

Youth in Route

Routes for fostering sense of initiative
and active citizenship among disaffiliated youth

Route 2 – Bridge to tomorrow (career opportunities) worksheet

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Worksheet identification

- Worksheet title:** Explore your educational and career potential
- Duration:** recommended 2h30 (can be split into shorter sessions)
- Use:**
 - Individual
 - Group
 - Both

- Worksheet outcomes:**

- Assess own skills, interests and aptitudes using career and skills assessment tools
- Prepare a CV and cover letter adapted to different opportunities
- Practice interview techniques and self-presentation skills
- Explore and compare different educational and career options
- Apply digital skills to job search, learning or entrepreneurial activities
- Make informed decisions regarding future learning or work pathways
- Develop motivation and confidence in own future prospects
- Value lifelong learning and adaptability
- Demonstrate initiative and proactive engagement in career planning
- Embrace non-linear and alternative pathways as valid options
- Perceive challenges as opportunities for growth rather than barriers

- Route tool(s) explored in this worksheet:**

- Career aptitude test and skills assessment
- Educational pathway explorer
- CV and cover letter writing workshop
- Interview preparation guides
- Entrepreneurship and freelancing models
- Digital skills guide

Worksheet purpose

This worksheet is designed to help you practice and reflect on educational and career pathways, developing employability and digital skills and understanding alternative routes such as entrepreneurship or non-formal learning and how you make choices and take responsibility in situations connected to initiative, adaptability and informed decision-making in learning and working context.

The activities invite you to work with real-life situations, explore different ways of responding and identify small, realistic steps that make sense for you right now by using a specific tool.

There are no right or wrong answers. You decide what to share, how much time to spend and which activities feel most useful to you. You can pause, skip questions or return to this worksheet whenever you want.



Worksheet activity 1

Activity title: Discover your interests and strengths

With this activity, you are expected to:

- Assess own skills, interests and aptitudes using career and skills assessment tools
- Develop motivation and confidence in own future prospects
- Perceive challenges as opportunities for growth rather than barriers

Tool in use: Career aptitude test and skills assessment helps you explore which activities and tasks genuinely interest and motivate you. By completing it, you can recognise your strengths and discover skills you have developed through everyday experiences — even those you may not have noticed before.

Complete the following activity 1 steps and make use of the career aptitude test and skills assessment tool when requested to explore your interests, recognise your strengths and identify skills developed through everyday experiences.

Step 1 – Quick check-in

1-When you think about your strengths, you usually feel:

- I can easily list a few things I'm good at.
- I think I have strengths, but I'm not sure what they are.
- I often focus more on my weaknesses.

2-What do you hope to understand better about yourself today?

Step 2 – Using the tool

Tool in use: Use Career aptitude test and skills assessment tool to explore what you're really into and what you're already good at. It will help you recognise everyday skills that can be important for your future career.

Do the activity:

- Read each statement or situation carefully.
- Choose the option that feels closest to you most of the time.
- Answer honestly, there are no right or wrong answers.
- Use this activity to explore what you enjoy and what you are good at, without the pressure of making major career decisions right now.

Notice your experience:

- Was it easier to identify what interests you or what you feel you are good at?
- Did any of your answers surprise you or make you realize that you have a skill that you usually take for granted?
- How does it feel to see your strengths written down like this?

Capture one takeaway:

What did you realise about yourself today that you would like to remember when thinking about future career opportunities?



CAREER APTITUDE TEST AND SKILLS ASSESSMENT

PART 1 – MY INTERESTS

1-Imagine that tomorrow is your ideal working day. What are you actually doing?

- I am moving around, building, fixing or creating something with my hands.
- I am working on a computer researching, analysing information or designing something.
- I am interacting with people – presenting ideas, helping someone or solving problems.

2-What type of tasks do you get absorbed in the fastest?

- Practical tasks – when I can see a clear result of my work.
- Analytical tasks – when I organise information or understand how something works.
- Communication tasks – when I explain, guide or support others.

3-What motivates you the most to complete a difficult task?

- Seeing the result of something I created or fixed.
- Understanding how something works or solving a complex problem.
- Knowing that my work helped someone or made a difference.

4-Which situations give you the most energy?

- Creating, building or working with tools or materials.
- Thinking, analysing or solving intellectual challenges.
- Talking with people, explaining ideas or organising activities.

5-When you have free time, you are most likely to:

- Work on something practical (repairing, crafting, building).
- Explore information or learn something new.
- Talk with people, share ideas or help someone.

6-When you face a new challenge, you usually:

- Start trying things immediately to see what works.
- First analyse the situation and think about possible solutions.
- Talk with someone or discuss ideas together.

