership.

Transferable skills: Compile a list of abilities that can be used in a variety of career pathways, such as those acquired through volunteer work, part-time employment, or study. Skills like teamwork, customer service, and project management, for instance, are very transferable.

Consider your motivations and your passions. Investigate sectors, occupations, or causes that share your values and passions. Your chances of success will increase, and your job happiness will rise as a result.

Finding **flexible working** options is frequently a top concern for young mothers since it enables them to match their professional objectives with parental duties. Here are a few options for flexible work that you can consider:

Remote employment: Thanks to technological improvements, many jobs now allow for remote work. This gives young mothers the freedom to manage their schedules and childcare demands while enabling them to work from home.

Flexible hours: Look for positions or businesses that permit flexible work schedules. To do this, one can modify start and end times, shorten workweeks, or make oneself available for part-time work.

Freelancing or self-employment: If you want more control over your working hours and location, think about pursuing a freelance career or starting your firm. This might give you flexibility while utilising your hobbies and skills.



Job-sharing or part-time positions: Consider options where you can split full-time employment with another professional or choose part-time work to balance work and family responsibilities.

Suitability for Young Mothers' Roles

Employers can gain a lot from hiring young mothers because they frequently have important talents and traits that have a good influence at work. For the following reasons, young mothers can succeed in a variety of roles:

Juggling childcare responsibilities and work demands helps you become quite adept at multitasking and time management. Young mothers are frequently skilled at setting priorities, achieving deadlines, and maintaining organisation.

Adaptability and resilience: These are skills that are highly transferable to the profession and are necessary for parenting. Young mothers are adept at handling difficulties, finding solutions, and maintaining focus under duress.

Communication and empathy: Having children helps develop good communication and empathy. In recognising others' points of view, resolving disputes, and forging enduring bonds with coworkers and clients, young mothers frequently thrive.

Young mothers are very dedicated and driven to succeed for both personal and professional reasons. They frequently approach their jobs with a great feeling of enthusiasm and commitment, working hard to realise their professional ambitions.

In conclusion, young moms can succeed in their jobs by showcasing their appropriateness for various roles, highlighting their talents and interests, and investigating flexible working options. They can pursue rewarding jobs while juggling their obligations as parents by realising and utilising their abilities.

Challenges, and aspirations related to career development and motherhood.

For each person, the difficulties and goals associated with motherhood and career development will be different, but the following universal elements should be considered:

Challenges:

Time management: Juggling the obligations of parenting and a profession can be difficult. It might be difficult to balance obligations at work with spending quality time with kids.

Daycare arrangements: It can be difficult for working women to find quality, affordable daycare solutions. Finding appropriate accommodations that work with work schedules can be difficult and time-consuming.

Mothers may experience internal guilt or external pressures because of cultural expectations around how to balance career and family. Finding the correct balance and getting past guilt can be emotionally difficult.

Limited prospects for career advancement:

Taking time off the job for maternity leave or childcare might occasionally influence career advancement. For some women, re-entering the workforce and recovering momentum might be difficult.



Integration of professional and personal obligations: Balancing the demands of both can be challenging. The absence of distinct divisions between the two realms can lead to stress and have an impact on general well-being.

Aspirations:

Professional fulfilment: A lot of mothers want to work in fields that are in line with their hobbies and provide them with a sense of fulfilment. They look for chances for development, education, and meaningful contributions.

Work-life balance: Many working mothers strive to strike a healthy balance between their professional and personal lives. While pursuing their professional goals, they hope to spend meaningful time with their kids.

Financial freedom: To support their families and give their children a bright future, mothers frequently work for financial independence. They hope to establish flourishing careers that provide security and financial security.

Mothers frequently strive to serve as good role models for their children by exemplifying the importance of perseverance, hard effort, and pursuing one's passions. They hope to motivate their kids to pursue their ambitions.

Flexibility and independence: Many mothers want freedom and independence in the workplace. They hope to find career possibilities that provide them with the freedom to choose their schedules, work from home, or have flexible hours to meet the demands of their families.

