

The background features a person climbing a steep, reddish-brown mountain slope. The scene is overlaid with a pattern of white stars and rocket ships. The 'NEW HORIZONS' logo is positioned at the top center.

**NEW
HORIZONS**

**CAREER KIT
EMPOWER
YOURSELF**



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CAREER KIT
**EMPOWER
YOURSELF**



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LET'S START

Now let us help you start your journey forward to fulfilling your potential. In this booklet you will find some helpful tips on how to move forward.

Moving forward is like a journey and there might be many ups and downs as you go on this journey but with the correct support we are hoping you will be in position to move forward in direction that you are happy with at the end.



STAGE 01: GET TO KNOW YOURSELF

The 1st stage of your journey is to “Get to know yourself”, you need to look at where you are. One of most essential keys for discovering who you really are is connecting to your emotions, to your inner-self and to

the way how you communicate with other. All these elements are the ingredients of Emotional Intelligence (E.Q.) which you will be able to explore in detail in the first step of your journey.

Being aware of your emotional intelligence, will not only help you to move forward on this journey, but it will help you develop more valuable and meaningful relationships to the people around you. Practicing the activities in the “Get to know yourself” section will not only increase your self-awareness, but also boost your self-confidence and improve your ability to overcome your internal barriers, limiting beliefs and cope more effectively with negative emotions.

STAGE 02: GET YOURSELF READY

Once you have got to know yourself and have looked at what you can do to help yourself, you need to “Get yourself ready”. This is one of the hardest stage and you might find yourself moving back to “Get to Know yourself” which is not a worrying fact. Your ability to reflect on your own behaviour and attitudes and your stronger belief in your potential will help you move forward in this stage.

In the “Get yourself ready” section you will be able to discover what really drives in your personal and professional life and find the most appropriate ways to achieve it. Everyone has his/her own way in life – and your task here is to find yours!

As Oscar Wild says: **„Be yourself. Everyone else is already taken!“**

This process might lead you to find new career opportunities for you which you might have thought of so far, why not even founding your own social enterprise? More ideas how to do that you can find in that useful section.

STAGE 03: MOVE FORWARD

When you get to stage 3, you are already in position to move forward. As you go through the booklet you will hear inspiring stories of other people who have been through it and have started moving forward. These stories will help you realise you are not alone and that there is support out there.





**THE GOOD THING ABOUT THE TOP
IS THAT YOU CLEARLY SEE THE
NEXT GOAL.**

Boyan Petrov

WHO IS BOYAN PETROV?

Born February 7, 1973 in Sofia at the foot of Vitosha mountain. Since his early childhood he is attracted by the mountain and the wild nature. After graduating from Sofia University in 1997 as a Master of Zoology and Ecology, he continued his career at the National Museum of Natural History at the Bulgarian Academy of Sciences. His true passion are the alpine expeditions, from 1990 he was climbing in mountain massifs in Bulgaria and all over the world, making his altitude ascents without the help of extra oxygen.

WHAT ARE THE CHALLENGES HE HAS OVERCOME ON THE WAY TO THE TOP?

Boyan Petrov twice suffered from cancer and managed to heal. Since 2000, he has insulin-dependent type 1 diabetes. In 2008, during climbing in the Alps he fell and broke his leg. In 2009, Boyan Petrov attempted to climb Gasherbrum II (8035 m) alone, but gave up a few tens of meters from its highest point. On his return he collapsed into an ice crater and was saved only due to the help of Spanish alpinists. In 2013 he suffered a motorbike accident and got a new leg break. In 2014, on the return from the conquered peak K2, he suffered a diabetic hypoglycemic crisis and lost consciousness, managed to recover with the help of Polish mountaineers. On August 23, 2016, in the course of environmental monitoring on the route of the future Strouma highway in Bulgaria, Boyan was hit by a passing car. The consequences were devastating - broken ribs and limbs, a cranial-brain trauma with hematoma, which caused hospitalization in life-threatening conditions.

WHICH ARE THE PEAKS THAT HE MANAGED TO CONJURE IN THE MOUNTAIN AND IN HIS LIFE?

In spite of all the health problems, Boyan Petrov became the first Bulgarian alpinist with the highest climbing peaks of over 8000 meters, 10 in total. He is the first Bulgarian to have four of them: the most difficult K2 (8611 m), the sacred Kangchenzongka (8586 m), the giant Manavlu (8163 m) and the majestic Garsebar I (8035 m). The climbing of the second highest peak in the world K2 also made him the 35th man who climbed three 8000 m peaks in less than 100 days, as well as the first person with diabetes climbed to such a height without oxygen. His double climb, Brook Peak and K2 for 8 days is a world record.



He would stay forever in the mountain after his attempt to climb Shisha Pangma in May 2018, strongly believing that in order to live truly you must overcome the impossible. His wisdom about the challenges that life brings us was:

“On their way, active people overcome a number of stairs, fall and stand up again, fight doubts and fears, and the higher they ascend, the stronger and tougher they become. The more obstacles they overcome, the more confident they become in their ability to endure thorn hardship. The more often you provoke and challenge yourself, the more motivating and fulfilling your life will be, and the greater the desire to live each day to the fullest!

For many, the top of the peak is the point from which you can only go down. For me, however, it is that highest point, from which I clearly see my next goal which is even more difficult, even more distant and the more appealing with the time. I go down only to prepare myself even better and take up again. So my life goes into planning new jumps, calculating risks, climbing hundreds of small peaks and giants behind them.

Stepping on the highest point of the peak always brings peace. I have realized that as soon as I am up, I have hit the right steps along the long road to the clouds. I get light, my wings grow with a few more feathers, and the desire for the next peak is rising again.

Be brave, truly alive, set yourself bold goals and climb your personal peaks!”

Boyan Petrov

**Never stop searching for the next peaks in your life
and do not give up before reaching the top!**



STAGE 01: GET TO KNOW YOURSELF

The 1st stage of your journey is to “Get to know yourself”, you need to look at where you are and how you feel about yourself. To start looking at yourself we need to look at Emotional Intelligence (E.Q.) and how important is it.

WHAT IS EMOTIONAL INTELLIGENCE

WHAT IT IS?

It is also known as **Emotional quotient**, is the ability to recognise and manage emotions and relationships. Emotional intelligence (E.Q.) can be defined as the ability to monitor one’s own and other people’s emotions, to differentiate between different emotions and label them appropriately, and to use emotional information to guide thinking and behaviour. Emotional intelligence also reflects abilities to improve intelligence, empathy and emotions to enhance thought and to have better understanding of interpersonal dynamics. E.Q. is the key to both personal and professional success, it refers to the capability of a person to manage and control his or her emotions and possess the ability to manage the emotions of others as well. In other words, they can influence the emotions of other people also.

Goleman’s model ¹ outlines five main E.Q. constructs.

¹ Goleman’s model, Daniel Goleman, 2006. Emotional Intelligence, Why it can matter more than IQ?



1. **Self-awareness** – the ability to know one’s emotions, strengths, weaknesses, drives, values and goals and recognise their impact on others while using gut feelings to guide decisions.
2. **Self-regulation** – involves controlling or redirecting one’s disruptive emotions and impulses and adapting to changing circumstances.
3. **Self-Motivation** – being driven to achieve for the sake of achievement.
4. **Social skills** – managing relationships to move people in the desired direction
5. **Empathy** – considering other people’s feelings especially when making decisions

WHY THIS IS SO IMPORTANT?

Among other advantages, we can emphasise that emotional intelligence greatly favours healthy personal ties, since it includes the ability to share and also understand the emotions of other people.

Most people experience a certain level of stress in their life. The way we deal with stressful situations from day to day can make a big difference between acting reactive or assertive and, therefore, end up emotionally exhausted.

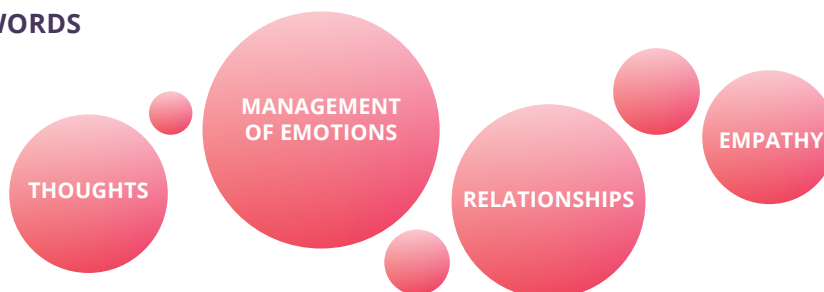
Emotional intelligence is important because it helps us learn to develop the ability to manage negative emotions effectively.

