



LDSKILLS 4 YOU

USER GUIDE

Project Nr. 2021-2-AT01-KA220-YOU-000049455

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pistes solidaires

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What are life design skills and what's their purpose?



Life design skills refer to a set of abilities and attributes that help young individuals navigate and shape their lives in a purposeful and fulfilling way. These skills are essential for personal development, career success, and overall well-being.

These skills collectively empower individuals to design and lead purposeful, fulfilling lives. Developing and honing these skills can contribute to personal growth, career success, and a sense of fulfilment in various aspects of life.

According to the WHO, Life Skills are “a group of psychosocial competencies and interpersonal skills that help people make informed decisions, solve problems, think critically and creatively, communicate effectively, build healthy relationships, empathize with others, and make and shape their lives healthily and productively “.



WHY use the LDSkills4YOU Tool?

This tool has been specifically designed to meet the needs of young people, and make them the DESIGNERS of their selfdetermined lives.

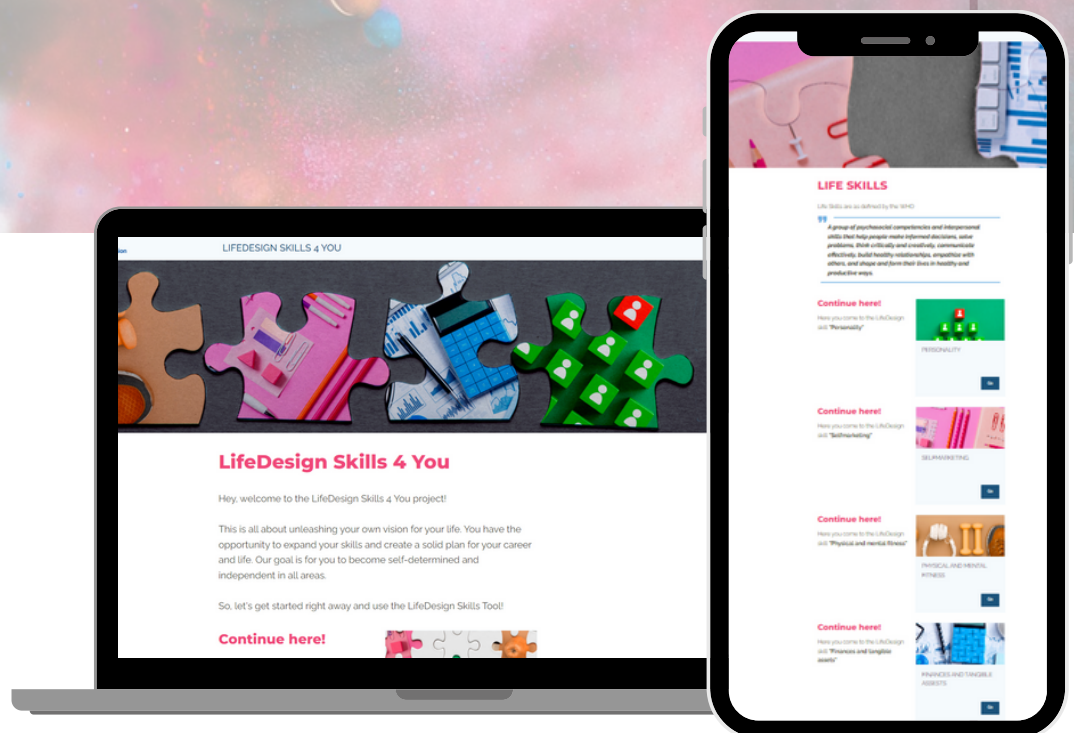
Using a life design skills-related online platform can offer several benefits for individuals seeking personal and professional development. Here are some potential advantages we could think of:

