



Job Language Kit  
For Migrants

# **TRAINING PROGRAMME**

**FOR TRAINING (VOLUNTEER) EDUCATORS  
TO USE THE WORKIT LANGUAGE MATERIALS**



## INTRODUCTION

The WorKit project develops the Job Language Kit - a language tool with educational and informative character to help migrants gain new language skills related to job matters and facilitate their access to the labour market. The Kit can be used for organizing short language courses or as a self study easy-to-use language material.

This training programme is designed for organizing of training workshops for (volunteer) educators providing language lessons for adult migrants to train them how to use the WorKit materials as part of their language courses.



## OBJECTIVES

- To bring together professionals who (may) work for/with migrants in the context of social integration, language learning and/or labour market participation
- To familiarize participants with the WorkIt project and, specifically, with the Job Language Kit for Migrants and additional online resources
- To enable the participants to facilitate migrants' basic language learning related to labour market orientation and participation
- To build the participants' practical skills and confidence in using the Kit and online resources with migrants who wish to develop their language and communication skills in job seeking situations
- To offer the participants skills for managing multicultural groups
- To enable the participants to help migrants with background information on labour market in the host country
- To get initial feedback regarding the Kit and suggested methodology



## PARTICIPANT PROFILE

Factors when selecting a trainer:

- Teaching experience
- Experience in working with migrants
- Strong IT Skills
- Good organizational skills
- Cultural/intercultural skills
- Some knowledge of English
- Basic knowledge of the labour market situation of the hosting country



## **TIMING & DURATION**

- The workshops are scheduled to take place in the period April-June 2017.
- Each institution is free to decide on the duration of the training depending on the profile of the trainees.
- The length of each session could be optional. It can vary depending on the profile of the trainees.



## PRE-TRAINING TASKS:

- Invitation and recruitment of participants
- Clear outline of the programme objectives
- Familiarization with:
  - WorKit Job Language Kit (printed materials / interactive tools on project website / mobile App)
  - Adult education (links to useful sites provided by the trainer)
  - Language teaching methods (links to useful sites provided by the trainer)



## **MATERIALS AND EQUIPMENT**

The main educational resource featured in the workshops is the WorKit Job Language Kit for Migrants. The Kit is developed as a multimedia product creating and improving language and communication skills on employment matters through language learning approaches in diverse forms – paper-based materials, interactive tools, audio and video materials and a mobile app.

Depending on the needs or interests of the enrolled participants the workshop trainers may bring in additional reference materials about adult education, language education and/or employment matters. In terms of equipment, internet connection with multimedia devices (laptop, beamer with screen) will be necessary.



## OUTLINE OF THE PROGRAM

The program of the training workshops is divided into two parts: theoretical and practical.

- ✓ The theoretical part consists of 3 modules and takes 4 hours
- ✓ The practical part consists of 3 modules and takes 4 hours





## **THEORETICAL PART (1)**

### **MODULE 1: INTRODUCTION TO THE WORKIT PROJECT AND THE JOB LANGUAGE KIT**

**Duration:** 2 hours

**Structure:**

- Interactive warm-up & introductions (15 min)
- Project presentation including:
  - the Kit components
  - the WorKit language concept
  - the 4 main sections covering the priority topics of employment related language skills
  - the Guidelines for using the WorKit materials
  - discussions mainly on the Kit (15 min.)

**Methods:**

- Interactive games
- Presentation
- Moderated discussion
- Reflection and feedback

**Resources:** PPT presentation, the project website with the online interactive tool, Mobile App, the Kit (in print) and the Guidelines for Educators on how to use the WorKit materials



## **THEORETICAL PART (2)**

### **MODULE 2: OVERVIEW OF THE NATIONAL LABOUR MARKET SITUATION AND ISSUES RELEVANT TO MIGRANTS**

**Duration:** 1 ½ hour

**Structure:**

- Presentation and discussions
- Sharing experiences and expertise

**Methods:**

- Presentation
- Elicitation from participants
- Reflection and feedback

**Resources:**

- The WorkIt Route poster
- The project website
- Other materials and links to specific info



## **THEORETICAL PART (3)**

### **MODULE 3. WORKING WITH MULTICULTURAL GROUPS**

**Duration:** 1/2 hour

**Structure:**

- Presentation
- Sharing experiences and expertise

**Methods:**

- Presentation
- Elicitation from participants
- Reflection and feedback

**Resources:**

- PPT
- Other materials and links to specific info



## **PRACTICAL PART (1)**

### **MODULE 1. DESCRIPTION OF THE METHODOLOGY**

**Duration:** 1 hour

**Structure:**

- Presentation

**Methods:**

- Discussion
- Reflections and feedback

**Resources:**

- Power point presentation



## **PRACTICAL PART (2)**

### **MODULE 2. DEMONSTRATIVE SESSION USING THE JOB LANGUAGE KIT**

**Duration:** 2 ½ hours

**Structure:**

- Demonstrative session of a prechosen topic, with the participants playing the role of migrant learners
- Demonstration of one more topic chosen on site, involving the participants in a more collaborative relationship
- Guided reflection & breather
- Participants prepare and practice teaching a topic to each other as a trainer and trainee
- Participants switch roles and simulate the teaching and learning of one more topic of their choice
- Review of project and guide features

**Methods:**

- Demonstration
- Simulation exercise
- Peer-teaching
- Guided reflections

**Resources:**

- WorKit printed materials, project website and interactive materials



## **PRACTICAL PART (3)**

### **MODULE 3. EVALUATION AND FEEDBACK**

**Duration:** 1/2 hour

**Structure:**

- Evaluation of the methodology, presented learning materials and feedback

**Methods:**

- Moderated discussions
- Retrospective techniques

**Resources:**

- Handouts
- Feedback forms



## FEEDBACK FORMS

The participants will be invited to fill in feedback forms with a few quantitative and open questions. They will be focused on the strengths and weaknesses of the workshop experience, as well as to opportunities, planned actions and further needs related to using the WorkIt resources in the future.

The WorkIt team will be ready to:

- monitor any follow up activities by the workshop participants
- provide feedback and additional resources, if necessary
- collect feedback from migrant learners



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