It also helps us to know how to accurately perceive and interpret the expressions of other people, whether verbally, physically or emotionally. This means not misinterpreting the intentions of those around us.

It is important to learn to effectively express our emotions of love, tenderness, respect, etc. there are many people who are not able to express these types of emotions. This is an emotional incapacity that can lead to interpersonal conflicts, because apart from loving, accepting and valuing the others, it is fundamental to be able to communicate it, letting the other person know you feel.

Emotional intelligence, on the other hand, opens the door to greater possibilities for development -both on a personal and social level- and, ultimately, happiness.

KEY PHRASES/WORDS



WHAT I CAN DO TO UNDERSTAND EMOTIONAL INTELLIGENCE?

PUT ON YOUR SHOES

Why this activity is important

This activity is a good way to develop empathy (ability to put yourself in the place of the other). You can learn how things or situations can be different from how you feel them if you are able to put yourself in the other person's shoes.

What I gain from it

You will be able to learn how other people can feel if you are able to put yourself in their place. This can help you improve your relationships with others since you will be able to develop empathy. To promote the ability to recognise the emotions of others.

How to do the activity

The activity consists of literally putting on someone else's shoes and trying to complete a running/walking circuit. In this way they will learn how it is not easy to be in the shoes of the other, sometimes what wearing our shoes (those that fit us well) it seems simple; but it can be difficult in the shoes of another. We will learn to put ourselves in the place of others and therefore develop empathy for others.

Top Tips

You can also adapt the activity, for example by squeezing the eyes and making the circuit as a blind person would have to do. Another example would be to carry weight so that they appreciate feeling an overweight person. In conclusion is a good exercise to develop empathy.

The most fundamental first step of exploring your Emotional Intelligence is starting with Self-awareness. Why is this so crucial, you will find in the following section, learning more about self-awareness and practicing it with the help of some guidance.

SELF-AWARENESS

WHAT IT IS?

Have you ever heard that you are too emotional? Have you ever felt stressed, depressed, or angry – emotions that at the end you did not manage to control? Do you act first and then think, and most of the times regret later what you have said and done?

We assume that for most of the questions your answer is “Yes” and it is a common thing for every person as we are emotional creatures, especially when we are going through change in our lives. The good news is that we can control those emotions and transform them into positive impact on ourselves by being emotionally intelligent.

The key for this is the Emotional Intelligence or the ability to recognise, understand and manage your own emotions and those of others. This means being aware that emotions can drive your behaviour and impact people (positively and negatively) as well as learning how to manage those emotions – both your own and others. The second good news is that unlike the IQ, the E.Q. can be developed continuously in our lives, so let’s begin with the first steps!

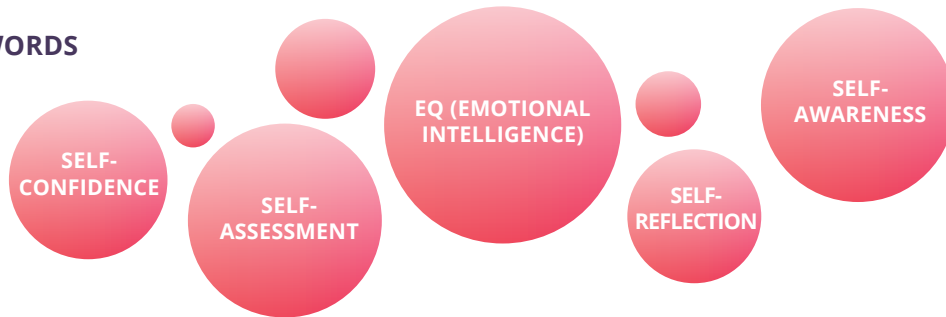
The self-awareness is the essential building block for Emotional Intelligence. Becoming self-aware is a journey and you will probably spend a lifetime learning about yourself. But as you improve self-awareness you also improve your experience of life, create opportunities for better work life balance, become aware of your emotions, and improve your ability to respond to the change. After all, you cannot respond to your emotions in an effective way if you are not first aware of them and willing to acknowledge them. When you accept your emotions, you are often much more capable of finally letting them go. Just the simple act of thinking and questioning our feelings helps detach ourselves from the “heat of the moment.”

The more you question your feelings, the more you can control them rather than let them control you.

WHY THIS IS SO IMPORTANT?

- It will help you in the process of accepting yourself and the situation you are experiencing;
- You can better recognise your emotions and the impact they have on your behaviour;
- You can identify your strengths and limitations by focusing on your potential;
- Knowing your self-worth and capabilities will improve your accurate self-assessment and self-confidence;

KEY PHRASES/WORDS



WHAT I CAN DO TO IMPROVE MY SELF-AWARENESS?

START WITH ABC

Why this activity is important

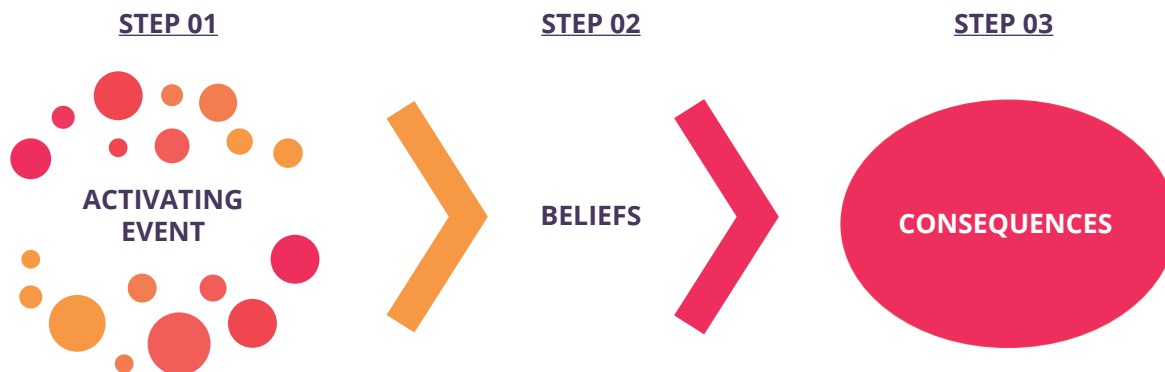
- You will be equipped with a practical model that will help you to structure your self-reflection process;
- An objective instrument that will help you question your emotions by going to their roots and identifying possible consequences;
- And at the end you will have better self-awareness about your emotions and how they impact on you.

What I gain from it

- Improved self-reflection and self-awareness skills;
- Practical tool that will help you explore and better understand your emotions which is the first and most important step to manage them in a healthy way;

How to do the activity

The first steps in everything that we begin are those baby steps that helps us to stand out and be successful. In order to navigate you during your first steps in the Emotional Intelligence and the self-awareness process, we will introduce you to a practical model that will show you one effective pathway to better self-awareness called ABC model. It is based on the work of the psychologist Dr. Albert Ellis² and aims at provoking your reflective thinking by showing how to cope with challenges, dealing with your emotions in a productive way.



- The trigger: a challenge, adversity or positive event;
- The context: Who, What, When, Where, etc.

- Individual interpretations of the Activating Event;
- What you **say** to yourself in the heat of the moment, or your **internal radio station**.

- Emotions: What you **feel** in reaction to the Activating Event.
- Reactions: What you **do** in reaction to the Activating event and Why did you **react** in this particular way?

² Lynn, Steven Jay, and Albert Ellis. Rational and Irrational Beliefs: Research, Theory, and Clinical Practice. Oxford University Press, 2010

When you notice an emotion, e.g. fear, anger, joy, sadness, surprise, envy, love, etc., you can use the ABC reflection sheet below in order to decode what lays behind it:

STEP 1: ACTIVATING EVENT

Describe the context focusing on the facts:

- What was happening just before I started to feel that way?
- What was the primary event that caused my feeling?
- Were there any other factors that contributed to this emotion – other multiple “little things” that may have built up throughout the day?
- What was I doing?
- Whom was I with?
- Where was I?
- When was it?