1. **Structured Guidance:** The tool provides structured guidance, offering step-by-step processes and frameworks to help you identify your goals, values, and aspirations.
2. **Self-Paced Learning:** It allows to learn at their own pace, providing flexibility for individuals with different schedules and commitments.
3. **Diverse Resources:** It offers a variety of resources, including articles, videos, interactive tools, and exercises, catering to different learning styles and preferences.
4. **Accessibility:** The platform is accessible from various devices, making it easier for you to engage with the content at your convenience, whether on a computer, tablet, or smartphone.
5. **Personalization:** With the help of the competency grid one can get a personalized assessment, helping the individual tailor their life design journey based on their current strengths, preferences, and goals.
6. **Cost-Effective:** Compared to traditional workshops or seminars, this online platform is free, making personal development resources accessible to a broader audience.
7. **Privacy and Reflection:** The tool provides a private space for self-reflection without the potential social pressures that may accompany in-person interactions, allowing you to explore your thoughts and goals more freely.



LDSKILLS 4 YOU

TOOL GUIDE



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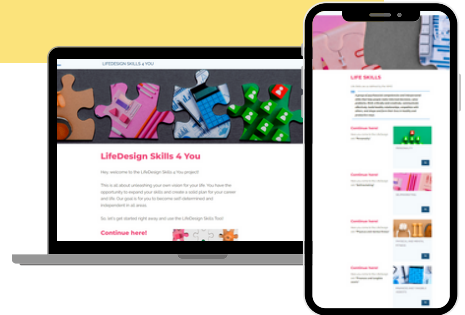
Quick Guide



Access the Tool on your Laptop or Mobile Phone

1









[LDSkills4YOU Tool](#)



2

Choose the skill you want to improve!!



 <p>LifeDesign Skills Personality Intro</p> 	 <p>LifeDesign Skills Selfmarketing INTRODUCTION</p> 
 <p>LifeDesign Skills Mental and physical fitness INTRO</p> 	 <p>LifeDesign Skills Finances and tangible assets Intro</p> 

3

Choose the lesson and improve your Skill in three steps!



 <p>Introduction</p>	 <p>Call to Action</p>	 <p>Reflection</p>
LESSON		SKILL

Accessibility



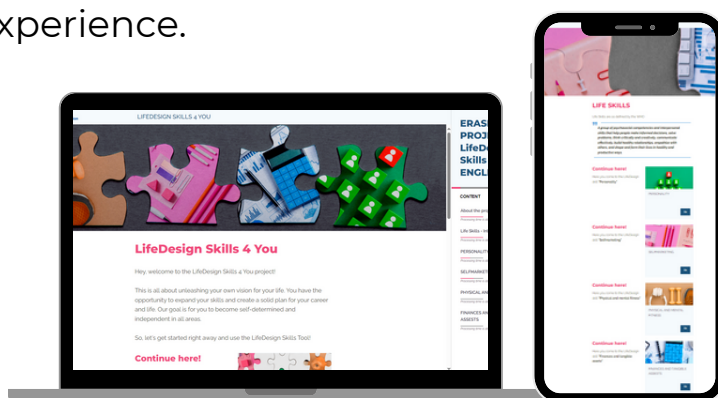
Access the Tool on your
Laptop or Mobile Phone

1

[LDSkills4YOU Tool](#)

