



User Manual

'Xplore LMI'

Toolkit for practitioners, career educators and specialists of employment services working with People with Intellectual Disability

Project implemented by:



11





Content

Introduction	3
Requirements and access to the web	3
Main functionalities	4
Toolkit Web Site.....	4
Our Learning Tool: MCM Toolbox.....	6
Why a toolbox?	6
General Structure.....	7
How to use it?.....	7
Our Activity List.....	11
Useful Buttons	12
What's Next?	12

Project implemented by:





Introduction

The purpose of this user manual is to provide knowledge of the use and functionalities of toolkit, an online resource that aims at offering innovative tools with related methodological support, tailored to the needs of PwID in exploring and managing information regarding labour market in different contexts (school, transition school to work, employment, jobseekers).

Toolkit is hosted on the website <https://www.xplorelmi.mcmproject.info/> so this document offers, on the one hand, a brief description of the toolkit web page and on the other, a more extensive explanation of the tool and its use.

Requirements and access to the web

As regards the access to the website, the computer from which you are going to access, must have one of the following navigators installed; Mozilla Firefox, Google Chrome, Safari or Internet Explorer. Which, in turn, they should have the PDF file viewing plugin installed, to be able to download and work on the attached materials.



Access to the web can be done from any computer that has an Internet connection through the web address: <https://www.xplorelmi.mcmproject.info/> or by searching the browser: MY CAREER MATTER. You can see the different options below.

Project implemented by:



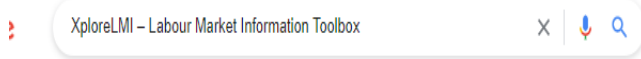
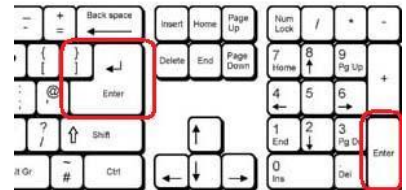


Option 1.

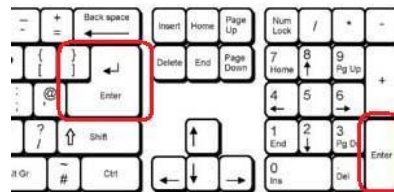


Write or copy the web page and give the enter key of your keyboard, you will reach the web

Option 2.



Write or copy: XploreLMI – Toolkit and give the enter key of your keyboard, perform a search of words throughout the network and suggest different options.



Main functionalities

Toolkit Web Site

The website is composed 7 screens (general Toolkit presentation and learning contents) through which you can obtain the different learning contents. Please have a look at each one of them below.

On the **main page** you have a general explanation about our Toolkit and a direct access to the different learning contents and to this user guide.

Project implemented by:





XploreLMI – Labour Market Information Toolbox

The Toolkit covers the needs of practitioners working in training and guidance sector for specific support tools in their activities with PwID.

It consists in a set of practical Instruments for practitioners, that can be used in leading accessibility and combat discrimination-intentional or unintentional in their activities with PwID.

- Learning Contents
- User's guide**
- My professional profile
- Development of soft skills
- Development of socio-Labor skills
- My employment rights
- Icebreaking and warm up activities

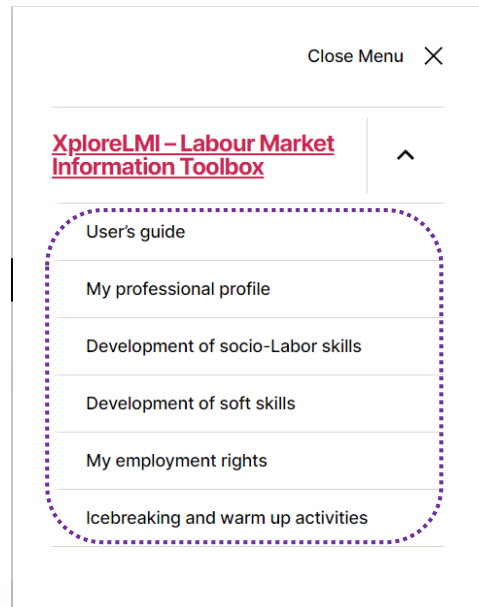
You can also access to the learning content thrown the menu.



XploreLMI – Labour Market Information Toolbox

Project implemented by:





Then, on the **learning contents** screen, there is an explanation about the learning content and if we put the cursor on the title the access to the activities and training material.

Within this same screen, SIX tabs will be displayed. The first one is this **User's guide**, that can be downloaded and the others ones are the **training modules**:

- My professional Profile
- Development of socio-laboral skills
- Development of soft skills
- My employment rights
- Icebreaking and warm up activities

Our Learning Tool: MCM Toolbox

Why a toolbox?

The Toolkit elaborated covers the needs of practitioners working in training and guidance sector for specific support tools in their activities with PwID. It consists in a set of practical instruments for practitioners, that can be used in leading accessibility and combat discrimination-intentional or unintentional in their activities with PwID.