STEP 3: CONSEQUENCES AND FEELINGS

Record your feelings, actions and reactions:

Emotions – list them as one word and rate the intensity between 0-100%, try to be as specific as possible

- Was I tired or stressed? (try to differentiate the emotions as they often amplify each other)

Physical sensations

- What did I feel in my body?

STEP 2: BELIEFS

Record your thoughts about the event:

- What did I say to myself in the heat of the moment?
 - What was going through my mind at that moment?
1. list the irrational, negative and unproductive beliefs and thoughts (e.g. I am slow and worthless when working)
 2. list rational beliefs, which are those that are measurable, objective, rooted in reality/observable facts (e.g. I am slow due to my disability, but I have better attention to the detail.)

Consequences

- What did I do?
- What did I feel like doing?
- If I experience the same situation again, would I approach it differently – respond to this feeling differently or just wait for this feeling to pass?

***Depending on your personality you might decide to start the self-reflection activity either with the rational exploration of the situation (step 1) or with the emotional analysis (step 3).**

Answering these questions should help you get a better understanding of yourself and the role of your disability that affects your emotions, behaviour and your life as a whole.

Once you are more self-aware about your own emotions and the way you express them, you can learn how to manage the negative ones in a more effective way and improve your social interactions.

SELF-REGULATION

WHAT IT IS?

Once you are more aware of your emotions and have improved your self-awareness skills by applying the ABC model, the next important pillar of emotional intelligence is learning how to respond to emotions in a productive way. The self-regulation in E.Q. is mostly about being able to control your emotions and responses to situations and other people.

Depending on the situation, there are many different strategies we can use to better regulate our emotions. Sometimes it is okay to let emotions control us, especially when it comes to positive emotions. Your excitement and joy are appropriate expressions of emotion. However, it is not great to be controlled by

negative emotions such as anger, fear or frustration. Emotional intelligence suggests that it is important to be aware of all our emotions. When we are aware, we can choose how to react and express our feelings. In short, self-regulation is about using self-awareness to keep negative reactions under control.

Some of the key ingredients (competences) for effective self-regulation are:

- *emotional self-control* – the ability to control impulsive emotions
- *trustworthiness* – being honest and taking action that is in line with your values
- *flexibility* – being able to adapt and work with different people in different situations
- *optimism* – the ability to see opportunities in situations and the good in other people
- *achievement* – developing your performance to meet your own standards of excellence
- *initiative* – taking action when it is necessary

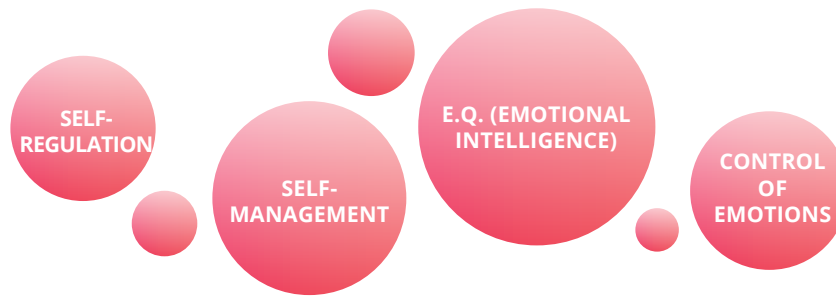
Some coping strategies in order to keep negative emotions under control are:

- Channelling an emotion in a new and constructive way, such as through exercising, writing, or painting.
- Avoiding triggers – such as certain people, situations, or environments – that are more likely to bring out a negative emotion.
- Seeking positive experiences to reverse negative emotions (such as watching a comedy movie when we are feeling down or listening to motivating music when we are resting).
- Sitting and watching emotions as a passive observer, instead of acting on them impulsively.

WHY THIS IS SO IMPORTANT?

- Regulating emotions through problem solving, asserting oneself, reappraisal of the situation, makes those emotions much less likely to escalate and lead to regrettable situations;
- Has direct effect on the control of your negative emotions and overall mood improvement;
- Improves the relationships that you have with people;

KEY PHRASES/WORDS



WHAT I CAN DO TO BECOME BETTER AT SELF-REGULATING?

STOPP

Why this activity is important

- You will be equipped with a practical model that will help you develop and improve your self-regulation skills by transforming it into a productive habit;
- An objective instrument that will help you to use effectively the time between the activating event (the trigger) and impulse reaction by having a control over your emotions;
- And at the end you will make the self-regulation a habit that helps you to control your emotions and the consequences.

What I gain from it

- Improved self-regulation skills;
- Practical tool that will help you develop and improve your self-regulation skills by transforming it into a productive habit which is the most important step to manage your emotions in a healthy way;

How to do the activity

“Between stimulus and response there is a space. In that space lies our freedom to choose our response. In our response lies our growth and our freedom”. (Viktor Frankl).

According to the Cognitive Behavioural Psychotherapists Carol Vivyan³, if you are struggling with controlling your emotions, consider learning how to **STOPP!**

³ Carol Vivyan , <https://www.getselfhelp.co.uk/stopp.htm>

STOPP is a strategy that was developed in order to help you in the heat of the moment, when you are dealing with intense emotions. It incorporates aspects of Cognitive Behavioural Therapy (CBT) and mindfulness meditation to help you more effectively address and manage your emotional response to a challenging, difficult or rage-inducing incident.

STOPP stands for:

S – Stop!

Just pause for a moment and say to yourself to stop, as soon as you notice your mind and/or your body is reacting to a trigger. Stop! helps to put in the space between the stimulus (the trigger) and our response. Space that will help you to observe the situation and regulate your emotions.

T – Take a Breath

Notice your breathing as you breathe in and out. Breathing a little deeper and slower will calm down and reduce the physical reaction of emotion/adrenaline. Focusing on your breathing means you are not so focused on the thoughts and feelings of the distress, so that your mind can start to clear, and you can think more logically and rationally.

O – Observe

You can notice the thoughts going through your mind, you can notice what you feel in your body, and you can notice the urge to react in an impulsive way. Noticing helps you to defuse from those thoughts and feelings and therefore reduce their power and control. Asks yourself some of the following questions in the Observe phase:

- What thoughts are going through my mind right now?
- Where is my focus of attention?
- What am I reacting to?
- What sensations do I notice in my body?

P – Pull Back – Put in Some Perspective

When you step back emotionally from a situation, and start to see the bigger picture, it reduces those distressing beliefs. Take the helicopter view and try to see the situation from a different

angle by asking yourself questions such as:

- What is the bigger picture?
- Which is the other perspective from which I can look at this situation?
- What would a trusted friend/family member say to me right now?
- What is a more reasonable explanation?
- How important is this? How important will it be in 6 months' time?

P – Practice What Works – Proceed

Do things differently. Rather than reacting impulsively with unhelpful consequences, you can choose more helpful and positive response. Ask yourself questions such as:

- What is the best thing to do right now?
- Best for me, for others, for the situation?
- What can I do that fits with my values?

Try the STOPP model and make the self-regulation process a habit and the long-run I will help you control and regulate your emotions, improve your mood, build valuable relationships with people and reduce the levels of stress/depression.

According to recent theories, 21 days are needed in order to turn a new skill into a habit, so you can start your self-regulation exercise from today and practice it for a period of 3 weeks in order to become a master in self-regulation. We recommend you to have a buddy/tool that helps you in this process and guides you in every step in the STOPP model. Just scan the QR code and download the STOPP application from Google Play and start practicing.



Now being self-aware and being able to self-regulate does not mean you can move on. There is one other major factor to moving forward and that is being self-motivated. Below you can learn more about self-motivation.

SELF-MOTIVATION

WHAT IT IS?

Events do not define your actions but the stories you tell yourself about what is happening to you. You have the capacity to give a particular meaning or other to what is happening to you. In other words, you are able to interfere in the stories you are telling yourself. Understanding your emotions (self-awareness), channelling them (self-regulation) and the subsequent motivation towards the achievement of your goals is essential to be able to follow your dreams, manage and put into action creative and satisfactory activities for oneself. This is the real self-motivation process that Daniel Goleman⁴ defines as one of the three pillars of intrapersonal intelligence, along with self-awareness and self-regulation.