Personal development: Mothers strive for ongoing personal development as well as career advancement. They look for chances to develop their abilities, increase their knowledge, and maintain their relevance in their specialised sectors.

It's crucial to remember that these difficulties and goals are not incompatible with one another and that each person's path to motherhood and job success will be different. To strike

a balance between these factors, companies, families, and society at large must aid in an atmosphere where moms can follow their goals and overcome obstacles.

Active listening, empathy, and support

Active listening

An essential communication skill is the ability to fully engage with and comprehend the speaker's message. It entails paying close attention to the speaker's verbal and nonverbal clues in addition to just hearing the words.

Empathy

The capacity for empathy is the capacity to comprehend and share the thoughts, feelings, and viewpoints of another. It requires empathy and a willingness to act with consideration for others.

Support

Support entails offering resources, support, and aid to people who are in need. It is essential for promoting both professional and personal development.

How support may change things, why empathy is crucial, and how active listening can be helpful:

Active Listening	Empathy	Support
• Improved understanding • Enhanced relationships • Conflict resolution • Problem-solving	• Connection and support • Improved communication • Conflict resolution • Building trust and rapport	• Emotional well-being • Skill development • Motivation and confidence • Work-life balance

To foster understanding, collaboration, and personal growth, an atmosphere must combine active listening, empathy, and support. We can develop closer bonds with people,

promote a sense of belonging, and create environments where people feel valued and empowered by actively listening with empathy and helping.

Exploration of remote work options, entrepreneurship, and other forms of income generation that allow the reconciliation of maternal responsibilities with professional activities.

The importance of remote work options, entrepreneurship, and other forms of income generation that allow the reconciliation of maternal responsibilities with professional activities.

It is impossible to exaggerate the significance of remote work choices, entrepreneurship, and other means of money creation that enable the balancing of young mothers' duties with career pursuits. Why they matter is as follows:

Remote Work Options

Working remotely, or from a location other than a regular office, has several advantages for new mothers.

Flexibility: Working remotely gives women more control over their schedules, which is essential for juggling personal and professional obligations. They can set their work hours and tailor them to their requirements as well as those of their kids.

Reduced travel time and costs: Working remotely reduces the need for daily travel, saving time and money on transportation. For young mothers, who can use the time saved for childcare or personal interests, this can be very advantageous.

Work-life integration: Working remotely gives you the chance to combine your personal and professional lives more easily. Mothers can do well in their professional careers and be there for crucial family events. Without the restrictions of a conventional office setting, they can keep their promises to attend medical visits, doctor appointments, and other functions.

More career opportunities: Because geographic restrictions are lessened, remote work choices increase the variety of jobs available. Young mothers can work or further, their professions in fields or organisations that might not be accessible locally.

Entrepreneurship

For young mothers looking to balance their parental duties with professional aspirations, entrepreneurship offers special benefits that include:

Flexibility and independence: As businesswomen, young mothers have the freedom to design their schedules and priorities. They are free to build their company around the requirements of their family, enabling a better work-life balance.

Control over workload: Being an entrepreneur gives you the freedom to choose how much work you take on. Young moms can modify their workload to match their preferred level of commitment, making sure they can successfully manage both their professional and familial responsibilities.

Pursuing a passion and a goal: Through entrepreneurship, young women can pursue their aspirations and find businesses based on their passions. Fostering a sense of fullness and purpose may improve job satisfaction.

Possibilities for financial gain: Starting a business may allow young mothers to make more money than they would from a typical job. The ability to accumulate riches and safeguard one's family's future is another benefit of starting a successful business.

Alternative Methods of the Income Generation

In addition to independent work and business ownership, young moms should consider the following alternative methods of revenue generation:

Freelancing and consulting: Young mothers can use their talents and expertise on a project-by-project basis by freelancing or providing consulting services. As a result, they have more freedom to select tasks that suit their interests and availability.

Part-time or flexible work schedules: It may be advantageous to look for part-time positions or flexible work schedules with companies that support work-life balance. These choices enable new mothers to balance their parental obligations with career activities.

