



# WomenUp

## Your Personal Guide



**Co-funded by  
the European Union**

Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or the European Education and Culture Executive Agency (EACEA). Neither the European Union nor EACEA can be held responsible for them.

**Contents**

..... 1

INTRODUCTION .....3

Overview of the 9 Core Activities .....3

Where Are You Now? ..... 4

Coaching Techniques in the Program .....5

Daily Tracking Worksheet ..... 13

Additional Resources ..... 13

Accessing the Career Counseling Program.....14

Final Note.....16



## INTRODUCTION

Welcome to the WOMEN UP Career Counselling Program — a journey designed to support, inspire, and empower you. Whether you are a single mother, a refugee, a migrant, or simply a woman looking for new opportunities, this guide was created with you in mind.

This program is part of the WOMEN UP project and offers much more than just training. It's a space to reflect, to grow, and to rediscover your strengths. Through 9 hands-on activities and simple coaching tools, you will develop key life skills such as confidence, self-regulation, adaptability, and goal setting — all based on the European LifeComp Framework. These skills are not only useful for finding a job, but also for building a meaningful life with clarity and self-belief.

You can work through this guide on your own or with the support of a facilitator. Go step by step, at your own pace. There's no pressure — just your own rhythm, your own voice, your own power.

Let's begin this journey together.  
You are not alone. You are capable.  
You are enough!

## Overview of the 9 Core Activities

This program includes 9 carefully designed activities that help you build important life skills — one step at a time. Each activity focuses on a different area of personal growth, such as empathy, emotional regulation, critical thinking, and goal setting.

These activities are based on non-formal education methods and the **European LifeComp Framework**, which supports lifelong learning and personal empowerment. Whether you're working on your own or with a facilitator, these activities will guide you to reflect, take action, and grow in ways that truly matter to you.

Here's a quick look at what each activity focuses on:



<b>Activity Title</b>	<b>Main Focus</b>
<b><i>Walking in Someone Else's Shoes</i></b>	<i>Empathy and Perspective-Taking</i>
<b><i>The Pause &amp; Reflect Technique</i></b>	<i>Self-Regulation and Emotional Control</i>
<b><i>Reframing Challenges</i></b>	<i>Growth Mindset and Positive Thinking</i>
<b><i>Collaborative Puzzle Challenge – The Missing Piece</i></b>	<i>Communication, Trust, and Teamwork</i>
<b><i>Active Listening Challenge – Bridge of Words</i></b>	<i>Communication and Storytelling</i>
<b><i>Critical Thinking Debate – Path to Solutions</i></b>	<i>Facts vs. Opinions and Decision-Making</i>
<b><i>Adapt and Thrive</i></b>	<i>Adaptability and Resilience</i>
<b><i>Learning Reflection Logs &amp; Self-Evaluation</i></b>	<i>Tracking Progress and Self-Awareness</i>
<b><i>Building My Mission &amp; Cultivating Gratitude</i></b>	<i>Purpose, Wellbeing, and Positive Habits</i>

## **Where Are You Now?**

*Before you start this journey, it's helpful to pause and take a look at where you are — emotionally, mentally, and practically. This short self-assessment is not a test. It's simply a way to better understand your current mindset, needs, and goals.*

*There are no right or wrong answers. Just be honest with yourself. Your answers will help you reflect more deeply as you move through the program — and they can show you just how much you grow along the way.*

**Instructions:** Take a few minutes to answer honestly. There are no wrong answers!

<b>Statement</b>	<b>Not true at all (1)</b>	<b>Somewhat true (2)</b>	<b>Mostly true (3)</b>	<b>Very true (4)</b>
<i><b>I believe in my ability to grow.</b></i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i><b>I have goals but I'm not sure how to reach them.</b></i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i><b>I often compare myself to others.</b></i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i><b>I want to take more control of my career.</b></i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i><b>I want to feel proud of my choices.</b></i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Coaching Techniques in the Program

As you move through the activities in this guide, you'll discover several practical tools designed to help you think clearly, stay focused, and take meaningful steps toward your personal and professional growth. These are coaching techniques — strategies often used in life coaching, career counselling, and personal development to support emotional resilience, confidence-building, and long-term wellbeing.

You don't need any prior experience to use them. Each tool is simple, clear, and adaptable to your own pace and reality. Whether you work through this guide alone or with a facilitator, these methods will help you reflect on your journey, strengthen your mindset, and move forward with intention.