An emotion tends to produce an action. That is why emotion and motivation are linked very deeply. Motivation is the engine, the impulse or the force that leads us to do things. It can be:

> External:

In this case the motivation to do something comes from outside, it is caused by another person or external facts. For example, when your boss motivates you to work in exchange for financial or work-related incentives.

The process can be summarized in this way:

STIMULUS-MEANING-EMOTION-ACTION-RESULT

People have the capacity to interfere with the process anytime and end up achieving a different RESULT.

> Internal or self-motivation:

It can be defined as the internal energy that helps you to do things. In this case the strength comes from

⁴ Daniel Goleman, Emotional Intelligence: Why It Can Matter More Than IQ (1995)

oneself and not from other people. This is why it is called self-motivation, because it does not depend on other people or external incentives. Self-motivation refers to the growth mind-set which is your driving force in everything you do.

For example, when you do something to improve yourself without any external incentive, only to self-improve. You have the interest in demonstrating to yourself what you are capable of doing it.

Self-motivation is an essential skill that produces the necessary strength to achieve your goals and objectives and face the difficulties that exist to achieve those goals.

A key aspect of self-motivation consists of 'perceiving' what is happening to you and acknowledge in a conscious way your emotions. That is why it is important to 'understand' your emotions, which means to integrate what you feel within your own thinking (self-awareness) and then 'regulate' them, which means to direct and manage successfully your positive and negative emotions (self-regulation).

WHY THIS IS SO IMPORTANT?

Self-motivation is an essential tool to achieve success in all aspects of your life, personal, professional or any other one. It is a process and you analyse yourself, what your strengths and weaknesses. If you are aware of your strengths, you will be able to carry on what you are doing and even improve it. But it is also very important to be aware about your weaknesses because through these, you will know the areas in which you should improve. If you are really conscious about your weaknesses, you will be able to turn them into opportunities that will give you a good base for future accomplishment of your goals.

Self-motivation is important because it is a necessary tool to achieve your goals in your live. In any goal that you set, difficulties and problems may appear, and your self-motivation will help you to continue on your way to that goal and overcome the difficulties and problems that you may to face. Self-motivation produces many benefits because a person with self-motivation is a person with a higher self-esteem. It is an enhancer of self-confidence and enthusiasm to do things, without fear of facing problems that may appear on the way to those goals.

Self-motivation is the reflection of a mature person who knows and manages his emotions without the need for others to push him or encourage him to do so. It demonstrates a level of mental balance resulting from emotional stability. It is the reflection of an "independent" person who does not need external

impulses to fight for his goals and overcome his difficulties.

Like any area of Emotional Intelligence, self-motivation can be developed, and the first step is to become aware of your situation, accept reality and focus on achieving specific results.

KEY PHRASES/WORDS



WHAT I CAN DO TO BECOME MORE SELF-MOTIVATED

GROW Model

Why this activity is important

It is one of the most common models used in coaching with great influence and its application has very powerful results. The GROW model was designed by Graham Alexander⁵, but it was John Whitmore Daniel Goleman who popularised it.

A goal is not achieved overnight... when you have something in your mind that you want to achieve, with the GROW model, you will be evaluating that goal that you have in mind so that you can work on the fundamental aspects to achieve that goal and not lose motivation.

What I gain from it

GROW will help you to have a clearer vision of your purpose and the steps you have to take to be able to do it without losing the intrinsic motivation. Something very important when you want to achieve a goal is to join your purpose with the actions you need to achieve it.

⁵ Alexander, Graham (2010) [2006]. "Behavioural coaching—the GROW model"

How I do the activity

1. GOAL:

Definition of objectives and goals. To have a purpose helps you to be highly motivated, to be in continuous growth, in activity.

Ask yourself: What do I want to improve? What are my goals? What do you want to get? What is my challenges?

The objectives have to be achievable and well defined. A goal has to be long-term, short or medium term goals, but you have to define very well how you will know that the goals are being achieved in order to reach the final goal in the right time.

2. REALITY:

Reality is the truth. You have to be realistic, if we are not it could lead to lack of motivation, it is a very important part not only in case the goal is realistic or not, but in order to see where you are in relation to what you wish to achieve.

Making an assessment of the situation is a first exercise before finding the options to achieve it. This evaluation consists of asking questions and writing down the answers. What am I doing to achieve the goal? What could I do that I do not do at present? What tools do I need? What difficulties or obstacles do I have?

3. OPTIONS:

Find the best options

At this point we know where you are, what you want to achieve and how far you want to go, it is time to decide what options you have to get it. Sometimes you may think that there is only one way to achieve what you want and if you do not achieve it you feel defeated, demotivated. You must consider the variety of options that life offers you for everything, the possibilities that exist, explore them and practice them.

Ask yourself: What options do I have? Can I have an alternative with the help of someone?

At this point, you already know your purpose(Goal), you know where you are (Reality) and with what "vehicle" (options) you will trace this path.

4. WILL:

With will, with action you will advance.

There is no point in detecting and having the best options to achieve your objective, being aware of the reality, if you do not elaborate a plan of action appropriate to your possibilities. Decide when you will begin to make the necessary changes, what commitments you will take and in what period of time you hope to achieve it. These are the key points to execute a determined plan of action, to achieve the goals and the objectives.

This technique allows you to analyse what is your purpose and the options you have and the action plan to achieve them. Having these points clearer is easier to maintain the motivation to achieve it.

Top Tips

- You have to be realistic if you are not realistic it could lead to lack of motivation.
- Think positive: Eliminate negative thoughts.
- Write down the goals and have a deadline.
- Divide big goals into small goals: Be realistic and see little by little. With unachievable goals, you will only achieve demotivation.
- Visualize the goal clearly: "If you can see it, you can do it". It is important to have a clear picture of where you are going.
- Self-reward: To encourage self-motivation, it is important to enjoy every achievement, no matter how small it is.



STAGE 02: GET YOURSELF READY

Now we know a bit more about Emotional Intelligence and how important self-awareness, self-regulation and self-motivation is to moving forward, we can start to look at what you want and how you can move forward on this journey. To know what you want to do, you need to accept yourself.

ACCEPTING MYSELF AND LOOKING AT WHAT I WANT

WHAT ACCEPTING MYSELF MEANS?

“Society had low expectations for people with disabilities and this had to change ... People with disabilities generally are not expected to do much, especially in the field of employment and career building... This issue of low expectations is an unfortunate truth and something people are struggling to discuss, but without recognizing it first, we can never wait to face it.” (Bill Gamack, CEO of EPIC Australia).

It is hard to question society and the prejudices that have existed for so long, but it is necessary for society to accept progress and see the potential of people with disabilities. The jobs are out there and there are people with disabilities who can do these roles. The point is to open these doors and to promote

an environment that will support and accept diversity. So, you may need a little extra support to get acquainted with your professional role, but as with everyone else, you can become confident over time.

Being a disabled person does not put you in a special category in terms of professional rehabilitation and success. It does not mean you have no right to success. Actually you have no more right than others to complain about the bad things that life has brought to you. Your Career path depends neither on luck nor on others but on You and on how much you accept yourself for What It Is and not for what it would like to be or was in the past.

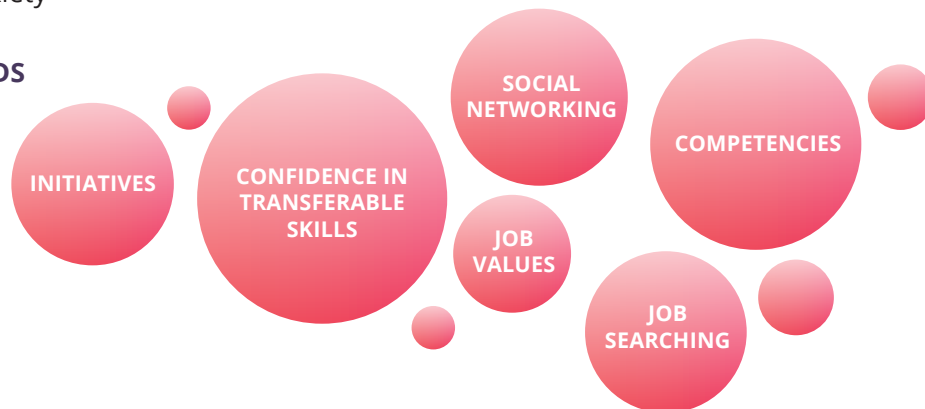
Acceptance is often confused with the notion of being “all right” or “OK” with what has happened. This is not the case. True acceptance means “accepting the reality that you are a person with disabilities and recognizing that this new reality is a permanent reality”. We will never like this reality or make it OK, but eventually we accept it. We learn to live with it. Finding acceptance may be just having more good days than bad ones!