Project implemented by:





Based on this idea and following the project's principles, we will develop a toolkit of innovative tools (activities, games, strategies, , etc.) with related methodological support tailored to the participants' needs.

General Structure

Our toolbox has 5 folders related to the topics on with MCM's project is based:

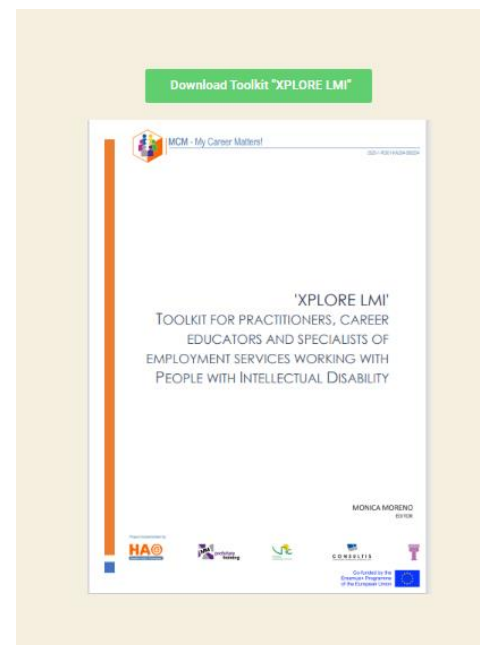
- My professional profile
- Development of soft skills
- Development of socio-Labor skills
- My employment rights
- Icebreaking and warm up activities

How to use it?

You can determine which is the right folder and activities for students team by answering the following planning questions:

- What is the length of time available for the training session?
- Who is your audience?
- What is the knowledge/experience base of your students?
- What are the needs of the group?
- What are the goals and objectives of the training session?
- How will the participants be involved in the session?
- Who can help you?
- What resources are available?

Once you have answered the questions above, glance through the five folders provided which include different activities focused on the topic or download the **completed guide** that you find on the home page.



Project implemented by:



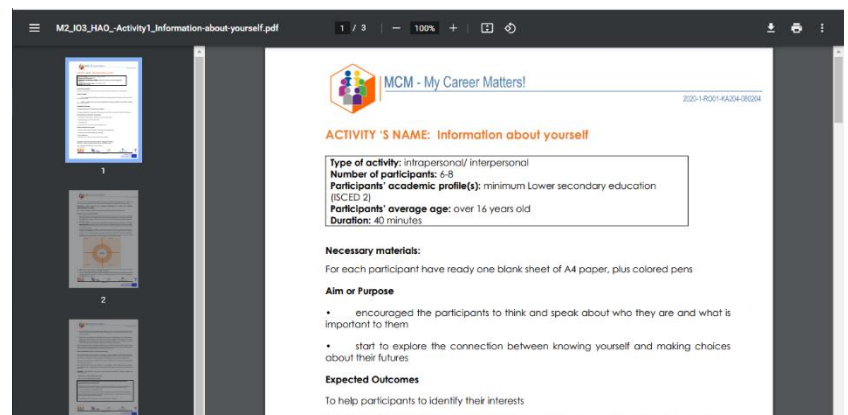


Searching along **the folders** you find the different activities that you can use depending on your needs.



Clicking on the **activity's name**, you will access to the activity grid in PDF format.

You can **print** or **download** it.



Project implemented by:





Each activity has the following structure:

ACTIVITY 'S NAME:

Type of activity: intrapersonal..... / interpersonal

Number of participants:

Participants' academic profile(s):

.....

.....

Participants' average age:

Duration: minutes

Necessary materials:

Aim or Purpose

Expected Outcomes

Competencies that will be developed:

-
-
-
-
-
-

Skills that will be developed:

-
-
-
-
-

Project implemented by:

Key terms / special vocabulary about / during the activity:





Preparation (what needs to be prepared beforehand to make the activity's implementation successful):

Activity's step-by-step description:

- 1.
- 2.
- 3.
4. ...

Recommendations (How to use the tool/resource)

Evaluation:

The facilitator could ask a few follow-up questions in order to assess the activity's results:

- What did you learn during the activity?
- Have you discovered anything new?

Final observations and methodological recommendations towards the activity's implementation (do's and don'ts):





Our Activity List

Here you have the complete list of activities that you will find in our Toolbox.

My professional profile

- Activity 1 Information about yourself
- Activity 2 Self-identification of own skills
- Activity 3 Self-Awareness of need
- Activity 4 How to apply for a job
- Activity 5 Preparation for the job interview
- Activity 6 How do you get to make a choice...?