Here are the key techniques included in the program:

### Empathy & Communication Techniques

You will engage in empathy-building exercises such as active listening, storytelling, and role-playing. These practices help you better understand others' experiences, build stronger relationships, and express yourself with clarity and compassion.

Activities like *“Walking in Someone Else’s Shoes”* and *“The Bridge of Words”* guide you through collaborative storytelling, listening without interrupting, and seeing the world from someone else’s perspective.

### **Self-Regulation & Emotional Awareness**

To help you manage emotions and respond with calmness and intention, the program introduces self-regulation tools such as breathing techniques, grounding exercises, journaling, and personal values reflection. You’ll learn to pause before reacting and to align your actions with what truly matters to you.

For example, a simple 3-minute breathing exercise can help you stay present and reduce stress before making a decision or facing a challenge.

### **Growth Mindset & Goal Setting**

Developing a growth mindset means seeing challenges as opportunities to learn, rather than reasons to give up. This guide includes SMART goal setting — a step-by-step method to help you set clear and realistic goals — as well as daily tracking tools to monitor your progress and celebrate your efforts.

By setting small, achievable goals and reflecting on your daily actions, you’ll start to notice change and feel more in control of your path.

### **Critical Thinking Tools**

To strengthen your decision-making skills, the program includes tools for distinguishing facts from opinions, evaluating information, and practicing fair argumentation. These activities are simple yet powerful ways to boost your confidence in everyday life and work situations.

You’ll explore statements, participate in group debates, and learn how to justify your thinking clearly and respectfully.

### **Reflection & Gratitude Practices**

Reflection is one of the most powerful learning tools. In this guide, you’ll be invited to write personal reflections, keep a learning journal, and explore your inner strengths through exercises like mission statement creation and gratitude journaling.

Practicing gratitude daily — even for small things — helps shift your mindset, reduce stress, and create more positive habits.

Each of the following 9 activities is built around one or more of these techniques. In the next section, you will find step-by-step guidance, examples, and reflection prompts to help you practice these tools in real-life situations.



## **1. Walking in Someone Else's Shoes (Empathy)**

**Objective:** Understand others' feelings and experiences by stepping into their shoes.

**Why This Matters:** Empathy helps us connect, support, and care for each other. When we take the time to see things from another person's perspective, we open the door to kindness, patience, and strong relationships.

**Instructions:**

- Watch or read a story about someone's journey.
- Practice active listening: repeat back what you heard in your own words, reflect on feelings, and ask thoughtful questions.
- Role-play situations like being the new person in a group or adjusting to change.

**Reflection Questions:**

- When have I shown empathy before?
- How did it affect me and the other person?

**Outcome:** You'll gain deeper understanding and build stronger, more compassionate connections.

## **2. The Pause & Reflect Technique (Self-Regulation)**

**Objective:** Learn to pause, breathe, and choose how you respond instead of reacting automatically.

**Why This Matters:** Life brings stress and challenges — but with practice, you can respond with calm and confidence. Pausing helps you make thoughtful choices that reflect your values.

**Explore with a SWOT Analysis:** Use this method to explore a real or imagined challenge:

- **Strengths:** What qualities help me stay calm?
- **Weaknesses:** What habits cause me to react quickly?
- **Opportunities:** How can I grow my self-control?
- **Threats:** What situations push my buttons the most?

**Example:**

- **Strength:** I take deep breaths when I feel overwhelmed.
- **Weakness:** I interrupt when I'm frustrated.
- **Opportunity:** I can practice grounding when emotions rise.

- *Threat: Stressful meetings or being rushed.*

**Why This Matters:** Life brings stress and challenges — but with practice, you can respond with calm and confidence. Pausing helps you make thoughtful choices that reflect your values.