Passive income streams: Investigating passive income sources, such as renting out real estate, making investments, or developing digital goods, might increase financial security. Even while not actively working, passive income can still bring in money because it demands less time commitment.

These choices enable new mothers to balance caring for their children and pursuing their professional goals. They offer the freedom, power, and financial opportunities required to manage work and family obligations. Young moms can build rewarding jobs and be fully involved in their children's lives by utilising remote employment, entrepreneurship, and alternative revenue products.

Lesson Plan

65

Module 6: Career and professional development

Introduction	In this module, we will explore how to combine your personal and professional goals as well as the opportunities and difficulties that working mothers encounter in the workplace today. In addition, you'll examine various tools and methods for managing your time, and stress, and juggling the responsibilities of both parenting and work while also advancing your career.		
Total learning duration	3 hours	Workshop-based learning	Self-directed learning
		2 hours	1 hour
Learning outcomes	<u>Knowledge:</u> Understanding the basics of career development and career planning		

Materials
required

- Knowledge of different career paths and opportunities
- Familiarity with usual challenges and obstacles in career development

Skills:

- Ability to identify personal strengths and interests.
- Ability to research career options and opportunities.
- Ability to develop a career plan and take steps towards achieving goals

Attitude:

- A growth mindset that values continuous learning and development
- A willingness to take risks and explore new opportunities.
- A belief in the importance of aligning personal values with career goals

- Presentation slides
- Pens, and paper
- Flipchart or whiteboard, markers
- Reflection sheets

Description of the activity

Duration (min)

Activity 1

Introduction to Career and Professional Development

Overview of the programme with a focus on flexibility in the workplace, career interests and skills, and motherhood compatibility.

Talk about the value of entrepreneurship,

30 minutes

	remote job possibilities, and other sources of income that permit balancing parental obligations with professional pursuits.	
Activity 2	Identifying Career Skills and Interests Through engaging exercises, assist young mothers in identifying their professional interests and skills. Encourage others to reflect on themselves and evaluate their skills and passions. Help them understand how these hobbies and abilities can complement mothering responsibilities and flexible job arrangements.	40 minutes
Activity 3	Sharing Experiences and Perspectives Invite young mothers to participate in a group discussion where they can openly discuss their experiences, difficulties, and goals for balancing parenthood and a profession. In the group, promote empathy, supportive behaviour, and active listening. Encourage discussion among participants so they can develop an understanding of various strategies for juggling work and parenting commitments.	30 minutes

Activity 4

Panel Discussion with accomplished working mothers

Invite a group of accomplished working mothers to speak on a panel about their experiences, struggles, and achievements.

30 minutes

Young mothers should feel free to ask questions and get advice from the experts.

Organise a conversation that is inclusive and open and offers useful advice and motivation.

Assessment

Ask participants to reflect on what they have learned and come up with career-related goals that fit with their interests, talents, and obligations as mothers. Encourage them to think of practical ways they can carry out these objectives.

Gather their written reflections and keep them for review and action.

Reflection Sheet in PDF

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Annexes

Handout on coaching methodology and techniques

Coaching is a method of achieving set goals. The coach helps the coachee (client) to correctly set a goal, find the best way to achieve the goal and reveal the hidden inner potential in a person through dialogue. The coach does not say how to achieve success but asks questions through which the client himself finds the solution to his own tasks.

The coaching methodology is basically “the how” of coaching. It’s how coaches impact their clients and transform lives. Coaching methodologies are usually a combination of knowledge and techniques



Key points on coaching methodology and techniques

Pre-session check-in and questionnaire

This technique helps coaching clients prepare mentally for the upcoming session and determine what they want to focus on.

SMART goal setting

This technique brings a clear structure into goals. Each goal or milestone comes with clear and verifiable elements instead of vague resolutions.

Open-ended questioning

This technique encourages clients to think deeply and come up with their own solutions.

Follow-up for feedback

This technique helps coaches find out the client’s “Aha” moments and avoid misunderstandings .