Development of soft skills

- Activity 1 Compliments for a Co-worker
- Activity 3 Positive thinking
- Activity 4 Creativity Task: Unfinished Figures
- Activity 5 Communication Task: A Story About a Day at the Zoo
- Activity 6 Independence task: Dream (work) day plan
- Activity 7 Time management task

Development of socio-laboral skills

- Activity 1 The effective development of social skills in the Labour market
- Activity 2 Seeing having a job as a normal experience
- Activity 3 Following Directions
- Activity 4 Relationship Management
- Activity 5 Team Building and Cooperation
- Activity 6 Planning and Decision-Making Skills

My employment rights

- Activity 1 Box of rights and duties
- Activity 2 I know my rights
- Activity 3 Employment contracts
- Activity 4 My employment contract
- Activity 5 I stand up for my rights
- Activity 6 I have the solution to my problem

Icebreaking and warm up activities

- QUICK ACTIVITIES
- LONG ACTIVITIES
 - Activity 1 Find the Lie
 - Activity 2 Art therapy activity "Acquaintance by colors"
 - Activity 3 Not the London Bridge

Project implemented by:

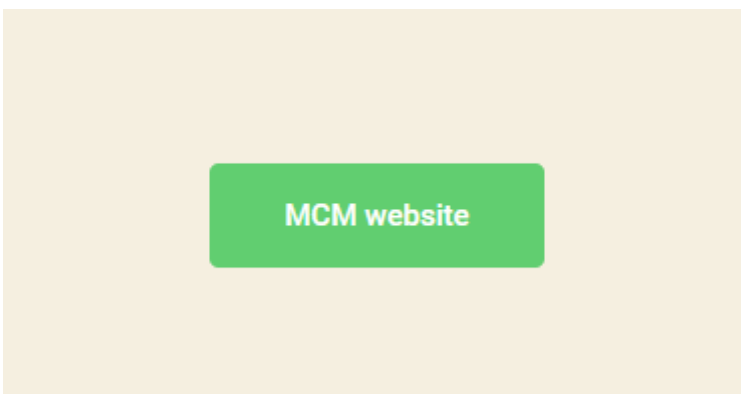
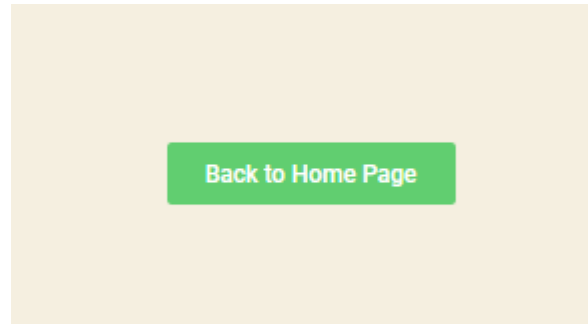




Useful Buttons

Along all the toolbox, you will find several useful buttons.

With the following button, you will come back to the general Toolbox Page



On the main page of our Toolbox Page you have a button to access our **main page of the project**.

What's Next?

KEEP THE ACTIVITY IDEAS FLOWING

One of the challenges of putting together innovative tools (activities, games) with related methodological support and the needs of PwID regarding labour market is deciding when to start and when to stop.

Every time we think about any learning activity, the first step is to analyze your reality and students needs in order to get to know their needs and to clearly understand what their learning goals are.

Project implemented by:





DEVELOPING THE PLAN

It is important to develop and write out a plan for the activities in order to maximize the interactions. Rather than starting the planning process with an activity idea, you can start by choosing the objective(s) you would like your group to achieve.

DETERMINING THE ACTIVITIES

With your participants' and needs in mind, you can now begin to think about activities which might help you to achieve the objectives and goals of your program.

During the planning phase, it is important not only to make sure an activity meets your objectives, but also that the time participants spend together will be mutually beneficial.

MODIFYING AN ACTIVITY

After choosing the Toolbox activity you are going to use, you can plan changes in advance. You should consider how you might adapt the activity in order to include all the participants and to maximize the interactions between them.

As you are focused on the interactions that occur during the activity and not on the activity itself, you won't have to worry if an activity is not completed in one session.

If during the activity you are noticing a lot of interaction and engagement, rather than cutting off that interaction to go to the next step, let participants continue their interactions. Being able to adapt yourself while conducting an activity is a positive skill to develop. By adapting activities to meet the participants' interests and abilities.

PREPARING AN ACTIVITY

Good preparation is essential to a successful interaction **with** your group.

Some activities require materials while others don't. If the activity you choose requires supplies, make sure to have them readily available. Having to wait for an activity to begin can easily distract participants. If you think that the process of setting up the activity can foster a positive contact between participants, have participants help you on the preparation.

EVALUATING AN ACTIVITY

When an activity has been completed, the facilitators should reflect on how things went to identify factors that supported success and consider **ways** to improve future sessions.

Evaluation methods can be simple to use. We offer different models for each activity. Please use them for knowing how the activity has gone and how your group is feeling about it.





While creating your own learning opportunities pathway, it's good to write out a planning.

While developing the process, facilitators should: choose the objective first, know about the potential participants, and choose appropriate activities while considering the adaptations that may need to be made.

And remember! The most important thing for your group is how they look one at each other, what they say one to each other, what they teach one to each other, how they talk one to each other, and the relationships that they develop together. So during the activity, rather than focusing on the actual production of some thing, focus on your group ☺

And now, it's time for MCM's learning!!

Project implemented by:

