

# Module 5 Lesson Plan - Improving Personal Effectiveness

## Objectives

### 1) Identify what self-confidence is

- a) Identify representations of self-confidence
- (b) Define the concept and levels of self-confidence

### 2) Identify your skills, talents, networks... but also what is hindering you

- a. Make the link between self-confidence and the project
- b. Identify the obstacles and define the impact of the posture on the project
- c. Build your portfolio of personal and professional skills
- d. Develop a toolbox and identify resource persons/networks to build self-confidence

## Skills to be acquired.

**At the end of the module, participants will be able to:**

- **Assess their self-confidence and get to know each other better**
- **Identify their transferable and transversal skills to their project**
- **Create a "Self-confidence" toolbox / resources**
- **To further embody their project**

## Morning or 1st ½ day

Title Sequence	Training objectives	Contents	Training methods	Time	Docs
9:30 am	Welcome	Presentation of the trainers, objectives, framework...		30 mn	
10am- 10:30am	Introduce yourself, settle in to the day and in the group	<b>Speech ball:</b> circulate a ball within the group, the woman who has the ball in her hand presents herself: first name, situation with regard to entrepreneurship (emergence, already created, why I chose to be there today), before throwing it to another person.	<ul style="list-style-type: none"> <li>The women are standing and in a circle</li> </ul>	30 mn	
10h30- 10h40	<ul style="list-style-type: none"> <li>To situate oneself on the path of self-confidence</li> <li>Assess your level of self-confidence</li> </ul>	<ul style="list-style-type: none"> <li>The <b>Ostend tree:</b> each person chooses to colour the character that corresponds to their posture this morning in terms of self-confidence.</li> <li>Personal document that will not be shared.</li> <li>Remember to indicate the date as this exercise can be renewed regularly.</li> </ul>	<ul style="list-style-type: none"> <li>Individual working time</li> <li>Plan to use coloured pencils</li> </ul>	10 mn	Appendix 1 The Ostend Tree

<p>10h40 - 11h55</p>	<ul style="list-style-type: none"> <li>• Be aware that the notion of self-confidence is based on representations</li> <li>• Identify the representations of each</li> <li>• Reach a collective definition of self-confidence</li> </ul>	<p>We talk about self-confidence, but it is important to start by defining this concept, which can vary greatly from one person to another.</p> <p><b>Brainstorming</b> in sub-groups: discussion about the elements of defining self-confidence (physical, intellectual, cultural, social...), the images that it gives rise to, whether or not to have self-confidence...</p> <p>Starting from the representations of each one because it is a question of changing the <u>representations</u>. To help you, think of someone who seems to have confidence in yourself and identify the elements that give you this impression.</p> <p>Then each group organizes its ideas in the form of a mental map on a large sheet of paper.</p> <p><b>Pause</b></p> <p>Then return to the large group to present the elements of each group's definition; initiate a discussion with the group based on the presentations and slides 8 and 9 on the definition of self-confidence.</p>	<p>Subgroups (3 or 4 people)</p> <p>Distribute a large sheet of flipchart paper per group and post-its (if they wish to start by listing words, ideas, examples that they will then group on the large sheet)</p>	<p>40 mn in sub-groups</p> <p>15mn</p> <p>20mn</p>	
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11:55-12:10 a.m.	Become aware of your self-image in terms of self-confidence and estimate your room for improvement	<b>Questionnaire "How do you see yourself? »</b> A personal work that requires no comment, it is a matter of becoming aware of the way you look at yourself.	Individual work	15 mn	Appendix 2 "How do you see yourself? »
12:10-12:20 pm	Experiment with a tool to help build self-confidence	To end the morning, suggest a tool: <b>Guide in Breathing exercise for women</b>	The women scattered throughout the room, each sitting in their own chair	10 mn	Appendix 3 "Breathing"
	LUNCH BREAK (or late first morning)			1h	

## Afternoon or 2nd ½ day

Title Sequence	Training objectives	Contents	Training methods	Time	Docs
13h30 - 14h	<p>Experience that self-confidence does not depend solely on oneself, but on one's own history, context, representations and others.</p> <p>Experience self-confidence physically and symbolically</p> <p>Identify what promotes or undermines self-confidence.</p> <p>-Experiment with relying on others.</p> <p>-Identify the means to secure the exit from the comfort zone</p>	<p>The <b>pencil game</b>:</p> <p>Standing up, the women place themselves two by two, face to face with 2 pencils: the first placed between the right index finger of one and the left index finger of the other. The second between the left index finger of one and the right index finger of the other. The pencils only hold because of the pressure the two women put on them.</p> <p>In this configuration, the pairs move around the room:</p> <ul style="list-style-type: none"> <li>- eyes open,</li> <li>- then one of the two women closes her eyes (in turn)</li> <li>- then each pair passes under the arms of another pair (always with a woman who has her eyes closed).</li> </ul> <p><b>Note for the trainer:</b> in the instructions, it is never said that the pencil should not fall to the ground.</p> <p>Feedback in large groups, exchange:</p> <p>How did you experience it (leaning on the other, accepting help, how to react if the pencil falls,...)</p>	<p>The women divide up in the room, standing up, in pairs</p> <p>2 pencils per pair</p> <p>Back to large group</p>	30 mn	