**Instructions:**

- *Try a 3-minute breathing or grounding exercise. Close your eyes, inhale slowly, exhale fully.*
- *Write down a value that matters to you (e.g., kindness, courage, honesty). How does it guide your actions?*
- *Think of a tough situation. Fill out a short SWOT reflection:*

**SWOT Mini-Prompt:**

- *Strengths I used: \_\_\_\_\_*
- *Weaknesses I noticed: \_\_\_\_\_*
- *Opportunities to grow: \_\_\_\_\_*
- *Threats I faced: \_\_\_\_\_*

**Reflection Prompt:**

- *When did I choose to pause?*
- *How did I feel afterward?*

**Outcome:** You'll feel more in control and less overwhelmed, even in difficult moments.

### **3. Reframing Challenges (Growth Mindset)**

**Objective:** Shift your mindset from self-criticism to self-growth by viewing challenges as stepping stones.

**Why This Matters:** It's easy to feel stuck when something doesn't go as planned. This activity teaches you to turn challenges into learning opportunities. You'll build resilience by recognizing that every step forward — even the hard ones — is part of your growth journey.

**SMART Goal Practice:** Write one goal you want to work on using the SMART method:

- *Specific: What exactly do you want to achieve?*
- *Measurable: How will you know you did it?*
- *Achievable: Is this realistic?*





- *Relevant: Why does this matter to you?*
- *Time-bound: When will you reach this goal?*

**Example SMART Goal:** *"I want to update my CV and apply to 2 jobs in the social sector by the end of the month."*

**Instructions:**

- *Reflect on a negative thought and rewrite it as a learning opportunity.*
- *Set a SMART goal to work through that challenge.*
- *Track your daily actions and small wins.*

**Examples:**

- *"I failed" → "I learned something important."*
- *"I'm not good at this" → "I can improve with practice."*

**Outcome:** *Increased resilience and problem-solving mindset.*

#### **4. Collaborative Puzzle Challenge – The Missing Piece (Teamwork)**

**Objective:** *Strengthen collaboration, communication, and problem-solving in a group setting.*

**Why This Matters:** *Working with others isn't always easy — but when we build trust, listen actively, and share responsibility, we can achieve great things together. This activity is all about seeing how your actions impact the group, and how everyone brings a valuable piece to the puzzle.*

**Instructions:**

- *Work in small groups to solve a puzzle, but each group has only part of it.*
- *Describe, negotiate, and exchange pieces using active listening.*
- *Blindfolding or other barriers can be added to increase trust-building.*

**Discussion Questions:**

- *How did we communicate and cooperate?*
- *What does this teach us about teamwork?*

**Outcome:** *Better cooperation, patience, and mutual support.*



## **5. Active Listening Challenge – Bridge of Words (Communication)**

**Objective:** Strengthen your communication by becoming a better listener and clearer speaker.

**Why This Matters:** Good communication is more than just talking — it's about really hearing others, building stories together, and connecting. In this activity, you'll practice listening without interrupting, staying present, and letting your words be thoughtful and supportive.

### **Instructions:**

- Create a shared story, one sentence at a time.
- Each person must build on the previous sentence.
- Reflect on how listening helped or made it difficult.

### **Warm-Up:**

- Share a one-sentence personal story.

**Outcome:** Improved listening and communication confidence.

## **6. Critical Thinking Debate – Path to Solutions**

**Objective:** Strengthen your ability to analyze information, distinguish between fact and opinion, and make informed decisions.

**Why This Matters:** We're surrounded by opinions, facts, assumptions, and emotions. Being able to sort through all of that helps you make better choices — in work, life, and relationships. This activity helps you grow your confidence in speaking up, questioning ideas, and finding fair solutions.

### **Instructions:**

- Sort mixed statements into "fact" or "opinion."
- Justify your reasoning in small groups.
- Present your decisions and discuss discrepancies.

### **Reflection Questions:**

- What new skills did I develop?
- How will I use this in real life?

**Outcome:** Stronger evaluation and decision-making skills.

## **7. Adapt and Thrive (Flexibility)**

**Objective:** *Learn to embrace change and develop resilience through self-awareness and flexible thinking.*

**Why This Matters:** *Life changes — often when we least expect it. But you are more adaptable than you think. This activity helps you recognize how you’ve already overcome change and gives you tools to feel steady and strong when things shift again.*

### **Instructions:**

- *Share a past adaptation challenge.*
- *Role-play different scenarios and find possible solutions.*
- *End with affirmations and group support.*

### **Prompt:**

- *What helped me adjust in the past?*
- *How can I prepare for change in the future?*

**Outcome:** *Greater flexibility and confidence during transitions.*

## **8. Learning Reflection Logs & Self-Evaluation**

**Objective:** *Strengthen your personal growth by reflecting regularly on what you’ve learned, how you felt, and where you want to improve.*

