

# WOMEN MOVING TOWARD EMPLOYMENT

TRAINING AND DEVELOPMENT

Activity sheet-Manual



Fundación **REPSOL** / energía social

## Description and objectives

Fundación Repsol is working with Fundación Integra on a project aimed at empowering and improving the employment prospects of 10 women who have suffered gender-based violence and have a background in customer service and administrative work through a personalized programme designed to offer guidance, promote personal growth, and provide pre-employment training.

Through this initiative, your work as Repsol volunteers will help programme participants regain their self-esteem through an experience that will allow them to bolster their self-confidence.

## Partner organisation

Fundación Integra

## Volunteer functions and required commitment

As Repsol volunteers, you can contribute to the project by offering training sessions aimed at participants who are seeking employment. In addition to providing them with knowledge, you will help strengthen their identity and bolster their self-esteem.

Below is a list of workshops you can teach.

A. Personal strengthening and self-knowledge:

- Intelligent optimism and self-knowledge
- Group coaching
- Personal styling and image
- Personal brand
- Motivation
- Communication skills to bolster self-confidence
- Emotional Intelligence
- Purpose and the search for meaning
- Resuming life's course

B. Job-searching tools:

- The CV: your first contact with the company
- Work Interviews
- Skill-based Interviews
- Group Selection Process: Group Dynamics
- My New Job (Training in Assertiveness)
- Personal Economy



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Employee Rights and Obligations  
Social Networks and Employment  
Effective Communication  
Work Relationships  
Customer Service

## C. Training in Computer Skills:

This training course will allow participants in need of these skills to broaden their knowledge of specific computer tools, both to search for and work in administrative positions.

1. Social Networks
2. Employment Websites
3. Internet Security

As volunteers, you can teach the workshop that best fits your experience and/or training and, if you wish, you can propose an innovative workshop within the training areas established.

During the workshop, each volunteer will always be accompanied by an expert from Fundación Integra.

Each workshop will be offered by one or two volunteers, two being the ideal number.



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## Time and place

All workshops will be offered Monday to Friday, between the dates of 9th and 31st January, from 9:30 to 11:30 a.m., or from 12 to 2 p.m.

The volunteers who participate in the project will be informed of the venue of the workshops.

The date of each workshop will be set by the volunteer and Fundación Integra. The date will be adjusted, where possible, to the availability and preferences of each volunteer.

Training for volunteers will be offered on 8th January at Fundación Repsol (calle Acanto 22, 10th Floor), from 4 to 5 p.m.

## Registration

Volunteers who are interested in participating must register through the [Repsol Volunteering Portal](#), specifying which module(s) they wish to teach in a message to the following address: [voluntariado@fundacionrepsol.com](mailto:voluntariado@fundacionrepsol.com)

Registration will remain open until 29th November.

Places will be assigned on a first come, first served basis.



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## Requirements

Be registered as a Repsol Volunteer.  
Employee, retiree or early retiree of Repsol

## Registration

Until Thursday 29th November at [Women Moving Towards Employment](#)

Places will be assigned on a first come, first served basis.