



Stowarzyszenie CRAS  
Centrum Rozwoju  
Aktywności Społecznej



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## Structure of e-learning training: intellectual skills reorientation course. MODULE TOPICS

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## MODULE 1: Stress management (CRAS).

The issue of stress remains in the area of interest of scientists and researchers, but it is also important for every person in their everyday functioning.

Stress is a common problem that affects our well-being and moods. It can have a negative impact on physical and mental health and quality of life. Coping with stress is one of the key skills. Its possession determines personal development and increases the chances of achieving goals and life successes.

The content in this module should help you understand issues related to stress, including ways to deal with it and preventive measures.

### TRAINING OBJECTIVES

- Deepening knowledge about stress and how to deal with it.
- Increasing activity towards taking care of your mental health.
- Expanding knowledge about personal development in the area of coping with stress.
- Learning about ways to deal with stress.
- Acquiring the ability to plan and carry out an exemplary strategy for coping with stress.
- Understanding what stress is and what its effects are.

### BENEFITS FOR PARTICIPANTS

Knowledge	<ul style="list-style-type: none"> <li>- Knowledge of stress issues, including methods and strategies for dealing with this phenomenon.</li> <li>- Knowledge of basic concepts regarding types of stress and ways of dealing with stress.</li> </ul>
Skills	<ul style="list-style-type: none"> <li>- The ability to independently plan your own strategy for coping with stress based on the methods you have learned.</li> <li>- Ability to use stress coping techniques.</li> </ul>
Social competence	<ul style="list-style-type: none"> <li>- Taking care of your own personal development, mental health, and mental resilience.</li> <li>- Willingness and readiness to constantly expand knowledge about personal development and methods of dealing with difficult situations.</li> </ul>

### DETAILED MODULE PLAN

#### Module 1.1 What is and what is not stress?

1.1.1	Biological stress theory according to H.H. Selye - main assumptions.
1.1.2	Transactional stress theory by R. S. Lazarus and S. Folkman.
1.1.3	Conservation of Resources (COR) Theory by S. E. Hobfoll.
1.1.4	Organizational stress.

#### Module 1.2 Biological, psychological and social effects of stress.

1.2.1	Short and long term effects of stress.
1.2.2	Mild stress.
1.2.3	Chronic stress.
1.2.4	Burnout.
1.2.5	Post-traumatic stress disorder (PTSD).



<b>Module 1.3</b> Manage emotions and stress.	
<b>1.3.1</b>	Types and sources of emotions.
<b>1.3.2</b>	Focus on the problem.
<b>1.3.3</b>	Using environmental resources.
<b>1.3.4</b>	Basic ways of dealing with stress at work.
<b>Module 1.4</b> Techniques for dealing with stress.	
<b>1.4.1</b>	Relaxation methods.
<b>1.4.2</b>	Art therapy.
<b>1.4.3</b>	Vedic Art Method.
<b>1.4.4</b>	Cognitive methods - the influence of thoughts on emotions.
<b>1.4.5</b>	Mindfulness method.
<b>Module 1.5</b> Quiz.	
8 questions with answers.	
<b>Module 1.6</b> Broadening the message.	
Additional documents that deepen the subject, e.g. tests, case study description, audio files, min. 4.	



## MODULE 2: Personal development training (SC RECDATE).

For some, personal development will mean learning foreign languages, for others, professional advancement, and for still others, better communication with the environment.

Even though each of us understands personal development in a different way - it is always related to change and becoming better. In order to develop, we must start a process that will lead to positive change - our success. Because personal development is a process and action thanks to which we overcome internal barriers and overcome weaknesses. To overcome blockages and work on ourselves, we can use psychological tools and techniques designed to implement changes. First, however, we must be aware of our weaknesses and limitations. Once we diagnose them and choose the right tool, we can work on personal development and simply live better!

This module contains content that will help you manage yourself and your life better.

### TRAINING OBJECTIVES

- Increasing knowledge about understanding the concept of personal development and its impact on life.
- Increasing awareness of personal barriers and blockages.
- Shaping a positive vision of yourself.
- Building motivation for change.