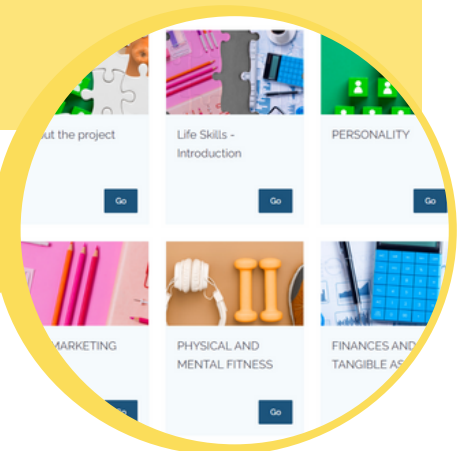
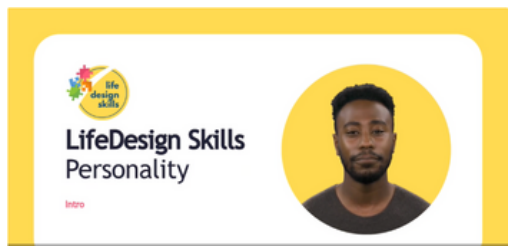
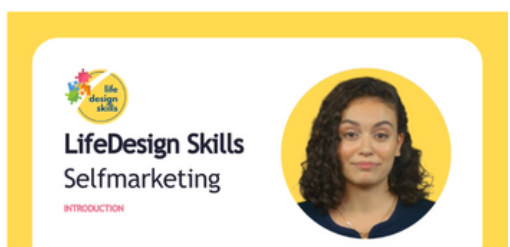
The LDSkills4YOU Tool offers seamless accessibility through multiple channels. Whether you access it via the project's website, www.ldskills4you.eu, or through a direct link embedded into any learning management system, website, or channel, it's readily available through a webbrowser. Compatible with various devices such as laptops, tablets, or smartphones, the tool ensures flexibility in usage.

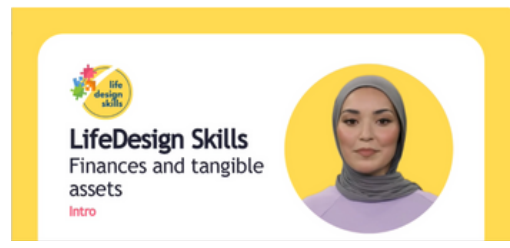
Tailored specifically for youth, navigating through the tool is effortless. Each video within the tool comes with the option to listen to its content or read its transcription, ensuring inclusivity for all users. Furthermore, intuitive navigation allows users to seamlessly transition from one section to another. Whether using the straightforward navigation buttons or the content bar conveniently positioned on the right side of the screen, exploring the tool's resources is a user-friendly experience.



Skill Modules

2 Choose the skill you want to improve!!



Focusing on real-world applications, each module is structured to provide not only theoretical knowledge but also practical strategies and exercises. These are designed to give you a better understanding of yourself and the world of work, enabling you to make informed and confident decisions about your career and life.

As you progress through the tool, you'll gain a clearer picture of your personal and professional goals, learn how to set achievable milestones and acquire the skills to overcome obstacles. By the end of your journey with the Life Design Skills 4 You Tool, you'll be equipped with solid skills, ready to embark on your career path with confidence and resilience.

The tool was designed to guide you through the learning process, in which you can develop your competencies related to the topics covered by the application and check the level of your competencies related to which area.

Skill Lessons

3 Choose the lesson and improve your Skill in three steps!



The structure of the tool also reflects the progress of the learning process. The structure of the topics is identical: each containing an introductory video, 8 lessons and a unit that concludes the topic. In the lessons, you will find not only textual material, but also videos and links, worksheets, and tests that help you learn more. We spiced the tool up with motivational quotes as well.

The progress of the learning process in the lessons is linear. It is recommended that you take the lessons through the four topics after the introductory videos, and then check the level of your competencies related to the given area after the conclusion.



Skill Lessons

Introduction

Call to Action

LESSON

Reflection

SKILL

Video

LifeDesign Skills
Selfmarketing

ACTUAL AND PERCEIVED COMPETENCIES

Transcript

EXERCISE

If you want to learn more about **success journals**, check out the following article:
[Success Diary: Template, Advantages + Tips on Content](#)

Every day for a week, write down your success stories in your success journal. I have prepared a worksheet for you.

Make yourself your biggest fan! Don't sell yourself short but be proud of your skills. Write down your five biggest successes. Write down what you are good at and why you should be trusted. Which of your qualities could you use in your achievements?

By visualizing like this, you'll boost your self-esteem and confidence, which in turn will affect how you're perceived by others.

Many successful people keep a success journal. Make a habit of doing the same. Write down every week what you have achieved and how you achieved it. If you do this regularly, you will notice the first positive effects after just a few weeks.