Accountability

This technique helps clients stay on track and achieve their goals

Guided visualization script

Steps:

- Find a comfortable and quiet place where you won't be interrupted. Sit or lie down and take a few deep breaths to relax your body and mind.
- Close your eyes and visualize yourself on a movie screen, as if you're watching yourself from a distance. This is called disassociation.
- Now, visualize the scene through your own eyes, as if you're experiencing it first-hand. This is called association.
- Imagine yourself living your ideal life. What does it look like? Where are you? Who are you with? What are you doing? How do you feel?
- Take some time to really explore this vision and make it as vivid and detailed as possible.
- When you're ready, slowly open your eyes and take a few deep breaths.

Survey of learning outcomes and progress

NAME: _____ DATE OF BIRTH: _____ / _____ / _____ CIVIL STATUS: _____
Day Month Year

GENDER: ☐ Male ☐ Female ☐ Not Listed ☐ Prefer Not to Answer

Nº	QUESTIONS
1	On a scale of 1-5, how well do you understand the benefits of coaching and the coaching process? ☐ 1 - Not at all ☐ 2 - Somewhat ☐ 3 - Moderately ☐ 4 - Very well ☐ 5 - Extremely well
2	Have you identified personal and professional goals for yourself during this module? ☐ Yes ☐ No
3	If yes, how confident are you in achieving these goals? ☐ 1 - Not at all ☐ 2 - Somewhat ☐ 3 - Moderately ☐ 4 - Very confident ☐ 5 - Extremely confident
4	Have you learned practical coaching techniques that you can use to achieve your goals? ☐ Yes ☐ No
5	How helpful were the practical exercises and group dynamics in helping you to understand coaching techniques and their application to your personal and professional goals? ☐ 1 - Not at all ☐ 2 - Somewhat ☐ 3 - Moderately ☐ 4 - Very helpful ☐ 5 - Extremely helpful
6	Did you have opportunities to discuss and exchange experiences with other young mothers during the module? ☐ Yes ☐ No
7	If yes, how helpful were these opportunities in providing insights and inspiration for your personal and professional goals? ☐ 1 - Not at all ☐ 2 - Somewhat ☐ 3 - Moderately ☐ 4 - Very helpful ☐ 5 - Extremely helpful
8	Overall, how confident are you in your ability to achieve your personal and professional goals after completing this module? ☐ 1 - Not at all ☐ 2 - Somewhat ☐ 3 - Moderately ☐ 4 - Very confident ☐ 5 - Extremely confident
9	Do you have any suggestions for how we can improve this module in the future? _____
10	Would you recommend this module to other young mothers? ☐ Yes ☐ No

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Survey of learning outcomes and progress

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HANDOUT

PERSONAL VALUES AND BELIEFS

Some examples:

Integrity: Upholding honesty, sincerity, and moral principles in all actions.

Respect: Treating others with consideration, dignity, and valuing diverse perspectives.

Compassion: Showing empathy, kindness, and a willingness to help others in need.

Responsibility: Taking ownership of one's actions, obligations, and making ethical choices.

Equality: Believing in equal rights and opportunities for all individuals, regardless of their background.

Growth: Embracing personal development, continuous learning, and striving for self-improvement.

Balance: Seeking harmony and equilibrium in various aspects of life, such as work-life balance or mental and physical well-being.

Open-mindedness: Being receptive to new ideas, perspectives, and being willing to challenge one's own beliefs.

Environmental consciousness: Recognizing the importance of preserving and protecting the environment for future generations.

Authenticity: Being true to oneself, embracing individuality, and expressing genuine thoughts and feelings.

GOAL SETTING WORKSHEET

PROCESS

GOAL

WRITE DOWN YOUR GOAL IN A CLEAR AND SPECIFIC MANNER

WHY

WRITE DOWN WHY THIS GOAL IS IMPORTANT TO YOU AND HOW IT WILL BENEFIT YOU

HOW

WRITE DOWN THE STEPS YOU NEED TO TAKE TO ACHIEVE THIS GOAL

WHEN

SET A DEADLINE FOR ACHIEVING THIS GOAL

OBSTACLES

IDENTIFY ANY POTENTIAL OBSTACLES THAT MAY PREVENT YOU FROM ACHIEVING THIS GOAL AND COME UP WITH A PLAN TO OVERCOME THEM.