7-What topic could you talk about endlessly?

8-Look back at the answers you selected in the previous questions. Did you choose more options related to:

- Practical activities – building, fixing, creating or working with tools and materials
- Analytical activities – researching, analysing information or understanding how things work

- Communication activities – explaining ideas, helping others or collaborating with people

PART 2 – MY STRENGTHS

1-Think about situations where you naturally do something well. People often ask you to:

- Fix, organise or help with practical tasks.
- Explain something or solve a problem.
- Listen, support or help others.

2-Which of these situations feels most natural to you?

- Working independently on a task.
- Analysing problems or understanding systems.
- Collaborating or communicating with others.

3-Think about your experiences. Where have you already used your abilities?

- School projects
- Hobbies or interests
- Helping friends or family
- Volunteering
- Online activities
- Other: _____

4-Write one thing you believe you are good at:

PART 3 – WHAT I ENJOY LEARNING

1-When you learn something new, you prefer:

- Learning by doing and trying things yourself
- Learning by reading, researching or analysing
- Learning by discussing and exchanging ideas

2-In which situation do you usually learn the fastest?

- When I try something myself and learn through experience.
- When I watch someone explain or demonstrate how something works.
- When I can ask questions and discuss ideas with others.

3-What usually motivates you to keep learning something new?

- Seeing progress and becoming better at something.
- Understanding a topic that interests me.
- Using what I learned to help others or solve real problems.

4-What is one skill you would like to develop in the future?

Step 3 – Linking the tool to real life

- In school, hobbies, work or projects what activities do you enjoy the most?
- When friends, family or colleagues ask for help what do they usually ask you to do?

- In group situations, do you prefer organising, analysing or communicating?

Step 4 – Responsibility and choice

- Your interests may change over time and that is completely okay.
- Other people may notice strengths in you that you do not always see yourself.
- The more you explore different activities, the easier it becomes to understand what suits you best.

Step 5 – Small step reflection

Based on this activity, what is one small thing you might want to try, explore or pay more attention to in the future?



Worksheet activity 2

Activity title: Mapping your opportunities

With this activity, you are expected to:

- Value lifelong learning and adaptability
- Demonstrate initiative and proactive engagement in career planning
- Explore and compare different educational and career options
- Make informed decisions regarding future learning or work pathways

Tool in use: Educational pathway explorer helps you explore different ways of learning and training that could fit your current situation, interests and goals. Instead of focusing on who you are, the goal is to discover what options are available to you and what could be your next step.

Complete the following activity 2 steps and make use of the educational pathway explorer tool when requested to discover what could be next for you and explore learning and career paths that fit who you are and what you want.

Step 1 – Quick check-in

1-How do you feel thinking about your future right now?

- I'm open to explore every option.
- I don't really know where to start.
- This feels hard for me.

2-Write a few words on what you are hoping to get from this tool today:

Step 2 – Using the tool

Tool in use: In this activity you'll explore different learning and career options by matching them with your interests, strengths and what matters to you. The goal is to discover possibilities, not to decide everything today.

Do the activity:

- Read each question and choose the answers that feel closest to your current situation.
- Focus on exploring different types of learning (school, courses, online learning, volunteering, training programs), not making a final decision.
- Pay attention to any barriers (time, money, confidence, information) and think what kind of support could help you move forward.

Notice your experience:

- Which types of learning or training felt most attractive or comfortable and why?
- Did you discover any new opportunities or pathways you had not considered before?

- What felt easier to identify: what is possible for you now, or what might require more support?

Capture one takeaway:

What is one thing that stood out for you from this activity?



EDUCATIONAL PATHWAY EXPLORER

HOW TO USE THIS TOOL

- This tool helps you explore different ways of learning and training.
- You are not choosing your future today – you are discovering options.
- Focus on what feels possible, interesting or realistic right now.

PART 1 – TYPES OF LEARNING THAT FIT YOU

1-You feel most comfortable learning in a place that is:

- Structured (school, classroom, clear schedule)
- Flexible (courses, workshops, shorter programs)
- Informal (learning by doing, volunteering, everyday experiences)

2-You would prefer learning that is:

- Long-term (school, university, formal education)
- Short term (courses, trainings, certification)
- Self-paced (online learning, independent learning)

3-You feel more motivated when learning is:

- Leading to a diploma or qualification
- Directly useful for work or income
- Based on your personal interests

PART 2 – EXPLORING EDUCATIONAL OPTIONS

4-Which of these options do you consider exploring? (choose any)

- Returning to formal education (school, university)
- Vocational education training (VET, practical professions)
- Short courses or certifications (digital skills, language etc.)
- Online learning (free or paid platforms)
- Workshops or youth programs
- Volunteering as a way to learn
- Internship or apprenticeship
- Starting something on your own

5-Which feels most realistic for you right now? Why?