Template for your success journal

Template success journal

Link

Worksheet

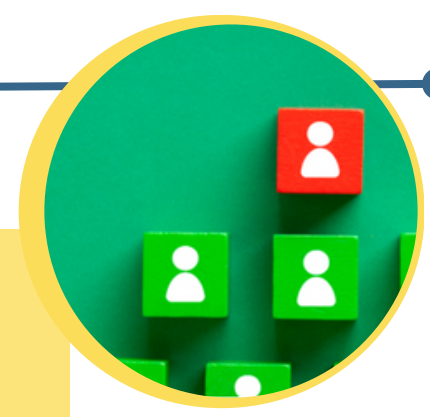
Selbst- vs. Fremdbild

Eigenschaften	00	0	0	0	00
Verpflichtungsbewusstsein Ich nehme meine Verpflichtungen sehr ernst und versuche sie immer zu erfüllen!					
Kommunikationsfähigkeit Ich bin ein sehr guter Zuhörer und verhalte mich auch sehr höflich zu den anderen Menschen!					
Empathie Ich kann mich sehr leicht mit anderen Menschen verbinden und ich verstehe ihre Gefühle und Bedürfnisse sehr gut!					
Verantwortungsbewusstsein Ich übernehme die Verantwortung für meine Handlungen und mache es mir auch selbst bewusst!					
Problemlösungsfähigkeit Ich finde immer eine Lösung für meine Probleme und ich übernehme die Verantwortung dafür!					
Soziale Kompetenz Ich verstehe die Bedürfnisse anderer und ich kann mich gut mit ihnen verbinden!					
Emotionale Stabilität Ich behalte meine Emotionen unter Kontrolle und ich übernehme die Verantwortung für meine Handlungen und meine Entscheidungen!					
Verlässlichkeit Ich bin sehr pünktlich und ich übernehme die Verantwortung für meine Handlungen und meine Entscheidungen!					
Flexibilität Ich bin sehr offen für neue Ideen und ich übernehme die Verantwortung für meine Handlungen und meine Entscheidungen!					
Strukturiertheit Ich bin sehr organisiert und ich übernehme die Verantwortung für meine Handlungen und meine Entscheidungen!					
Teamfähigkeit Ich arbeite gerne in einem Team und ich übernehme die Verantwortung für meine Handlungen und meine Entscheidungen!					
Umfeldbewusstsein Ich bin sehr aufmerksam und ich übernehme die Verantwortung für meine Handlungen und meine Entscheidungen!					
Neugierde Ich bin sehr interessiert an neuen Dingen und ich übernehme die Verantwortung für meine Handlungen und meine Entscheidungen!					
Empathie Ich bin sehr einfühlsam und ich übernehme die Verantwortung für meine Handlungen und meine Entscheidungen!					
Verantwortungsbewusstsein Ich übernehme die Verantwortung für meine Handlungen und meine Entscheidungen!					
Kommunikationsfähigkeit Ich bin ein sehr guter Zuhörer und verhalte mich auch sehr höflich zu den anderen Menschen!					
Empathie Ich kann mich sehr leicht mit anderen Menschen verbinden und ich verstehe ihre Gefühle und Bedürfnisse sehr gut!					
Verantwortungsbewusstsein Ich übernehme die Verantwortung für meine Handlungen und mache es mir auch selbst bewusst!					

© 2014 by M. Grottel

Take a stopwatch or a timer and set 60 seconds. Answer the following questions within these 60 seconds:










- What goals do I have and what experiences would I like to have?
- Where do I want to (or should I) grow?
- What contribution do I want to make (to my fellow human beings, society, etc.)?
- What is particularly important for me on the way to my goals?



Personality

Understanding one's values, strengths, weaknesses, interests, and goals is crucial for effective life design. In the LifeDesign Skill Personality, you develop an accurate image of yourself and your strengths. In addition, you learn to accept feedback professionally and also how to communicate it better.