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GOAL SETTING WORKSHEET

PROCESS

SUPPORT

IDENTIFY PEOPLE OR RESOURCES THAT CAN HELP
YOU ACHIEVE THIS GOAL.

PROGRESS

SET MILESTONES TO TRACK YOUR PROGRESS
TOWARDS ACHIEVING THIS GOAL.



A graphic of a spiral-bound notebook with a black metal spiral binding at the top. The notebook has a light gray cover and a white page with horizontal ruling lines. The page is currently blank, providing space for writing.

GOAL SETTING WORKSHEET

USE THIS WORKSHEET TO SET BOTH PERSONAL AND PROFESSIONAL GOALS. REMEMBER TO MAKE YOUR GOALS SMART: SPECIFIC, MEASURABLE, ACHIEVABLE, RELEVANT, AND TIME-BOUND

S

SPECIFIC

WHAT DO I WANT TO ACCOMPLISH?

M

MEASURABLE

HOW WILL I KNOW WHEN IT IS ACCOMPLISHED?

A

ACHIEVABLE

HOW CAN THE GOAL BE ACCOMPLISHED?

R

RELEVANT

DOES THIS SEEM WORTHWHILE?

T

TIME BOUND

WHEN CAN I ACCOMPLISH THIS GOAL?

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WHEEL OF LIFE

THE WHEEL OF LIFE IS A GREAT TOOL THAT HELPS YOU BETTER UNDERSTAND WHAT YOU CAN DO TO MAKE YOUR LIFE MORE BALANCED. THINK ABOUT THE 8 LIFE CATEGORIES BELOW, AND RATE THEM FROM 1 - 10.



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QUIZ

1. Identification of Personal Values and Beliefs

a) What is the process of reflecting on your core principles and what matters most to you called?

b) True or False: Personal values and beliefs are fixed and unchangeable.

c) Give an example of a personal value related to integrity.

2. Definition of Personal and Professional Goals

a) What are the desired outcomes or achievements you strive for in your personal life called?

b) True or False: Personal goals should align with your values and beliefs.

c) Provide an example of a professional goal related to career advancement.

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Name

3. Considering Maternal Responsibilities and Other Areas of Life:

a) True or False: Balancing maternal responsibilities and other areas of life can be challenging.

b) What are some strategies to help maintain a healthy work-life balance?

c) Give an example of how you can prioritize self-care while fulfilling maternal responsibilities.

4. Techniques to Manage Stress and Anxiety:

a) What is a technique that involves focusing on the present moment and cultivating awareness of your thoughts and feelings?

b) True or False: Engaging in regular physical exercise can help reduce stress and anxiety.

c) Name one healthy coping mechanism for managing stress and anxiety.

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Name

SCENARIO CARDS

A young mother returns to work earlier than planned due to financial responsibilities. She struggles to find affordable, high-quality childcare and must choose between leaving her child with a family member or a paid carer. How does she communicate her concerns and needs to her employer?

A young mother is studying for a degree while caring for her child. She finds it difficult to balance her coursework with her parenting responsibilities and is worried about falling behind. How does she communicate with her professors and classmates to seek support and accommodations?

A young mother is working in an informal job without employment or maternity protection. She is anxious about leaving her child with an unsuitable carer but feels she has no choice as she needs to work. How does she communicate her concerns and needs to her employer or colleagues?

A young mother is returning to work after maternity leave. She wants to request a flexible work schedule to better balance her work and parenting responsibilities. How does she assertively communicate her needs and negotiate a mutually beneficial arrangement with her employer?

A young mother is studying for a degree while caring for her child. She needs to request an extension on an assignment due to unexpected childcare responsibilities. How does she assertively communicate her situation and request an extension from her professor?

A young mother is working in a team environment. She needs to delegate some of her tasks to her colleagues due to her parenting responsibilities. How does she assertively communicate her needs and delegate tasks effectively while maintaining positive working relationships with her colleagues?