### BENEFITS FOR PARTICIPANTS

Knowledge	<ul style="list-style-type: none"> <li>- Knowledge of basic concepts regarding motivation.</li> <li>- Knowledge of motivational techniques.</li> <li>- Knowledge of time management techniques and tools.</li> <li>- Knowledge about the impact of self-esteem on personal development.</li> </ul>
Skills	<ul style="list-style-type: none"> <li>- The ability to manage yourself and your own time.</li> <li>- The ability to recognize one's own potential and use it effectively.</li> </ul>
Social competence	<ul style="list-style-type: none"> <li>- Increased self-esteem.</li> <li>- Increasing motivation to act and change.</li> </ul>

### DETAILED MODULE PLAN

#### Module 2.1 The essence of personal development.

2.1.1 Personal development.

2.1.2 How to develop consciously.

#### Module 2.2 Motivation.

2.2.1 What is motivation.

2.2.2 Motivation;

- internal and external,
- positive and negative.

2.2.3 Motivational techniques.

#### Module 2.3 Personal effectiveness.

2.3.1 1. What is effectiveness?

2.3.2 Time management;

- Eisenhower Matrix,
- Pareto principle,
- Parkinson's law.



<b>2.3.3</b>	Time management myths.
<b>2.3.4</b>	Procrastination.
<b>2.3.5</b>	Efficiency .
<b>2.3.6</b>	Concentration.
<b>Module 2.4 Confidence.</b>	
<b>2.4.1</b>	Self-Esteem.
<b>2.4.2</b>	Problems with self-esteem.
<b>2.4.3</b>	Self-acceptance and personal development.
<b>2.4.4</b>	How to strengthen your self-esteem?
<b>2.4.5</b>	Ways to free yourself from the opinions of others.
<b>Module 2.5 Quiz.</b>	
8 questions with answers.	
<b>Module 2.6 Broadening the message.</b>	
Additional documents that deepen the subject, e.g. tests, case study description, audio files, min. 4.	



## MODULE 3: Time Management (Problem Solver).

The ability to manage time influences the effectiveness of reconciling various life roles, which makes it much easier to achieve life and personal goals.

The materials present proven methods of time management and overcoming the so-called time wasters, defining priorities, setting goals and delegating tasks. All this allows you to gain additional, valuable hours every day. Thanks to this, it will be possible to play with children, meet friends or relax with a book more often than before.

### TRAINING OBJECTIVES

- Familiarization with time management methods.
- Acquiring the ability to define priorities, set goals and delegate tasks.
- Increasing knowledge about the so-called "time wasters".

### BENEFITS FOR PARTICIPANTS

Knowledge

- Knowledge of basic time management methods.
- Knowledge of the principles of planning own and team activities.

Skills

- Ability to manage your own time and that of other people.

Social competence

- Ability to be self-critical. Learning from self-analysis in the area of time management.

### DETAILED MODULE PLAN

#### Module 3.1 Introduction to time management.

3.1.1 Time management.

3.1.2 The benefits of consciously organizing activities.

3.1.3 Key elements of time management.

#### Module 3.2 Time wasters.

3.2.1 Outright time wasters.

3.2.2 Hidden time wasters.

3.2.3 Dealing with time wasters.

#### Module 3.3 Setting goals, SMARTER method.

3.3.1 Defining goals.

3.3.2 Benefits of setting goals.

3.3.3 Types of goals.

3.3.4 SMARTER method.

#### Module 3.4 Planning and setting priorities.

3.4.1 What is planning?

3.4.2 Activity-based costing (ABC).

3.4.3 Eisenhower Matrix.

3.4.4 60/40 rule.

3.4.5 Pareto principle.



<b>3.4.6</b>	Parkinson's law.
<b>3.4.7</b>	Setting priorities.
<b>3.4.8</b>	ABC method.
<b>Module 3.5</b> Delegating tasks.	
<b>3.5.1</b>	The most common excuses that stop you from delegating.
<b>3.5.2</b>	When is it worth delegating tasks and when is delegating not good?
<b>3.5.3</b>	5 Steps of delegation.
<b>3.5.4</b>	Workflow control.
<b>Module 3.6</b> Quiz.	
8 questions with answers.	
<b>Module 3.7</b> Broadening the message.	
Additional documents that deepen the subject, e.g. tests, case study description, audio files, min. 4.	