Overview of the lessons

 <p>LESSON 1: Know your true self</p> <p>Go</p>	 <p>LESSON 2: Become aware of your strenghts</p> <p>Go</p>	 <p>LESSON 3: Self and public image in harmony</p> <p>Go</p>
 <p>LESSON 4: What you really want to say when you say..</p> <p>Go</p>	 <p>LESSON 5: Stay calm and confident when dealing with..</p> <p>Go</p>	 <p>LESSON 6: Implementing feedback..</p> <p>Go</p>
 <p>LESSON 7: Become your own manager</p> <p>Go</p>	 <p>LESSON 8: Finding motivators - How to push yourself to the..</p> <p>Go</p>	 <p>Ending input</p> <p>Go</p>

PERSONALITY ^

Processing time is about 84 minutes

LESSON 1: Know your true self
Processing time is about 7 minutes

LESSON 2: Become aware of your strenghts
Processing time is about 7 minutes

LESSON 3: Self and public image in harmony
Processing time is about 8 minutes

LESSON 4: What you really want to say when you say something
Processing time is about 14 minutes

LESSON 5: Stay calm and confident when dealing with feedback
Processing time is about 8 minutes

LESSON 6: Implementing feedback produktively
Processing time is about 8 minutes

LESSON 7: Become your own manager
Processing time is about 8 minutes

LESSON 8: Finding motivators - How to push yourself to the limit
Processing time is about 7 minutes










Ending input
Processing time is about 10 minutes




Selfmarketing

Self-marketing, often referred to as personal branding, is a crucial aspect of life design, especially in the context of career development and personal success. It involves promoting and showcasing your skills, strengths, and unique qualities to create a positive and distinctive image of yourself. Within the LifeDesign Skill Self-marketing, you will learn the basic techniques of sales and negotiation. You will then know how to create value for others and how to present this value in a user-oriented way.

Overview of the lessons

 <p>LESSON 1: Actual and perceived competencies</p> <p>Go</p>	 <p>LESSON 2: Recognize your strengths</p> <p>Go</p>	 <p>LESSON 3: Create value for others with your strengths</p> <p>Go</p>
 <p>LESSON 4: Personal Branding</p> <p>Go</p>	 <p>LESSON 5: My brand</p> <p>Go</p>	 <p>LESSON 6: Reaching your goal faster with negotiation and sale..</p> <p>Go</p>
 <p>LESSON 7: Communication and presentation of your..</p> <p>Go</p>	 <p>LESSON 8: Convince with storytelling</p> <p>Go</p>	 <p>Ending input</p> <p>Go</p>

SELFMARKETING ^
Processing time is about 76 minutes

 **LESSON 1: Actual and perceived competencies**
Processing time is about 8 minutes

LESSON 2: Recognize your strengths
Processing time is about 7 minutes

LESSON 3: Create value for others with your strengths
Processing time is about 8 minutes

LESSON 4: Personal Branding
Processing time is about 8 minutes

LESSON 5: My brand
Processing time is about 7 minutes

LESSON 6: Reaching your goal faster with negotiation and sales skills
Processing time is about 7 minutes

LESSON 7: Communication and presentation of your brand
Processing time is about 7 minutes

LESSON 8: Convince with storytelling
Processing time is about 7 minutes

Ending input
Processing time is about 10 minutes



Physical and mental fitness


Prioritizing self-care activities, such as maintaining a healthy work-life balance, getting enough sleep, and engaging in activities that bring joy, is essential for overall well-being. In this LifeDesign Skill, you will learn how to be more mindful of yourself, be more energetic and stay in balance. In addition, you will learn how to listen to and respond better to your needs.