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HANDOUT KEY CONCEPTS AND TIPS

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Challenges young mothers may face in communicating with their partners, children, family, and friends:

Finding a balance between work and family life

Dealing with criticism for their choices

Effective communication with children for their emotional development and relationship building

Assertive communication:

Expressing feelings and personal needs in a direct but respectful manner

Based on mutual respect

Can help gain self-confidence and self-esteem, understand and recognize feelings, earn respect from others, improve communication and social skills, and have more positive relationships



Different communication styles:

Passive: avoiding conflict and not expressing own needs and wants

Aggressive: ignoring the needs and feelings of others

Passive-aggressive: expressing feelings indirectly through sarcasm or other means

Assertive: expressing needs and wants in a direct but respectful manner

Tips for expressing emotions and needs clearly and assertively:

- Use positive self-talk
- Be a good listener
- Practice mindfulness
- Analyze your emotions
- Write things down
- Consider another perspective
- Get feedback

Tips for young mothers to develop skills to resolve conflicts and deal with demanding situations:

- Tackle feelings first
- Practice calming techniques
- Identify the source of the conflict
- Communicate clearly
- Practice problem-solving

ACTION PLAN

GOAL

Improve
communication with
partners, children,
family, and friends

WHY

MOTIVATION

START DATE

DEADLINE

REWARD

OBSTACLES TO OVERCOME

RESOURCES

BIG STEPS

- ☐
- ☐
- ☐
- ☐

LITTLE STEPS

- ☐
- ☐
- ☐
- ☐

NOTES

SHORT QUIZ

Module 3

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WHAT IS ASSERTIVE COMMUNICATION?

- | | |
|---|--|
| A. EXPRESSING FEELINGS AND PERSONAL NEEDS IN A DIRECT BUT RESPECTFUL MANNER | C. EXPRESSING FEELINGS INDIRECTLY THROUGH SARCASM OR OTHER MEANS |
| B. IGNORING THE NEEDS AND FEELINGS OF OTHERS | D. AVOIDING CONFLICT AND NOT EXPRESSING OWN NEEDS AND WANTS |

WHAT ARE THE FOUR MAIN TYPES OF COMMUNICATION STYLES?

- | | |
|---|---|
| A. PASSIVE, AGGRESSIVE, PASSIVE-AGGRESSIVE, ASSERTIVE | C. PASSIVE, AGGRESSIVE, ASSERTIVE, REFLECTIVE |
| B. ACTIVE, PASSIVE, AGGRESSIVE, ASSERTIVE | D. ACTIVE, PASSIVE, REFLECTIVE, ASSERTIVE |

WHICH OF THE FOLLOWING IS A TIP FOR EXPRESSING EMOTIONS AND NEEDS CLEARLY AND ASSERTIVELY?

- | | |
|---------------------------|-------------------------|
| A. USE POSITIVE SELF-TALK | C. PRACTICE MINDFULNESS |
| B. BE A GOOD LISTENER | D. ALL OF THE ABOVE |

WHICH OF THE FOLLOWING IS A TIP FOR YOUNG MOTHERS TO DEVELOP SKILLS TO RESOLVE CONFLICTS AND DEAL WITH DEMANDING SITUATIONS?

- | | |
|--------------------------------|--|
| A. TACKLE FEELINGS FIRST | C. IDENTIFY THE SOURCE OF THE CONFLICT |
| B. PRACTICE CALMING TECHNIQUES | D. ALL OF THE ABOVE |



Name _____

TIME AUDIT EXERCISE

Create categories for tasks that you're sure will take up most of your day. For instance, you can create categories like checking or sending emails, instant messages, meetings, programming, phone calls with key stakeholders, commuting

Define your intentions: Write down what your ideal day would look like and note down the time you would like to spend on each category

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Track your time: Track your time for each activity throughout the day for a consecutive period (ideally a week).

Analyze the results: Compare the results of your time audit with your intentions to see how productive you are and identify areas where you can improve.