**Why This Matters:** *When you pause to reflect, you make sense of your experiences. You learn not only what happened — but how it made you feel, what you gained, and what you want to improve. This activity helps you track your journey and celebrate your growth.*

### **Instructions:**

- *Complete a self-evaluation form.*
- *Start a learning reflection log with a notebook, worksheet, or app.*
- *Ask yourself: What did I learn today? How did it make me feel? What do I want to try next?*
- *Share one key reflection with a trusted peer or group.*

### **Checklist Sample:**

- *I reflect on my learning weekly.*
- *I track my emotions and motivation.*
- *I revisit my SMART goals regularly.*
- *I look back on challenges with curiosity, not judgment.*

**Example Log Entry:** *"This week I practiced active listening in a group session. I was nervous, but I stayed focused and didn't interrupt. I noticed people were more engaged with me. I want to keep practicing this skill in future meetings."*

**Outcome:** *More control over your growth, greater self-awareness, and the confidence to move forward with intention.*

## **9. Building My Mission & Cultivating Gratitude**

**Objective:** *Discover your personal purpose and boost your emotional wellbeing through gratitude and intention-setting.*

**Why This Matters:** *Knowing your mission helps you focus your energy and feel more fulfilled. Pairing it with daily gratitude builds positive habits and lifts your mood. This is about reconnecting with what truly matters to you.*

**Mission Statement Example:** *"My mission is to use my empathy and creativity to support others in building inclusive communities."*

**Gratitude Practice Example:**

- *Today I'm thankful for: my supportive friend, the walk in the sun, and how I spoke up in a meeting.*

**Instructions:**

- *Identify your core values and strengths.*
- *Write a personal mission statement.*
- *Begin a daily gratitude journal (3 positive things each day).*

**Daily Prompts:**

- *What made me smile today?*
- *Who am I thankful for?*
- *What am I proud of in myself?*

**Outcome:** *Increased clarity, purpose, and emotional wellbeing.*



## Daily Tracking Worksheet

*Keeping track of your actions and feelings helps you stay focused and proud of your progress. Use this worksheet as your daily moment of pause — to celebrate, reflect, and reset. Use this worksheet to monitor your progress and emotions.*

Date	Action Taken	What I Learned	How I Felt

## Additional Resources

*Explore these platforms, practices, and tools that complement the activities in this guide:*

- **Breathing Exercises** (Activity 2): Use apps like Headspace or Calm for daily mindfulness and grounding.
- **SMART Goal Templates** (Activity 3): Free downloadable goal planners from sites like MindTools or Canva.
- **Empathy Videos** (Activity 1): Search "Empathy TED Talks" or Brene Brown's content for inspiration.
- **Teamwork Games** (Activity 4): Try online platforms like SessionLab for collaboration games.
- **Storytelling & Listening Tools** (Activity 5): Check out "The Moth" podcast or practice with "Story Cubes."
- **Fact-checking Resources** (Activity 6): Explore Snopes or Media Bias/Fact Check to improve media literacy.
- **Adaptability Worksheets** (Activity 7): Download free life-transition guides from platforms like MindTools.

- **Reflection Journal Templates** (Activity 8): Use bullet journal tools or printable logs.
- **Gratitude Journals** (Activity 9): Explore apps like “Presently” or use simple printable pages.

## Accessing the Career Counseling Program

In this section, we will give you a few simple instructions to help you access the online Career Counselling Program.

The platform includes all the activities, templates, and resources in digital format — so you can continue your learning journey at your own pace, anytime and from anywhere.

No special skills are needed — just follow the steps and begin!

### Step-by-Step Access Guide

**Step 1:** Visit the WOMEN UP website

Go to the official project page: <https://womenup-project.eu/results/>

**Step 2:** Click “Access the Career Counselling Program”

On the homepage, find and click the button that says "Access the Career Counselling Program."

#### RESULT 02.

##### Counseling Program Creation

The development of our counseling program provides targeted guidance and support to organizations working with disadvantaged women. This program, meticulously designed, directly addresses the unique challenges and needs of vulnerable women, including single mothers, refugees, and migrants. By focusing on skill enhancement and labor market integration, we aim to empower these women for success.

[Access Career Counseling Program](#)



**Image 1 Access the Career Counselling Program**

**Step 3:** Choose your path

You will be directed to the platform. You can choose one of the following options:

- Activities for Adult Educators
  - Activities for Independent Users
- Click on the option that suits you best and then click “Enroll”.