On accepting yourself you can start to move forward and look at what sort of career would be suitable. “It’s time to raise your expectations”

WHY ACCEPTING YOURSELF IS SO IMPORTANT?

- It will help you understand better your needs and wants when it comes to the type of job you want
- Through the process you will learn how to take initiatives on how you can achieve your goals
- You will learn more about search strategies
- Employability skills tips and activities will help you increase your limited leadership skills and low your high levels of anxiety

KEY PHRASES/WORDS



WHAT I CAN DO TO ACCEPT MYSELF AND FIND OUT WHAT I WANT?

MY IDEAL JOB

Why this activity is important

This activity starts to help you understand better your needs and wants when it comes to the type of job you are looking for or the type of job that would suit you. It focuses down what is important to you and think about what type of jobs will meet you “Essential” list of needs.

What I gain from it

The activity gives you a chance to start to think about what is important to yourself now, not looking at the past.

How I do the activity

Think of your new job as a cake made up of ingredients. Which ingredients would you want in your cake?

You might like to include the following (Job Values):

- Place of work: You want to work in certain place in an area or country
- Peace: Not much pressure
- Variety: Lots of things to do
- Routine: Job that is predictable
- Competition: Competition with others
- Independence: Work the way you want without others telling you what to do
- Freedom: You choose your own task and timing
- Friendship: Would like to develop friendships at work
- Fast pace: Work a quick pace
- Status: Position that other respect
- Making decisions: It is important you involved in the decisions making
- Problem solving: You enjoy coming up with solutions to problems

- Creativity: Like to come up with new ideas
- Risk: Like to take risks
- Excitement: Lot of excitement in the work
- Money: Earning money
- Helping others: Is it important you help others
- Well Known organisation: You want to part of a well-known organisation
- Promotion: A Job which has a good chance of promotion
- Challenge: Like to be stretched and given new problems to work with
- Community: Work in place where you can get involved with the community
- Teamwork: Working alongside others
- Physical challenge: Work that is physically demanding
- Work Alone: Work on your own
- Artistic: Work which has some sort of design, making things, drawing etc.
- Communication: Enjoy being able to express ideas
- Recognition: Being appreciated
- Security: Work will always be there for you
- Contact with People: Enjoy having contact with people and building relationships
- Precise work: Work on things which involve great care and concentration
- Help society: Like work which is producing something worthwhile for society
- Supervision: Like to manage others
- Persuading people: Enjoy persuading people to buy something
- Learning: Is it important you are always learning
- Being expert: It is important you are known as someone with special skills

Look at the list and think which are “Essential”, which “Desirable”, which you “Don’t Want”
 (You do not need to put all of the above in the table, do not overthink it and maybe only look to put 15 max)

Essential	Desirable	Don't want

Looking at what is "Essential", start to think of jobs that might provide that. Try to come up with at least 3 jobs.

1. _____
2. _____
3. _____

Once you have accepted yourself and know more about your essential professional values, you can start to look at what type of jobs are out, that will suit your needs.

JOB SEARCH PLAN

WHAT IS REQUIRED?

When you start to look for work, it is best you have plan and be prepared. There are 4 steps to finding work.

First step: Find job opportunities

Looking for job opportunities, there are many ways of finding job opportunities out there, below is list of a few of them:

- Public Employment services
- Recruitment agencies
- Job portals
- Web based Employment agencies/job databases
- Newspapers
- Social Media (Facebook, LinkedIn, Glassdoor, etc.)
- Direct contact with companies' representatives
- Networking
- Word of mouth

But please check that the job is an appropriate job ad and be aware of teasers.

Second step: CV & Application

Your CV/Application is your 1st impression on a recruiter/hiring manager. It is so important and determines where you end up in the "consider file" or the "reject file" – which in most cases takes less than thirty seconds.

In some countries you will need to fill in application form, in others a CV (Curriculum Vitae) is accepted method of application.

Do you tell an employer of your health problems? This is very much depends on your country's legalisation. In some countries you are expected to declare such information in applications. But you must be prepared to answer questions about breaks in your employment when you come to the interview stage.

When it comes to a CV you need to know how to review, summarise, and present your experiences and achievements in a limited (usually max 2 pages) way. The is a ' living document' with a need of constant updating. As often recruiters have thousands of CVs from which they will probably select (only) five to ten interviewees. So, your CV must be:

- Easy to read
- Clear
- Well laid out
- No spelling mistakes
- Relevant information

There are many CV checklists available through the internet, which you can use to tailor your CV to meet the job requirements but here are some guidelines.

Personal information

Have you included the right personal details? Check and double check your contact details are correct and leave out anything you've not comfortable disclosing, such as age or gender.

Career objectives

An objective tells potential employers the sort of work you are hoping to be involved in. A concise statement indicating the career goals is recommended.

Employment history

It should include dates of employment, title of position, name of organisation, location of work and a particular description of the work responsibilities with emphasis on specific skills and achievements. When describing work experience, you must be sure to make a reference to the responsibilities and the

main tasks that you undertook during the experience. A good practice is to present your professional experience in a chronological order starting with your most recent position.

Education

You should list the qualifications you have in reverse chronological order.

Skills

Have you included soft and hard skills? As well as your experience with advanced computer software or additional qualifications you also want to highlight those all-important transferable skills. What are transferable skills? They are skills that can be role-related, technical or general skills but that can be put to use in a variety of jobs across a number of industries (e.g. communication skills, teamwork, etc.). Many employers look at more than just job titles, preferring to concentrate on a candidate's relevant skills and experience.

References

It's not necessary to note the details of your referees on your CV, but you should state that details of references are available on request.

Spell check

Spell check your CV! And it's not even enough to just spell check it with a computer programme – you need to ensure that the grammar is also correct. If you don't feel comfortable doing this yourself then get a friend to help you out.

There are many CV templates out there on the Internet, in Europe the Europass is very much an accepted format (<https://europass.cedefop.europa.eu>)



Third step: Cover Letter

The Cover letter is seen by many employers as an important part of the application, it can give the employer an insight into why you want the job. A Cover letter should be:

- Brief and interesting
- Not be a carbon copy of your CV/Application
- Highlight what you'll bring to the job
- Job specific

Fourth step: Interview

When you get that interview the most important part is to "PREPARE".

Before the job Interview

Look at the job description which tells you what is expected of you on the job. It outlines the required skills, responsibilities, and qualifications for the job. Research the company's profile and background. Start by looking into their future goals and plans. Think of questions to ask. It is a good idea to come prepared with at least three thought-provoking questions to ask your interviewer. Maybe practice interview with a friend, so you are more confident.

The day of the job Interview

Dress-for-work. Regardless the type of job it's always better to be formal. Plan your journey to interview, leave enough time to get there, have backup plan if car breaks down or public transport is not running to time.

Interview useful tips

Here are some tips for a successful interview

- Keep things simple and short. Stick to what you know well and keep things short and sweet.
- Be aware of your sense of humour. Don't use slang or inappropriate humour during your interview.
- Talk about what other people think you do well. Just go out and say it with the right touch of confidence and humility. Women tend to underestimate their overall job performance.
- NEVER criticize your former employer. When you're talking about your past experience, be courteous about your former places of employment. Be honest about your experience — what you liked and

disliked.

- Be personable. Being personable is about getting the interviewer's emotional side to like you and believe in you. Employers don't always hire the candidates most qualified for the job, but rather the candidates they like the best.
- Be polite and always thank the interviewer.

WHY THIS IS SO IMPORTANT TO HAVE A PLAN?

If you are prepared, it will make things easier. To help with the job plan maybe think of the following strategies.

