

Manual for Event Organisers:

Implementing Soft Skill Trainings

The different categories of sessions in EGEA:

1. **Workshops:**
 - Focus on geographical topics.
2. **Skill Sessions:**
 - Cover non-soft skill topics in formats other than training.
 - Eg. First aid, meditation, dancing lessons, improving your CV, ...
3. **Trainings:**
 - **Soft skill** trainings delivered by certified trainers or with support from the training team.
 - Utilise brain-friendly learning methods and a non-formal education style.
 - Incorporate diverse and effective learning techniques.

Note: Trainings and Skill Sessions are **not** the same! If you are unsure whether something is a Training or a Skill Session don't hesitate to contact the Training Team :)

What are Soft Skills?

Soft skills encompass a range of interpersonal and intrapersonal abilities that are invaluable in the workplace and beyond. Here are some examples:

1. Time Management
2. Project Management
3. Public Speaking
4. Leadership Management
5. Team Building
6. Presentation Skills
7. Providing Feedback
8. Assertiveness
9. Overcoming Procrastination

Why are Trainings Important?

In both professional and personal life, **soft skills** play a crucial role. Unlike what we typically learn in university lectures, soft skills are essential for smooth and efficient operation in any organisation. Through specialised trainings, certified trainers provide participants with the opportunity to improve their soft skills, fostering confidence to take on responsibilities within EGEA and beyond. These skills not only benefit in professional settings but also contribute to personal growth.

How to Implement Soft Skill Trainings in a Congress Schedule?

Soft skills trainings should ideally span at least 2/3 hours. This extended duration allows participants to delve deeply into the topic.

There are different options how trainings fit in a congress schedule:

1. Dedicated Time Slots:

- You can allocate specific slots in the schedule exclusively for soft skills training. That enables everyone to take part in a training. Therefore you need enough trainers. Thanks to the TNT there are plenty of new trainers who are waiting to practise their new skills ;)

2. Simultaneous trainings with workshops

- Additionally, you can offer one or two longer training sessions alongside workshops. This gives participants the flexibility to choose between diving deeper into a specific soft skill or participating in a workshop.

3. Simultaneous trainings with GA (for the AC organizers)

- There are a lot of people who are not attending the GA and this gives them an opportunity to fill the time and learn something new.

Examples of past congress programs - long training during workshops or short trainings (parallel to lecture, or leisure activities, or...)

Congress Trainings Archive