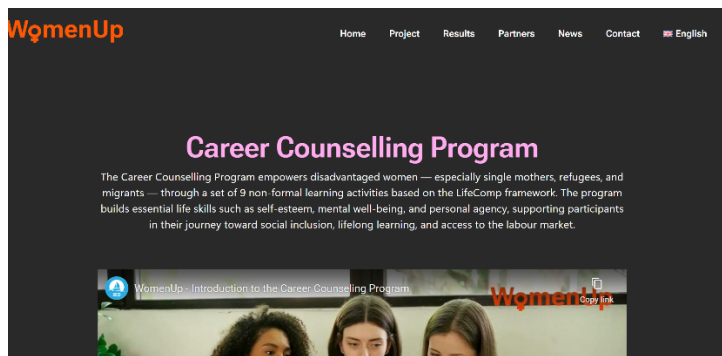


Image 2: Homepage

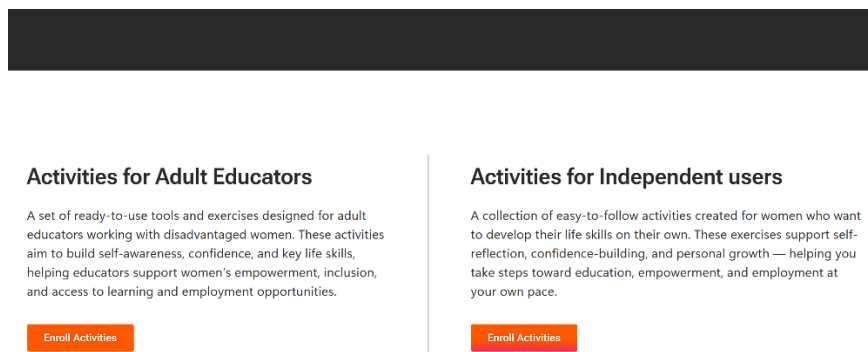


Image 3: Activities

## Step 4: Create your account

Fill in your name, email, and password to register on the platform.

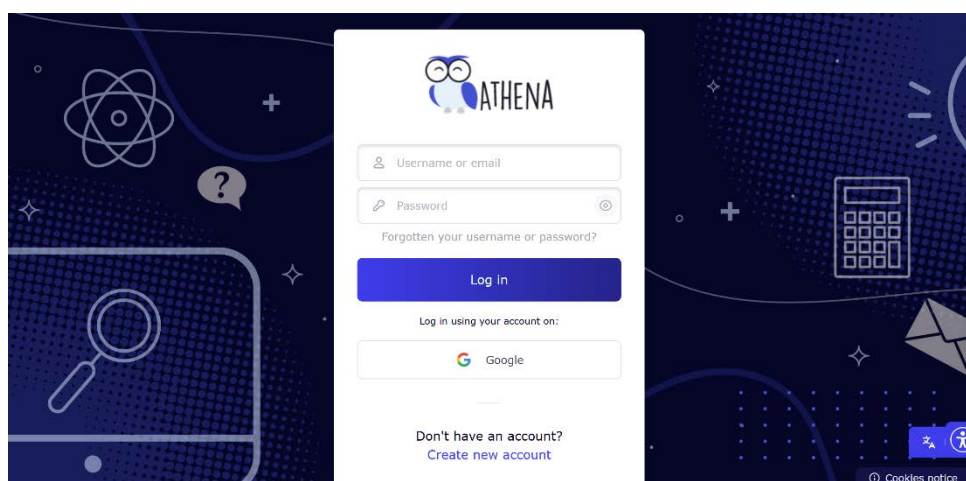


Image 4: Create your account

**Step 5: Start learning**

Once you're registered, you will have full access to all activities, coaching tools, and downloadable materials.

**Final Note**

*You are strong, capable, and already on your way. This guide isn't just about learning — it's about remembering who you are and where you want to go. Each small step you take matters. Be proud of showing up for yourself.*

*Believe in your journey. Celebrate your wins. And never forget — you are enough, just as you are.*

*You are the center of this journey. Every insight, every step you take, brings you closer to your goals. Use this guide to reflect, act, and celebrate your progress — no matter how small. You are growing. You are rising. You are enough.*