Start with:

- Searching for companies and organisations.
- Begin to create a list of companies and employers that match your job goal.
- These careers would be the ones you are interested in and are located where you would like the work.
- Establish a record-keeping system to follow-up appropriately and in a timely fashion.
- Manage your Time effectively and avoid duplication of effort.

Helpful tips for job search:

- Be prepared for rejection
- Be flexible
- Be patient
- Capitalise and/or develop your personal network
- Be enthusiastic
- Have faith in yourself

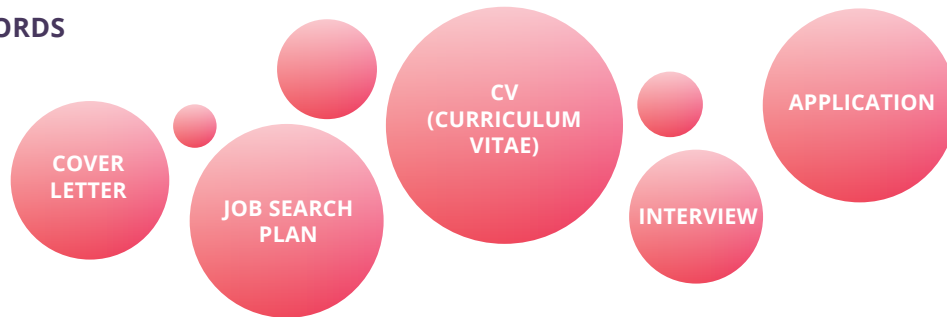
Above there is a short guide to help you find a suitable job. There are many CV and interview workshops/ courses out there to help but the main point is:

“Believe in yourself and you are right for the job”.

As mention your Career path depends neither on luck nor others ... but on YOU and on how much you put in to it. So, build a strong CV and a strong online presence, learn more information about the labour market, make your own lists (which could be the inspiration for you, include your target companies as well as future plans for your career, or other people’s successes that inspire you). Boost your skills, take up as many training opportunities as possible, continue to strengthen your self-confidence and look to increase your networks by getting to know professionals who may in the future prove to be useful contacts for your career.

Keep in mind that beyond the long-term plan that can be a general career orientation, set small realistic goals and the rewarding of your achievements, no matter how small, are the key to your success and job happiness

KEY PHRASES/WORDS



WHY GOOD PREPARATION IS IMPORTANT?

GOOD PREPARATION

Why this activity is important

In this activity we will look at what is not good preparation, so you can avoid such issues when you are job searching.

What I gain from it

You will be able to learn about how important it is to **“Prepare”**.

How I do the activity

The activity consists of what bad preparation is and what you would have done better. Below is story of M and her interview experience:

“M. is invited to a job interview. The human resource manager that contacted her expects her to be at the companies’ office at 10.00 am. But everything goes wrong: First M can’t find a clean white shirt to wear, the bus is late and stuck in a traffic jam and then M. notices, that she has no idea about the name of HR manager...she only wrote down the name of the company....this interview is going to be a total disaster!”

Now can you think about the below questions:

How can such a situation be avoided?

What would you have done to prepare for this job interview?

Top Tips

You can look at checklist to help you prepare.

One of those career paths could be to set up a social enterprise. So, what is social enterprise, find out below and how it can help you.

HOW SETTING UP A SOCIAL ENTERPRISE HELPS

WHAT IS IT?

Do you have the urge to create something? Do you feel the need to improve social conditions around you and bring positive change in the community? Then setting up a social enterprise is for you!

Social enterprises are organisations that are involved in the sale of goods or services but do not focus only in the maximization of their profits. Instead, they have a social mission and purpose behind them that is the guiding force that drives them.

“All Humans are born entrepreneurs” (Muhammad Yunus, NOBEL PEACE PRIZE RECIPIENT).

According to the famous economist and social entrepreneur, Social Entrepreneurship is economically viable and emphasizing in non-profit nature. On the other hand, professional skills that you have already developed, or you need to make further progress will help you develop more creatively your ideas about social entrepreneurship and also achieve professional success in general, building on your positive assets through disability.

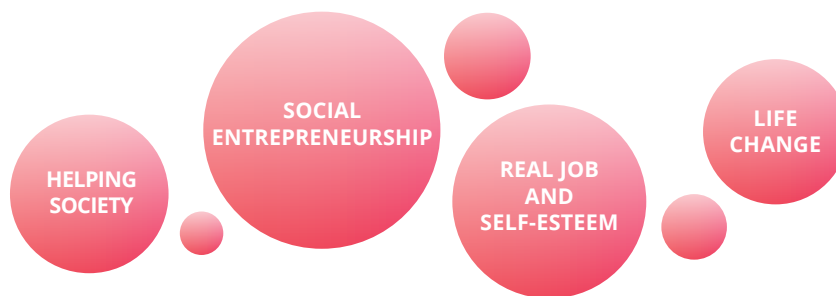
WHY IT HELPS?

All humans are creator beings. Thus, we have the need to constantly create something and when we finally achieve our goal, it is a major boost to our self-confidence and self-worth. Giving back to the community and helping others is a rewarding process for all parties involved. Social Enterprises work to achieve a societal change, while also developing new goods and services. Another major impact is that they create jobs and give the opportunity to people with a disadvantaged background to get back to employment. In addition, they operate in a way that the organisation does not cause negative effects on the environment.

In other words, Social Entrepreneurs identify problems in the society and try to change them. So, put your entrepreneurial hat on and go ahead and start your own Social Enterprise to empower yourself and those around you!

- It will help you find meaning in life, again.
- Through this process will fill alive again, creating something useful for you and also for the society.
- Work will give the chance to have your income, self-confidence and dreams for your future.
- Creating a social Enterprise helps you to empower yourself and those around you.

KEY PHRASES/WORDS



WHAT I CAN DO TO SET UP A SOCIAL ENTERPRISE?

THINK AND ACT

Why this activity is important?

“Think & Act” is important because is the first step for anyone to imagine how it would be like to work for yourself, to return into labour market again under such conditions, using your disabilities as advantages.

What I gain from it?

This activity is designed to get you thinking as a Social Entrepreneur and get you in the spirit of helping yourself and the community. It enables someone to get in the role of a businessman. To think in what ways, you can help the business and the community, see if you can respond to the

stress of labour without having invested yet (money, time, etc.).

How I do the activity?

Step 1:

Try to think and identify problems in your community.

Step 2:

Think of ways that you can solve these problems by using the concept of a Social Enterprise. Remember, Social Enterprises create innovative products and methods or simply give the opportunity to disadvantaged groups (people with disabilities, former prisoners that cannot find job) to work and reintegrate back to the society.

Step 3:

Make an action plan involving yourself, friends, people than help, other volunteers, the local society.

Step 4:

Present your action plan to others (family, friends, etc.)

If you interested in setting up your own Social enterprise, you might want to look at the organisations and support groups in your local area. These groups will give you advise on funding, what the legal requirements are, how to market the idea and get started. See additional resources at the end of this guide, for more information.



STAGE 03: MOVE FORWARD

Now you have looked at stage 1 (Getting to know yourself) and stage 2 (Getting yourself ready), the third stage you can analyse what you have learnt about yourself and how this can be implied in moving forward in finding a suitable and fulfilling employment.

At this stage there are support networks available to give you career guidance and advice on how to implement your ideas and sign post you to support tools/services.

THE LIFE INFRONT OF YOU

is far more important than
the life behind you

Joel Osteen



EMPOWER YOURSELF

Stories from people who have been through it and are now starting to move forward on their journey.

DEBBIE IS A TRANS WOMAN ORIGINALLY FROM WEST LONDON, UK

She has faced a lot of obstacles during her life because of her gender identity. A few years ago, when she lost her job and her home, she decided to go ahead with her gender reassignment and to move from London to Hemel Hempstead. At the beginning it was very hard for her to start out on this journey, this all affected her self-esteem, self-confidence and mental health issues. She became very depressed and suffered from anxiety issues. These lead to her finding work very hard, especially as she wanted to change career and move into a more female dominated work place. Then she met Regina from BBO (Building Better Opportunities) at the local job club. Regina helped her to accept herself, improved her self-confidence, helped with sorting out some bureaucracy (such as change of name and gender, etc.), helped her find a new home, offered some volunteering and finally a new job in female environment.