Title Sequence	Training objectives	Contents	Training methods	Time	Docs
		<p>What parallel do you make between exercise and business creation? : trust the other, trust each other, give clear instructions, set up a common language, a partnership approach, listen to their feelings, fear of failure (the pencil that falls when it was not part of the instructions), co-construction, more fluidity if you let go, if you relativize the issue, feeling of responsibility when guiding, time to adapt according to the environment, growing confidence with experience, ask for help, take pleasure, take risks...</p> <p>Draw a parallel between exercise, business creation and leaving the comfort zone.</p>			
14h00-14h30	Illustrate the path of self-confidence and position yourself on it	<p>Watch the video "comfort zone, dare to get out of it".</p> <p>Replace</p> <p>Then large group discussion: Entrepreneurship = change = going out of comfort zone = testing self-confidence = needing to be prepared for it</p>	Large group	30 mn	Video "Comfort zone dare to get out of it"

Title Sequence	Training objectives	Contents	Training methods	Time	Docs
14h30-14h50	<p>-Question their limiting beliefs and their impact on the project</p> <p>Experiment with the impact of posture on self-confidence</p>	<p>This comfort zone and the choice to undertake take place in a context, a history specific to each person and in which limiting beliefs have been built. The entrepreneur's posture in relation to these beliefs is important.</p> <p>Propose the scenario described in Appendix 4.</p> <p>Become aware, through the simulation, of the interest:</p> <ul style="list-style-type: none"> <li>- to move forward (be in action) towards its objectives,</li> <li>- to stop from time to time to measure progress, progress,</li> <li>- observe the solutions found to overcome obstacles.</li> </ul>	Role-play by the facilitator and a participant, in the room, with some obstacles	20 mn	Appendix 4 "Posture Question"
14h50-15h20	Organise your skills by field to optimize your self-confidence and project	<p>Each person's story is also rich in experiences to build on as we enter this new phase of life, because we never start from scratch. Hence the importance, on a regular basis, of taking the time to review one's skills; each person generally knows them, but putting them on paper makes it possible to become aware of them and gain confidence, especially with the intention of starting a business. I know where I want to go and I revisit my career path to pick out the skills that I will be able to transfer to my new activity.</p> <p>Present the skills portfolio: group all of your skills (professional, extra-professional, personal,...), to consider the transferability of skills to the entrepreneurial project</p>	Individual work	30 mn (to start the work before continuing it at home)	Appendix 5 "Competency Portfolio"

Title Sequence	Training objectives	Contents	Training methods	Time	Docs
		This work can also be used to prepare the presentation of your project before a jury or other, to reassure the interlocutors with past experiences.			
3:20-3:30 p.m.		BREAK		10mn	
3:30- 3:45 pm	Nurture a positive self-image to increase self-confidence  -Remember how each one is unique  -Assert your posture	How will you communicate these skills? You are the media.  Fill in the "you are unique" document	Individual work	15 mn	Appendix 6 "You are unique..."
3:45 – 4:30 pm	Building a toolbox to build confidence	Each person develops his or her own tools / tactics / steps to gain self-confidence. Let us take advantage of the group to exchange and share each other's experiences.  Working in sub-groups to share and build a toolbox / ideas: what do I do to gain confidence, what has helped me in the past, what tools work for me?  Each list on post-its (1 idea = 1 post-it) and the group organizes the post-its on a mind map.  Display of mind maps on the wall and presentation in large groups (1 spokesperson per group)	Sub-groups, around a large sheet of flipchart paper, with post-its           Large group	45mn	





Title Sequence	Training objectives	Contents	Training methods	Time	Docs
17h-17h30	<p>Be aware that self-confidence must be constantly nurtured,</p> <p>-Take a first action, take action.</p>	<p>Ostend Tree: on the same tree as this morning, colour again a character illustrating the posture that corresponds to us, always in terms of self-confidence, at the end of the day.</p> <p>It is important to understand that self-confidence is not something you acquire once and for all but rather <b><u>a moving posture, to be built and nurtured continuously.</u></b></p> <p>Invite women to identify 1 concrete, realistic and achievable action in the short term that will build their confidence in themselves and their project. Write each on its own sheet before sharing it orally in large groups.</p> <p>+ Round table review: invite each woman to quote orally 3 rewarding words that characterize them (use the document "You are unique").</p> <p>Youtube video "Nobody cares #11" about self-esteem (Replaced by Mindset Video Transcription)</p> <p>Evaluation sheets</p>	<p>Individual work</p> <p>Individual work and sharing in large groups</p>	30 mn	