6-Which option feels interesting but difficult to access?

PART 3 – UNDERSTANDING BARRIERS AND SUPPORT

7-What might make it difficult for you to continue learning:

- Lack of money
- Lack of motivation
- Lack of support
- Previous negative experience
- Lack of confidence
- Other _____

8-What could help move forward:

- Guidance or mentoring
- Free or affordable programs
- Flexible learning options
- Encouragement from others
- Clear information about opportunities

PART 4 – NAVIGATING YOUR PATH

9-Where could you find information about learning opportunities?

- Internet (courses, platforms, job portals)
- Youth organizations
- Schools or training courses
- Friends, family or mentors
- Social media

10-Who could support you in taking the next step?

- Friend or family member
- Youth worker
- Teacher or mentor
- Someone working in a field you like

PART 5 – YOUR NEXT EDUCATIONAL STEPS

11- Choose one option you would like to explore more:

12-What small action you can take this week:

- Search for a course or program
- Talk to someone about it
- Sign up for something small (online course, workshop)
- Gather more information

13 – What would make this step easier for you?

Step 3 – Linking the tool to real life

- Think about the learning options you selected (courses, training, school, online learning, volunteering). Have you ever tried something similar before? What was that experience like?
- Look at the option that feels most realistic for you right now. What makes it feel possible (time, cost, location, flexibility)?
- Think about where you can find real opportunities related to your interests. Have you seen or heard of anything like this in your environment or online?

Step 4 – Responsibility and choice

- Focus on your actions and decisions. You can choose how much effort you put into exploring learning or work options, asking for help or trying something new.
- You may influence how others respond to you, deadlines or opportunities, but not guarantee the outcome.
- Some things (school rules, course availability, external events) are not your responsibility. Accepting this helps you focus on what you can do.

Step 5 – Small step reflection

Based on this activity, what is one small thing you might want to try, think about or pay more attention to?



Worksheet activity 3

Activity title: Introduce yourself

With this activity, you are expected to:

- Prepare a CV and cover letter adapted to different opportunities

Tool in use: CV and cover letter writing workshop is a tool that helps you identify and learn how to professionally present your education, experience, and skills. It encourages you to recall various engagements, projects, and activities and to learn how to formulate them clearly and convincingly in your CV and cover letter. By working with this tool, you also learn how to select experiences that are relevant to the internship, job, or other type of engagement you are applying for, in order to best present your potential and what sets you apart as a candidate.

Complete the following activity 3 steps and use the CV and cover letter writing workshop tool when requested to better understand your experiences and prepare your application documents.

Step 1 – Quick check-in

1-How do you currently feel about writing your CV and cover letter?

- I feel ready to improve or update my CV and cover letter.
- I have experience but I'm not sure how to present it.
- I feel confused and don't know where to start.

2-What is one thing you want to achieve by the end of this workshop?

Step 2 – Using the tool

Tool in use: This structured CV and cover letter writing workshop will help you identify, organize and select your education, experiences and skills in order to prepare a targeted CV and cover letter.

Do the activity:

- Before writing your CV, take a moment to think about all the experiences you have had so far. Even everyday activities can show valuable skills to an employer.
- Remember everything you did - from school and courses to volunteering and hobbies. Each of those items carries a skill that you can use.
- Research what is required for the position you are interested in, and then select from your pile of information only those that would be most interesting to your future employer.

- Use the collected data to fill out your CV and write a letter explaining your motivation and why you are the right person for that team.

Notice your experience:

- What experiences were easiest to remember and write down? Why?
- Did you realise you had skills or experiences that you hadn't thought about before?
- What skills were easiest or hardest to highlight?

Capture one takeaway:

What stood out most while using this tool?



CV AND COVER LETTER WRITING WORKSHOP

Grab a paper, pencil and laptop. Follow the 5 steps in order and fill in everything requested. Complete each step fully – this is your chance to remember all your experiences and show your skills clearly and professionally.

PART 1 – MY PROFILE

Fill in your basic information and experiences – this is the foundation for your CV.

Required:

- Personal information: full name, phone, professional email (avoid nicknames like crazy123@gmail.com)
- School/education: name of school, field/major, years attended
- Work experience: position, organization, period, short description of tasks

It's ok if you have no work experience! List volunteering, school projects, or student organizations as equivalent - write the name, period, and what you did.