Name _____

SETTING GOALS

GOALS

ACTIONS TO TAKE

MOTIVATIONS

STEPS

POTENTIAL PROBLEMS

PROGRESS TRACKER

WEEKLY PLANNER

WEEK OF _____

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

SUNDAY

PRIORITIES



TO-DO

NOTES



SHORT QUIZ

Name _____

WHAT IS A TECHNIQUE TO MANAGE TIME EFFECTIVELY AND ENHANCE DAILY ROUTINES?

- | | | | |
|----|-----------------|----|--------------------|
| A. | MULTITASKING | C. | PRIORITIZING TASKS |
| B. | PROCRASTINATION | D. | IGNORING DEADLINES |

WHAT DOES "ESTABLISHMENT OF REALISTIC GOALS" MEAN?

- | | | | |
|----|---|----|---|
| A. | SETTING GOALS THAT ARE TOO AMBITIOUS TO ACHIEVE | C. | SETTING GOALS THAT ALIGN WITH ONE'S ABILITIES AND RESOURCES |
| B. | SETTING GOALS THAT ARE IMPOSSIBLE TO ACCOMPLISH | D. | SETTING GOALS RANDOMLY WITHOUT ANY THOUGHT |

WHICH OF THE FOLLOWING IS AN EXAMPLE OF A SHORT-TERM GOAL?

- | | | | |
|----|---|----|--|
| A. | COMPLETING A DEGREE PROGRAM WITHIN FOUR YEARS | C. | STARTING A BUSINESS WITHIN THE NEXT SIX MONTHS |
| B. | SAVING MONEY TO BUY A HOUSE IN THE NEXT TEN YEARS | D. | TRAVELING AROUND THE WORLD BEFORE RETIREMENT |

WHAT ARE SOME LIMITATIONS AND POSSIBILITIES THAT A YOUNG MOTHER MAY FACE WHEN MANAGING HER TIME?

- | | | | |
|----|--|----|--|
| A. | LIMITATION: LACK OF SLEEP, POSSIBILITY: FLEXIBILITY IN SCHEDULING | C. | LIMITATION: LIMITED CAREER OPPORTUNITIES, POSSIBILITY: MORE QUALITY TIME WITH CHILDREN |
| B. | LIMITATION: LIMITED SOCIAL LIFE, POSSIBILITY: INCREASED PRODUCTIVITY | D. | LIMITATION: INABILITY TO SET GOALS, POSSIBILITY: IMPROVED ORGANIZATIONAL SKILLS |

WHAT IS THE PROCESS OF SETTING ONE'S OWN GOALS? WITH DEMANDING SITUATIONS?

- | | | | |
|----|--|----|--|
| A. | WRITING DOWN GOALS WITHOUT ANY PLANNING | C. | ASSESSING ONE'S CURRENT SITUATION, DEFINING GOALS, AND CREATING AN ACTION PLAN |
| B. | SETTING GOALS BASED ON OTHER PEOPLE'S EXPECTATIONS | D. | IGNORING THE IMPORTANCE OF GOAL SETTING |

HANDOUT

CHILD DEVELOPMENT STAGES

From birth to 18 months (newborn to early childhood): Infants go through a rapid period of physical development and growth at this stage. They hone their senses and develop both gross and fine motor skills. The development of fundamental mental functions like perception, attention, and memory occurs at this stage of cognitive development. Socially, newborns start to create bonds with their carers and gain trust in them.

18 months to 3 years old (toddlers): Toddlers continue to refine their fine and gross motor abilities at this period, becoming more coordinated and capable of carrying out more difficult physical tasks. Symbolic thought begins to emerge as a part of cognitive development, enabling toddlers to describe things and events with words and pictures. In terms of social development, young children start to take greater responsibility for their own actions.

3 to 5 years (Preschool): Children continue to improve their physical skills at this age, becoming more coordinated and capable of carrying out more difficult tasks. The formation of logical thought enables youngsters to comprehend cause-and-effect linkages as part of cognitive development. Socially, kids start making friends and learning how to work with others.

Between the ages of six and twelve (school age), children continue to develop physically and gain more coordination. The formation of abstract cognition during cognitive development enables kids to reason logically about fictitious scenarios. Socially, kids become more self-aware and start to define their own identities.