You can learn more about the motivational story of Debbie here:

<https://youtu.be/zIIPX8ECprE>



J FROM VIENNA, AUSTRIA

J. is a young student living in Vienna. She is currently studying Medical Informatics at the Vienna University. A cancer disease during her childhood influenced her life and she still suffers from long-term effects on her general health condition. During her childhood she had a lot of surgeries and long stays in hospital, so missed a lot at school. But in the end, she was able to catch up with all subjects and made her school examination, the Austrian “Matura”.

Due to the long-term effects of her cancer disease there are still ups and downs regarding her health condition. This is also a challenge for her University studies, since sometimes she misses seminars or has to postpone a test. She makes use of a given supporting framework which supports her in her studies and career planning. At the University the office of the commissioner for the disabled is a supporting institution for the communication between students and professors.

Apart from this J. is a participant in the project “Youth and future” which offers coaching and support in organisational issues. She took the chance to be part of the “Disability Talent Programme”, a programme which was initiated to connect companies and students with health restrictions. J. did an internship in the framework of this programme, which was crucial for her learning, self-development and self-confidence. The internship gave her the opportunity to learn a lot of practical things and to raise her self-confidence. On the other hand, she could gain an insight perspective on working for a company and found out, which kind of working environment will be suitable and supportive for her individual situation.

The alternating phases of ups and downs in her health often give J. the feeling that planning a career is difficult, but she says it is absolutely important to stay optimistic. Optimism is J`'s source of empowerment and motivation.

You can learn more about the motivational story of J. here:

<https://youtu.be/d0AGSiNjk0k>



MICHALIS FROM GREECE

Mr. Michalis Argiropoulos, 47 years old wants to encourage and inspire others and say people should never quit or give up. He gives us a huge life lesson of how persistence actually pays off.

A year ago, he faced an utterly hard phase on his life. He started having panic attacks due to personal and professional reasons. As time went by, the panic attacks became more frequent and more intense finally concluding to being unmanageable by himself. This led him to the breaking point where he could no longer go to his job. He eventually had to quit his job eventually leading him to depression. At some point he naturally asked for the experts help and contribution. Going through the New Horizons sessions he felt ready to be more active again in the labor market and started seeking for work opportunities. The New Horizons project encouraged him, while reinforced his knowledge aiming to have a concrete professional profile. Michalis feedback on the project was "The material helped me a lot as well as the project partners who were a helping hand in the whole process. The result of all these is that I have actually managed to find what I looking for. I truly hope that in the future there will be similar initiatives so that more people like me can be helped."

You can learn more about the motivational story of Michalis here:

https://youtu.be/OJiAtob_9bo



CATHLEEN FROM IRELAND

Cathleen is a 32-year-old woman from the Irish Traveller community. Like many Irish Travellers, Cathleen left school when she was just 15. Being young and with few formal qualifications made it a challenge to find meaningful work. In addition, Cathleen struggled with substance problems and the health-related concerns that accompany addiction. Her life was heading down a path she did not want, and the obstacles seemed insurmountable – that's when she turned to Exchange House Ireland for support.

Through her engagement with services, Cathleen made significant changes to her life. She worked with a counsellor to overcome the addiction and was encouraged to get involved in a continuing education program. With the support of her counsellor, Cathleen was able to complete her secondary schooling, and

this great success helped Cathleen see herself as capable of so much more and she began to contemplate a university education. Encouragement and ongoing reassurance from her counsellor helped Cathleen to determine the area of study that would suit her best. Learning about herself, her interests and aptitudes were all part of the first steps to achieving her goals. Practical support helped her navigate the mounds of paperwork associated with higher education.

Cathleen has just completed her first year of university study and her next steps include on-the-job work experience. She continues to access the program and we feel so honoured to be a part of her achievements. You can learn more about the motivational story of Cathleen here:

<https://youtu.be/sMcn1g0S1tU>



JORGE FROM SPAIN

Jorge W. is a young man from Granada who is currently taking training courses to be as prepared as possible for the labour market and wishing to achieve the first job opportunity.

A disability of birth in one of his legs and several subsequent problems (bones fractures and loss of smell and taste) have caused serious disability in his life.

However, he has not lost the illusion of continuing to learn and develop himself in the workplace. Something that should be so easy and a right, it is a very difficult situation at the moment because society is not aware that we should give the same opportunities to people with disabilities.

Jorge W. is an example of overcoming and perseverance and shows it in each of his words. In addition, he is a fervent defender of the rights of those who, like him, suffer a disability but do not have the strength and motivation to fight for their own rights.

You can learn more about the motivational story of Jorge here:

<https://youtu.be/Sx88SAXa5DI>



CHRISTOS FROM CYPRUS

Christos is a 35-year-old male from Limassol, Cyprus. Some years ago, he suffered a motorcycle accident that changed his life. His right arm was hurt, and he lost 2 fingers, a situation that left him unable to work for a substantial amount of time. Being unable to provide for himself and be productive, he saw his self-confidence and worth diminish. Determined to change his life for the better, Christos put his entrepreneurial skills to action to create something for himself rather than having to rely on demanding employers that would not give him a chance. He proceeded to open a small food store that turned into a very popular place in Limassol, and Christos now is a successful entrepreneur that managed to change his life with determination, ambition and drive.

THOMAS FROM CYPRUS

Thomas is a 40-year-old male from Limassol, Cyprus. During his early school years, he had his leg amputated due to an unfortunate accident. A significant event like this always brings negative psychological effects but Thomas did not quit life. He was determined to live life to the fullest and not allow the circumstances to overpower him. He had a prosthetic leg attached which enabled him to improve his quality of life and foster some much need self-confidence. When it was time to contemplate for a career, Thomas decided not to focus on what he cannot do, but instead focused on the things he could do. With this approach, he grew optimistic again and set goals that were realistic and attainable within the range of his capabilities. By cultivating his talent in oral speech, he now lives a happy life as news anchor for a major TV station in Cyprus.

ADDITIONAL RESOURCES

BULGARIA

NATIONAL PROGRAMME FOR EMPLOYMENT AND TRAINING OF PEOPLE WITH PERMANENT DISABILITIES:

on the website of the Bulgarian employment agency can be found more details about the programme and funding opportunities

<https://www.az.government.bg/pages/nacionalna-programa-zohtu>

JAMBA:

This website provides professional opportunities for people with disabilities

<http://jamba.bg/en/home/>

THE NATIONAL PATIENTS' ORGANISATION:

This website you can find the contacts of more than 50 patient organisations that are supporting people with variety of disabilities.

<http://npo.bg/members/full-members/>

THE NATIONAL FEDERATION OF EMPLOYERS OF DISABLES PEOPLE:

on the website can be found a direct contact to companies that have open employment policy for people with special needs

<http://nfri.bg/>

UNITED KINGDOM

REMPLOY:

this website has a section on finding work

www.remploy.co.uk/individuals/finding-work-and-support-work

...and especially a section on when to disclose a disability

<https://www.remploy.co.uk/individuals/support-work/applying-jobs/talking-about-your-disability-or-conviction>

THE UK GOVERNMENT WEBSITE:

<https://www.gov.uk/looking-for-work-if-disabled>

THE MONEY ADVICE SERVICE:

<https://www.moneyadviceservice.org.uk/en/articles/help-to-find-work-if-youre-disabled>

SCOPE:

A charity for people with disabilities

<https://www.scope.org.uk/support/disabled-people/work/jobseekers>

IRELAND

CITIZEN'S INFORMATION: *CITIZENSINFORMATION:*

It is an Irish eGovernment website developed by the Citizens Information Board. The site provides information on public services and entitlements in Ireland.



www.citizensinformationboard.ie/en/

NATIONAL TRAVELLER MABS:

Financial Inclusion for Travellers. National Traveller MABS is a Leading Advocate for the Financial Inclusion of Travellers in Ireland. National Traveller MABS seeks to end the financial exclusion of Travellers in Ireland by effecting change in policy and practice which excludes Travellers and other marginalised groups from accessing financial services.