Overview of the lessons

 <p>LESSON 1: Be aware of your own needs</p> <p>Go</p>	 <p>LESSON 2: Mindfulness</p> <p>Go</p>	 <p>LESSON 3: Achieve goals</p> <p>Go</p>
 <p>LESSON 4: Resilience</p> <p>Go</p>	 <p>LESSON 5: More balance</p> <p>Go</p>	 <p>LESSON 6: Dealing with stress</p> <p>Go</p>
 <p>LESSON 7: Physical fitness</p> <p>Go</p>	 <p>LESSON 8: Mental fitness</p> <p>Go</p>	 <p>Ending input</p> <p>Go</p>

PHYSICAL AND MENTAL FITNESS ^

Processing time is about 77 minutes

 **LESSON 1: Be aware of your own needs**
Processing time is about 8 minutes

LESSON 2: Mindfulness
Processing time is about 7 minutes

LESSON 3: Achieve goals
Processing time is about 8 minutes

LESSON 4: Resilience
Processing time is about 7 minutes

LESSON 5: More balance
Processing time is about 8 minutes

LESSON 6: Dealing with stress
Processing time is about 8 minutes

LESSON 7: Physical fitness
Processing time is about 7 minutes

LESSON 8: Mental fitness
Processing time is about 8 minutes








Ending input
Processing time is about 9 minutes

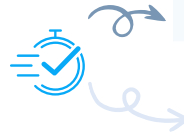


Financial Material and Resources

Understanding personal finance, budgeting, saving, and making informed financial decisions contribute to long-term financial well-being. In the LifeDesign Skills Financial Material and Resources, you will learn to anticipate your finances and use your resources effectively for your goals and your LifeVision.

Overview of the lessons

 <p>LESSON 1: How money works</p> <p>Go</p>	 <p>LESSON 2: How to develop a relationship with...</p> <p>Go</p>	 <p>LESSON 3: Breaking through blockages and patterns of...</p> <p>Go</p>
 <p>LESSON4: Your first steps towards financial success</p> <p>Go</p>	 <p>LESSON 5: How to keep your finances under control</p> <p>Go</p>	 <p>LESSON 6: Save or invest</p> <p>Go</p>
 <p>LESSON 7: Why it is so important to always stay up to...</p> <p>Go</p>	 <p>LESSON 8: With the right strategy to financial success</p> <p>Go</p>	 <p>Ending input</p> <p>Go</p>



FINANCES AND TANGIBLE ASSETS ▲
Processing time is about 76 minutes

LESSON 1: How money works
Processing time is about 8 minutes

LESSON 2: How to develop a relationship with money that is consistent for you
Processing time is about 7 minutes

LESSON 3: Breaking through blockages and patterns of thinking
Processing time is about 8 minutes

LESSON4: Your first steps towards financial success
Processing time is about 8 minutes

LESSON 5: How to keep your finances under control
Processing time is about 7 minutes

LESSON 6: Save or invest
Processing time is about 8 minutes

LESSON 7: Why it is so important to always stay up to date
Processing time is about 7 minutes

LESSON 8: With the right strategy to financial success
Processing time is about 7 minutes

Ending input
Processing time is about 9 minutes



LDSKILLS 4 YOU

TARGET GUIDES



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TARGET GUIDE

SELFUSAGE YOUTH

[LDSkills4YOU Tool](#)