13 to 18 years (Adolescence): As they enter puberty, teenagers go through major bodily changes throughout this time. Advanced thinking skills that enable adolescents to think critically and consider their own thoughts and actions are part of cognitive development. Adolescents start to build more intricate social bonds and strengthen their sense of self in this age group.

HANDOUT

CHILDREN'S NEEDS AND BEHAVIOURS

Children may display a range of **behavioural issues**, including lying, resistance, and spending too much time in front of the television. Understanding the underlying causes of these behavioural issues is crucial when dealing with them, as is responding in a way that teaches kids how to behave appropriately. For instance, when dealing with lying, it can be beneficial to identify the motivation behind the lie and offer an additional penalty. It can also be beneficial to emphasise the value of honesty and to reward kids when they tell the truth.

Learning **social skills** is an important aspect of a child's development. Children with strong social skills may engage pleasantly with others and successfully express their needs, wants, and feelings. Teaching kids how to converse or play constructively with others is only one of many methods that may be used to help them develop crucial social skills. It can also be useful to use social group settings and other venues to enhance socially acceptable behaviours and peer interaction skills.

Children who have trouble **controlling their emotions** or acting out may need assistance. Children need the support of parents, teachers, and other carers to learn how to control their emotions. Starting young, building a connection with your child, discussing and teaching about emotions, and setting an example of appropriate behaviour are all strategies for assisting children in managing their emotions.



HANDOUT

BEDTIME ROUTINE TIPS



Establish a **regular bedtime routine**: A bedtime routine is a set of activities that are performed every night before bed. By getting your kid to unwind and wind down, they aid in getting them ready for bed. A scheduled routine also instills a sense of security in your youngster and teaches them how to do it independently.



Include **calming activities**: A bedtime ritual for children typically consists of three to four relaxing activities, such as eating a snack, brushing teeth, putting on pyjamas, and reading a book. Always carry out these steps in the same order.



Make family sleep a top priority: Everyone in the family should have regular bedtimes and wake-up times, and you should all stick to them, especially on the weekends.



Dim the lights and switch off the television in the hours before bed to begin winding down the household. This will increase the effectiveness of the routine.

SCENARIO CARDS

A young mother is having trouble persuading her toddler to consume a range of nutritious foods. The toddler just wants to consume a select few well-known meals and won't try anything new. Involving the child in meal preparation, providing a variety of healthy foods, and setting an excellent example by eating a variety of nutritious foods herself could be the approach the mother could explore.

A young mother is having trouble getting her baby to consume solid foods. When the mother tries to feed the baby, the child pushes the spoon away and turns their head away. The mother could experiment with various methods, like giving the baby a variety of tastes and textures, letting the baby feed themselves, and being patient and persistent.

A young mother worries that her child is eating excessively and gaining weight too soon. The young youngster frequently requests food and appears to be always hungry. The mother should experiment with various tactics like scheduling regular meal and snack times, providing wholesome food options, and promoting physical activity.

A young mother is having trouble getting her toddler to concentrate on eating when it is mealtime. The child doesn't eat a lot and is easily distracted by toys, television, or other stimulation. The mother could try a variety of tactics, including establishing a quiet and concentrated mealtime environment, eliminating distractions, and setting a positive example by paying attention to her own meal.

A young mother is having trouble setting up consistent mealtimes for her toddler. The child's routine is erratic, and they frequently skip meals or eat at odd hours. The mother could experiment with several tactics, such as scheduling consistent meal and snack times, preparing meals and snacks in advance, and being consistent with the schedule.

A young mother is having trouble controlling her kid in this scenario because the child frequently throws food after meals. The kid appears to enjoy hurling food at people or the ground. The mother could try a variety of tactics, such as establishing clear expectations and consequences for food flinging, rewarding appropriate behaviour, and adhering to the rules consistently.

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ACTION PLAN

GOAL

Identify specific
parenting skills they
would like to improve

WHY

MOTIVATION

START DATE

DEADLINE

REWARD

OBSTACLES TO OVERCOME

RESOURCES

BIG STEPS

LITTLE STEPS

NOTES

Reflection Sheet

Name

Module 6

[illegible]

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