

Skills Redevelopment Programme

Workshops to improve employability



REPSOL
Fundación

Activity sheet-manual

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Description

The Repsol Foundation is collaborating with [Fundación Integra](#) in its **Skills Redevelopment Programme**, a **comprehensive training and personal empowerment programme aimed at women who have been victims of gender violence**, allowing them to rediscover their skills and abilities, and channel them in their search for employment.

These women come to Fundación Integra from different NGO's and collaborating public organisations. After meeting each person, they design a personalized itinerary that includes a training process in the *Skills Redevelopment Programme*, with job placement and monitoring.

In this new edition, **30 women** will take part in the Skills Redevelopment Programme, living in Madrid, Valencia, Barcelona, and Seville.

Skills Redevelopment Programme

Objectives and timetable



Purpose

Through this programme, **you will be able to collaborate by giving various sessions based on your knowledge and professional experience**, such as CV writing, personal branding, job interview preparation, basic legal training, home economics, etc.

It is not only about **imparting theoretical knowledge**, but also about **strengthening their identity as people with the right to a satisfying life full of possibilities**. The workshops will provide them with the necessary tools in their search for employment and the selection processes, and find a job that will allow them play a key role in their future.

Dates, schedules, and availability

The Skills Redevelopment Programme will take place between January and July, and volunteers will give the workshops according to their experience and availability, as many times as they wish (at least once). **Each workshop will last an hour and a half** and will be held from **10 a.m. to 1:30 p.m.**

Once enrolled in the programme, Fundación Integra will contact volunteers to give them details about their participation (date, time, and workshop/s).

During the **first half of February**, volunteers will receive **training** before giving their workshop.

All workshops will be given **online**.

HORA	LUNES	MARTES	MIÉRCOLES	JUEVES	VIERNES
10:00 a 11:30		MI CV, MI MARCA PERSONAL	COMUNICACIÓN PARA LA CONFIANZA	ENFRENTARSE A UNA ENTREVISTA DE TRABAJO	MIS DERECHOS Y OBLIGACIONES COMO EMPLEADO
DESCANSO					
12:00 a 13:30	MOTIVARSE PARA EL CAMBIO	MI CV, MI MARCA PERSONAL	MI NUEVO PUESTO DE TRABAJO	PRACTICANDO LA ENTREVISTA DE TRABAJO	CÓMO GESTIONAR MIS PRIMEROS INGRESOS

Skills Redevelopment Programme

Workshops taught by Repsol Volunteers (1/2)

- **Motivate yourself for change:**

These women have endured difficult realities in very unfavourable conditions and precarious economic situations. It is challenging for them to find the motivation to move on and continue in their their search for employment. In this workshop, we talk about the value of self-awareness and intelligent optimism as a way to motivate yourself in life.

- **My CV, my personal brand:**

The aim of this workshop is for women to understand that their CV is their way in to the job market, so it is very important that it is honest and they memorise it, so it shows that it is their story.

- **Communication skills to bolster self-confidence:**

With this training, women will know how to use communication techniques and quickly and effectively manage customer needs. They will learn the importance of communication, what to do and what not to do to make communication effective and improve the most sought after job skills.

- **My new job:**

It is important to know how we need to behave during our first days of work. Once you've got the job, how do you keep it? In this module, we want to convey the importance of attitude, both on the first day at work and in any aspect of life.



Skills Redevelopment Programme

Workshops taught by Repsol Volunteers (2/2)

- **What to do in a job interview**

It is important to make a good impression in a job interview and be aware of all the aspects that companies take notice of. In this workshop, we work on useful tips to help women to be successful in a job interview, both in person and over the phone.

- **Practising the job interview**

Role playing is a technique of simulating situations that occurs in real life, such as a job interview. This workshop helps them to think and practice how they present themselves in a job interview, what to say and what their responses should be. It also teaches them to put themselves in the role of the interviewer and think about what they are interested in knowing and what they value in applicants.

- **My rights and obligations as an employee**

This workshop focuses on giving women basic legal training so that they know and understand what obligations and rights they have as an employee.

- **How to manage my first pay check**

In this workshop, the objective is for women to receive basic training to know how to manage their household finances. Banking basics (current account, savings account, credit and debit cards, etc.), tips on things like choosing a bank, personal budgeting, and prioritising their expenses are all discussed.



Skills Redevelopment Programme

Participation requirements



Participation requirements

- Be a Company employee.
- Be registered on the [site](#) as a Repsol Volunteer and sign up for the *Skills Redevelopment Programme* initiative.
- Profiles with work experience in sustainability, the environment, and energy efficiency will be highly valued, as well as participation in other editions of this project. You can send us your professional and volunteer profile to voluntariado@fundacionrepsol.com.

Sing up and contribute your knowledge and experience to create a better society!

If you have any questions, please send us an email at
voluntariado@fundacionrepsol.com