Recommended:

- Informal education: Any learning outside of school: offline or online courses, training, workshops or camps. Please indicate the organizer, topic and period when you participated in these activities.
- Achievements: Awards, diplomas, and certificates that prove your hard work.
- Meaningful hobbies: Activities that show your character and discipline (e.g. team sports – teamwork, chess – logic, hiking – perseverance...)

PART 2 – MY SKILLS

Next to each experience / education / volunteering / project, write on paper which skills you used or developed:

- Technical skills (e.g., Power Point, Canva, Adobe Photoshop...)
- Soft skills (e.g., communication, teamwork, problem-solving...)
- Language (e.g. English B2)

PART 3 – MY IDEAL POSITION

- Explore and think of one or more specific positions or opportunities you want to apply for. Write a job title and describe what the position requires: key responsibilities, required skills, required education or qualifications, level of experience...
- Ask yourself: How well does what I wrote in Steps 1 and 2 match the position I chose?

PART 4 – WRITING YOUR CV

- Open a CV template.
- Check your lists from steps 1 and 2 – education, experiences, courses, projects, hobbies and skills.
- Select the relevant items that match the position. If you're early in your career and can't seem to match your experience to the position's requirements, don't worry, junior positions often require you to be motivated and willing to learn. Focus on all the information you've gathered!
- Fill in the CV sections using your selected items, in the same way from step 1 and 2: personal information, education, work / volunteering experience, skills, additional activities (courses, projects), hobbies.

PART 5 – WRITING YOUR COVER LETTER

Carefully read the examples, then use your notes from steps 1 and 2 to write your own short and clear cover letter for the position you want to apply for.

INTRODUCTION	<i>Introduce yourself and state the position you are applying for.</i>	<i>Dear [Hiring Manager's Name], I am writing to apply for the [Your Target Role] position. I am interested in this role because I enjoy [field/area, e.g., working with children, creative projects, digital media], and I believe my experiences and skills make me a strong candidate.</i>
MAIN PART	Explain your motivation, highlight relevant skills and experience, why you are interested in this organization, and why you are a strong candidate.	<i>My motivation for this role comes from [personal interest or reason]. Relevant skills and experiences I can apply include: [2–3 key skills/experiences from steps 1 and 2]. I chose your organization because [reason related to mission, projects, values]. I believe I am a good fit because [short explanation of how your experiences/skills match the position].</i>
CONCLUSION	Emphasize your interest in contributing, remind that CV is attached, and thank the reader.	<i>I look forward to the opportunity to contribute and learn in this role. Please find my CV attached, and feel free to contact me if you need any additional information. Thank you for your time and consideration.</i>

Step 3 – Linking the tool to real life

- When meeting new people (at school, college, clubs or work) – how do you introduce yourself and your skills?
- When filling out applications for courses, volunteering, jobs or part-time jobs – what experiences or skills do you highlight?
- When creating profiles on social media or professional platforms (like LinkedIn) – what do you choose to share about yourself?

Step 4 – Responsibility and choice

- Take advantage of every opportunity that comes your way – even students' jobs, volunteering or projects help you develop relevant skills and gain new experience.
- Be persistent – check job postings regularly, let people around you know you are looking for opportunities, and actively reach out to employers.
- Don't wait for a posting – even if there are no open positions right now, you can send your CV and cover letter to show initiative.

Step 5 – Small step reflection

Based on this activity, what is one small thing you might want to try, think about or pay more attention to?



Worksheet activity 4

- **Activity title:** Get yourself ready for the interview
- **With this activity, you are expected to:**

- Practice interview techniques and self-presentation skills

- **Tool in use:** Interview preparation guides helps you practice answering common interview questions, notice your reactions, and reflect on your strengths and challenges. It allows you to observe how you present yourself and identify areas where you can improve.

Complete the following activity 4 steps and make use of the interview preparation guides tool when requested to explore your answers, reflect on your skills and prepare for real interview situations.

Step 1 – Quick check-in

1-How do you usually feel when you think about a job interview?

- Calm and prepared
- A little nervous but motivated
- Very nervous or unsure of myself

2-What is one thing you want to improve in your presentation to others?

Step 2 – Using the tool

Tool in use: This Interview preparation guides helps you see what you are already doing well and what you might want to improve.

Do the activity:

- Carefully go through each of the 11 sections to understand what employers are really looking for.
- Try to apply the tips given in each section and write down your versions of the answers.
- Choose 3 questions that are the most difficult for you and try to answer them out loud, as if the employer were in front of you.

Notice your experience:

- Which question did you find easiest to answer? Why?
- Which question did you find challenging or uncomfortable?
- How did you feel while saying the answers out loud?