<https://www.ntmabs.org/>

SPRINGBOARD AND ICT SKILLS CONVERSION PROGRAMME:

Springboard which was first launched as part of the Government's Job's Initiative in 2011, is a specific initiative that strategically targets funding of free higher education courses to enable jobseekers to upskill or reskill in areas where there are identified labour market skills shortages or employment opportunities. Springboard courses range from levels 6 to 9 on the National Framework of Qualifications (NFQ) . Courses are delivered in areas such as ICT, manufacturing, international financial services, hospitality and entrepreneurial/business start-up skills. Work placements are offered on almost all of the courses.

<https://springboardcourses.ie/>

DISABILITY FEDERATION OF IRELAND:

Our vision is an Ireland where people with disabilities and disabling conditions are fully included and enabled to reach their full potential.

<https://www.disability-federation.ie/>

ENABLE IRELAND | TAKING ACTION ON DISABILITY:

Enable Ireland works to enable and empower children and adults with disabilities to achieve independence, choice, and inclusion in communities across Ireland.

www.enableireland.ie/

IRISH TRAVELLERS MOVEMENT:

Promoting Equality for Travellers in Ireland. The Irish Traveller Movement (ITM) is a national network of organisations and individuals working within the Traveller community in Ireland.

<http://itmtrav.ie/>

CYPRUS

MINISTRY OF LABOUR, WELFARE AND SOCIAL INSURANCE, DEPARTMENT FOR SOCIAL INCLUSION OF PERSONS WITH DISABILITIES:

The Department was established as from 1.1.2009 and is responsible for the formulation, coordination, implementation and monitoring of the policies for persons with disabilities in cooperation and consultation with the co-responsible Ministries and Services as well as the Pancyprian Confederation of Organisations of Persons with Disabilities.

The main responsibilities of the Department are:

- The administrative support of the Pancyprian Council for Persons with Disabilities, being the highest consultative body for the national policy for persons with disabilities.
- The operation of social benefits schemes and programmes for persons with disabilities such as financial allowances and aid for the provision of wheelchairs
- The provision of information for the rights of persons with disabilities and the promotion of values and attitudes in an inclusive society for persons with disabilities.

http://www.mlsi.gov.cy/mlsi/dsid/dsid.nsf/index_en/index_en

POT – PANCYPRIAN ORGANISATION OF THE BLIND:

The Pancyprian Organisation of the Blind was established in 1980 by 30 blind and partially sighted people, citizens of Cyprus. Until then, sighted people, members of the Pancyprian Association for the Welfare of the Blind, had represented the blind people in Cyprus and abroad.

Among the main goals of the Organisation is the creation of conditions and situations for equivalent living standards and the integration of blind persons into the community in general.

<http://www.designingsteps.com/index.html>

CYPRUS CONFEDERATION OF DISABLED ORGANISATIONS:

The Confederation has been in operation since 1984 and was established in Cyprus. Today, KYSOA officially holds the position of the Social Partner on issues that directly or indirectly concern disabled people and strives to promote measures that contribute to their full participation in the social, economic, political and cultural life of the country.

The Confederation focuses on promoting and coordinating activities for the education, rehabilitation and well-being of disabled people, including finding work and social empowerment.

www.kysoa.orgg.cy

GREECE

OAED:

is based on three main pillars: promotion of employment, unemployment insurance and the social protection of motherhood and vocational education and training. One of the most important role is matching supply and demand for labour at national and European level.

<http://www.oaed.gr/>

NOESI:

This site is addressed to students with special educational needs and people with disabilities. It hosts thousands of members and websites in which people can interact with others sharing their personal stories. Furthermore, there are many articles with informative content about services that will be helpful for this target group.

<https://www.noesi.gr/>

KEA / AME:

is a Specialized Center for Social and Professional Integration of People with Disabilities. The main objectives are the provision of Socialization, Psychosocial Support, Counseling, Rehabilitation, Training and Vocational Rehabilitation programs for people with Mental Disabilities aged 14 and over.

<http://www.kea-amea.gr/index.php/gr/>

WEB PORTAL FOR PEOPLE WITH DISABILITIES:

<http://www.keana.gr/%CF%80%CF%81%CF%8C%CF%83%CE%B2%CE%B1%CF%83%CE%B7-%CE%B1%CE%BC%CE%B5%CE%B1-web/>

In the following site, there are many organisations related to various disabilities which can support disabled people to become independent and equal members of the society.

<https://career.aegean.gr/%CE%B1%CE%BC%CE%B5%CE%B1/>

SPAIN

ANDALUSIAN EMPLOYMENT SERVICE:

<http://www.juntadeandalucia.es/organismos/empleoempresaycomercio/sae.html>

PUBLIC EMPLOYMENT SERVICE OF THE STATE:

<http://www.sepe.es/>

ANDALUCÍA EMPRENDE:

It's mission is to promote entrepreneurial initiative and business development to contribute to the revitalization of the regional economy.

<https://www.andaluciaemprende.es/>

WORK AND DISABILITY:

Andalusian Government

<http://www.juntadeandalucia.es/temas/trabajar/busqueda/discapacidad.html>

SPANISH CONFEDERATION OF PEOPLE WITH PHYSICAL AND ORGANIC DISABILITY:

<http://www.cocemfe.es/portal/>

GRANADA'S FEDERATION OF PEOPLE WITH PHYSICAL DISABILITIES:

<http://fegradi.es/>

AUSTRIA

CAREERS MOVES:

Tips for the job search for people with disability

<https://www.careermoves.at/bewerbungstipps>

AUSTRIAN CHAMBER OF LABOUR:

Employment and disability – information guide through all employment rights

<https://www.arbeiterkammer.at/beratung/arbeitundrecht/arbeitundbehinderung/index.html>

FAQ REGARDING PROFESSIONAL REHABILITATION

<http://www.bbrz.at/fuer-erwachsene/haeufig-gestellte-fragen-zur-berufliche-neuausrichtung/faqs-berufliche-reha.html>

<https://www.auva.at/portal27/auvaportal/content?contentid=10007.671027&viewmode=content>

<https://www.gesundheit.gv.at/gesundheitssystem/leistungen/kur-reha/berufliche-rehabilitation>

ARBEITSUCHE:

General information on professional rehabilitation after an accident or a long-term disease

<http://www.arbeitsuche50plus-wien.at/de/arbeit-gesundheit/berufliche-reha.html>

FIT2WORK:

is a free measure to prevent unemployment due accident, disease, physical or mental disability – to keep the workplace and to offer coaching

<http://fit2work.at/>

THE ERASMUS + NEW HORIZONS PROJECTS

The new Horizons project is a 2 years strategic partnership, funded under Erasmus + Adult Education (Project ref: 2016-1-BG01-KA204-023759) and involves 7 organisations from 7 different European countries: CATRO Bulgaria EOOD (BULGARIA), Tribli Ltd. (IRELAND), Die Berater (AUSTRIA), Defoin (SPAIN), IMS Research & development Centre (CYPRUS), University of Thessaly - UTH (GREECE), Community Action Dacorum (UNITED KINGDOM).

The project looks to address the needs of a very specific and at the same time heterogeneous target group - people who have acquired disability after an accident or illness.

The main aspiration of the project is to create a career counselling programme specially adapted to the needs of the long-term unemployed people with acquired disabilities by:

- Fostering their self-awareness, self-confidence and self-motivation,
- Identifying and grasp new opportunities for personal and professional development
- Increasing peoples' employability skills, by helping them to find new career paths or making their own business ideas come true.

The statistics clearly state that one in six people in the EU has a disability that ranges from mild to severe making around 80 million who are often prevented from taking part fully in society and the economy due to environmental and attitudinal barriers (European Disability Strategy 2010-2020). Most disabilities develop during the adult life and many of those are not visible (Employment and Disability – Back to Work, 2004).

The project has looked at a holistic approach to career counselling and has produced the following tools:

- Training programme for career counselling/advisor/mentors to help long-term unemployed
- Training manual to support these career counselling/advisor/mentors
- Online support tool with additional material and support for career counselling/ advisor/ mentors
- Offered an assessment tool (LEVEL5) to career counselling/advisor/mentors for personal and career development
- Career kit guide and additional empowering videos for long-term employed

What to Learn more, please visit our website:

<https://newhorizons-eu.org/>





CAREER KIT
**EMPOWER
YOURSELF**



Co-funded by the
Erasmus+ Programme
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www.newhorizons-eu.org