www.ldskills4you.eu



Unlock Your Potential with LDSkills4YOU: A 10-Step Guide for Young Self-Learners

1. **Discover the Possibilities:** Explore the dynamic world of LDSkills4YOU, designed to empower young self-learners like yourself. Recognize its ability to put the reins of your learning journey firmly in your hands, anytime, anywhere.
2. **Define Your Goals:** Take a moment to define your personal learning objectives and how LDSkills4YOU can help you achieve them. Whether it's mastering a new skill, exploring a passion, or preparing for future endeavors, set clear intentions for your self-directed learning.
3. **Get to Know the Platform:** Familiarize yourself with the ins and outs of LDSkills4YOU. Dive into its user-friendly interface and explore the wealth of resources and tools at your disposal to make the most of your self-learning experience.
4. **Tailor to Your Needs:** Customize your experience on LDSkills4YOU to suit your unique learning preferences and interests. Personalize your learning path, selecting modules, courses, and activities that resonate with your goals and aspirations.
5. **Embrace Flexibility:** Embrace the flexibility that LDSkills4YOU offers, allowing you to learn at your own pace and on your own terms. Whether it's early morning study sessions, late-night exploration, or weekend deep dives, design a schedule that fits your lifestyle.
6. **Set Aside Self-Reflection Time:** Dedicate time for self-reflection and introspection as you engage with LDSkills4YOU. Use journaling prompts, self-assessments, and reflection exercises to deepen your understanding, track your progress, and identify areas for growth.
7. **Take Ownership of Your Learning:** Seize control of your learning journey with LDSkills4YOU as your guide. Set ambitious goals, monitor your progress, and celebrate your achievements as you navigate your path towards mastery and self-discovery.
8. **Stay Inspired and Motivated:** Keep the fire of motivation burning bright as you immerse yourself in your learning journey. Draw inspiration from success stories, role models, and fellow learners within the LDSkills4YOU community, fueling your drive to excel.
9. **Track Your Progress:** Use **LDSkills4YOU Competency Grid** to monitor your progress and development over time. Keep tabs on milestones reached, skills acquired, and knowledge gained, empowering you to make informed decisions and set new challenges.
10. **Embrace Lifelong Learning:** Embrace the ethos of lifelong learning as you harness the power of LDSkills4YOU. Cultivate a growth mindset, embrace curiosity, and continue to seek out new opportunities for learning and self-improvement, enriching your life journey along the way.

With this 10-step guide, you can embark on a transformative self-learning adventure with LDSkills4YOU as your trusted companion, empowering you to unlock your full potential and shape the future you envision. **The journey begins now!**

TARGET GUIDE

Teachers / Coaches / Trainers GROUPS



[LDSkills4YOU Tool](#)

www.ldskills4you.eu

Empower Your Teaching with LDSkills4YOU: A 10-Step Guide for Group Settings

1. **Discover the Potential:** Start by exploring the innovative LDSkills4YOU Tool designed specifically for youth and their teachers, trainers, and coaches. Recognize its power to enhance your teaching methods and elevate student learning experiences.
2. **Set Clear Objectives:** Define your goals and objectives for integrating LDSkills4YOU into your group setting. Whether it's improving student engagement, fostering collaboration, or enhancing personalized learning, clarity of purpose is key.
3. **Familiarize Yourself:** Take the time to familiarize yourself with the features and functionalities of the LDSkills4YOU Tool. Attend the **LDSkills4YOU Train the Trainer** e-Learning sessions or explore available resources to maximize your proficiency and confidence in using the platform effectively.
4. **Align with Curriculum:** Ensure that your usage of LDSkills4YOU aligns seamlessly with your curriculum objectives. Identify opportunities where the tool can complement and enrich your existing teaching strategies.
5. **Engage Your Group:** Spark enthusiasm and engagement among your group members by introducing them to the benefits of LDSkills4YOU. Highlight its potential to facilitate interactive learning experiences, foster collaboration, and promote student ownership of their learning journey.
6. **Promote Collaboration:** Encourage peer learning experiences within your group using LDSkills4YOU. Implement additional features such as discussion forums, group projects, and virtual classrooms to facilitate meaningful interactions and knowledge sharing among participants.
7. **Personalize Learning:** Harness the power of LDSkills4YOU to personalize learning experiences for each individual in your group. Utilize its adaptive steps and lessons, and personalized feedback mechanisms to cater to diverse learning styles and preferences.
8. **Monitor Progress:** Keep track of your group's progress and performance using the **LDSkills4YOU Competency Grid**. Monitor participation, engagement levels, and achievement metrics to identify areas for improvement and optimization.
9. **Celebrate Successes:** Celebrate achievements and milestones reached through the utilization of LDSkills4YOU within your group setting. Recognize and acknowledge the efforts of participants, and share success stories to inspire and motivate others.
10. **Continuously Evolve:** Embrace a mindset of continuous improvement and innovation as you integrate LDSkills4YOU into your teaching practices. Seek feedback from participants, reflect on your experiences, and adapt your approach accordingly to ensure ongoing success and effectiveness.

By following this motivating 10-step guide, you can harness the full potential of the LDSkills4YOU Tool to transform your group setting into a dynamic and enriching learning environment for both you and your participants. **Let the journey begin!**

TARGET GUIDE

Teachers / Coaches / Trainers ONE ON ONE COACHING



[LDSkills4YOU Tool](#)

www.ldskills4you.eu

Elevate Your Coaching with LDSkills4YOU: A 10-Step Guide for One-to-One Sessions

1. **Discover the Potential:** Dive into the innovative LDSkills4YOU Tool tailored for coaches like yourself. Recognize its capacity to revolutionize your coaching approach and enhance the learning journey for your clients.
2. **Set Clear Objectives:** Define your coaching objectives and how LDSkills4YOU can support them in your one-to-one sessions. Clarify your goals, whether it's enhancing client motivation, fostering self-awareness, or achieving specific skill development.
3. **Familiarize Yourself:** Take the time to acquaint yourself thoroughly with the features and functionalities of LDSkills4YOU. Attend **LDSkills4YOU Train the Trainer e-Learning** sessions or explore available resources to build your confidence and mastery of the platform.
4. **Align with Coaching Goals:** Ensure that your utilization of LDSkills4YOU aligns seamlessly with your coaching goals and methodologies. Identify areas where the tool can complement and enrich your existing coaching strategies.
5. **Engage Your Client:** Excite your client about the possibilities LDSkills4YOU brings to their coaching journey. Emphasize how it can facilitate self-reflection, goal setting, and progress tracking, empowering them to take ownership of their growth.
6. **Promote Self-Reflection:** Encourage your client to engage in self-reflection using LDSkills4YOU's features. Leverage tools such as journal prompts, self-assessments, and goal-setting exercises to deepen their understanding and drive meaningful insights.
7. **Personalize Coaching:** Harness the power of LDSkills4YOU to personalize coaching experiences for your client. Utilize its tailored resources, feedback mechanisms, and progress tracking to address their unique needs, preferences, and developmental areas.
8. **Monitor Progress:** Keep a close eye on your client's progress and development using **LDSkills4YOU Competency Grid**. Monitor milestones, behavior changes, and skill advancements to inform your coaching approach and provide targeted support.
9. **Celebrate Milestones:** Recognize and celebrate your client's achievements and breakthroughs made possible through LDSkills4YOU. Acknowledge their dedication and progress, fostering a positive coaching relationship and motivating further growth.
10. **Embrace Continuous Growth:** Embrace a culture of continuous growth and improvement as you integrate LDSkills4YOU into your coaching practice. Seek feedback from your client, reflect on your coaching experiences, and adapt your approach to maximize impact and effectiveness.

By following this 10-step guide, you can harness the full potential of the LDSkills4YOU Tool to elevate your one-to-one coaching sessions, driving transformative growth and empowerment for both you and your client. **Let the coaching journey unfold!**

Summary

The reason for focusing on exactly these 4 skills is that we considered them to be neglected in conventional educational programs in the partner countries. By developing these Life Skills in extracurricular youth work, the LDSkills4YOU tool represents a significant added value for the educational range in Europe and increases through its uniqueness the range in youth work.

In summary, LifeDesign Skills 4 You empowers to take an active and intentional role in personal development. By cultivating these skills, one can navigate life with purpose, resilience, and a commitment to continuous growth and improvement. Life design becomes a robust ally in shaping a fulfilling and meaningful life. The holistic approach promotes self-learning competence and lifelong learning through the intrinsic motivation of its future users.



“You can’t teach people everything they need to know. The best you can do is position them where they can find what they need to know when they need to know it.”

Seymour Papert, mathematician and educator