Capture one takeaway:

What did you realise about yourself during the exercise?



INTERVIEW PREPARATION GUIDES

PART 1 – FIRST IMPRESSION

Imagine you're entering an elevator with the director of the company where you want to work. You have until the elevator reaches the top floor. You have a minute to answer the question: "Tell us a little more about yourself?"

Grab a paper and write your version (maximum 10 sentences):

Check yourself:

- I mentioned relevant experience
- I mentioned skills
- I would speak clearly and without rambling
- I did not retell the entire CV

PART 2 – MY STRENGTHS:

Write down three strengths that are relevant for the position you want to apply for:

Example: _____

Example: _____

Example: _____

PART 3 – PROVE A SKILL:

Choose one skill from your CV (e.g. organization) and give an example of when you used it. Use the STAR method to structure your example.

S – Situation: _____

T – Task/Problem: _____

A – Action: _____

R – Result: _____

PART 4 – MY WEAKNESSES:

Write down two weaknesses that do not directly affect the position you are applying for.

How do you work on that? _____

How do you work on that? _____

PART 5 – WHERE ARE YOU IN 5 YEARS?

- I have no idea
- I have an idea, but it is not precise
- I know the direction in which I want to develop

All answers are okay! Think about this question, a perfect plan is not required. It is important that your answer shows that you are thinking about your future and can see yourself learning, developing, and progressing.

PART 6 – CRITICISM AND DEVELOPMENT:

Write an example of when you received constructive criticism and what you did after that:

Does your answer show that:

- You listen without becoming defensive
- You handle conflict in a constructive way
- You reflect on what you can improve

PART 7 – MOTIVATION:

Why do you want this job?

- _____
- _____
- _____

If you can't write at least 3 sentences, stop and think about whether you want this job!

PART 8 – TEAM OR INDEPENDENT:

- I prefer a team
- I prefer to work independently
- It depends on the task

Explain your answer and give a short example:

The most important thing is to emphasize flexibility!

PART 9 – PRIORITIES:

How do you prioritize?

- To-do sheet
- Urgent-important model
- ABCD model
- As they tell me

Look at how each of these methods works and think about which one would help you the most in your daily work.

PART 10 – SALARY:

I researched the market:

- Yes
- No

My expected range is: _____ to _____.

PART 11 – QUESTION FOR US?

You should always have questions for the employer, this is how you show your interest. List at least 2 questions you would ask the employer:

- _____
- _____

Step 3 – Linking the tool to real life

- Think back to a time when you presented a new idea to someone important and were a little nervous. How did you control your nervousness? This helps you notice how you handle nerves and present yourself when it matters.
- When you were explaining an important topic to a friend, were you clear, speaking neither too fast nor too slow? This helps you recognize how well you communicate your ideas and make sure others understand you.

Step 4 – Responsibility and choice

- Nervousness is okay, breathe and remember that even those interviewing you were once candidates.
- Focus on what is within your control: research the company, prepare answers and practice.
- If you are not satisfied or do not get the job after the interview, ask for constructive feedback and think about what you can improve.
- Accept what is not yours, for example the mood and reactions of the person interviewing you are often not under your control.

Step 5 – Small step reflection

Based on this activity, what is one small thing you might want to try, think about or pay more attention to?



Worksheet activity 5

- Activity title:** More than one way
- With this activity, you are expected to:**

- Embrace non-linear and alternative pathways as valid options

- Tool in use:** This activity uses a guided questionnaire to help you explore entrepreneurship and freelancing as alternative pathways to work and learning. The tool titled Entrepreneurship & freelancing models invites you to reflect on your skills, interests and experiences, and to see non-linear routes — such as small steps, side projects or informal learning — as valid and achievable options.

Complete the following activity 5 steps and make use of the Entrepreneurship and freelancing models tool when requested to explore small, flexible ways of shaping your future through entrepreneurship, freelancing and learning by doing.

Step 1 – Quick check-in

1-How do you feel about exploring ideas about work, money or your future right now?

- I feel curious or open to exploring
- I feel unsure or a bit hesitant
- I don't feel ready, but I'll give it a try

2-In one or two sentences, what are you hoping this activity might help you with today?

Step 2 – Using the tool

Tool in use: Use this tool to explore different ways of working and learning beyond traditional jobs or education, starting from your own skills, interests and situations. It is supposed to help you investigate ways to earn money or gain experience using what you already have.

Do the activity:

- Answer the questions and tick the options that best match your skills, interests and ideas.
- Explore at least one alternative pathway, such as freelancing, small project or passion-based ideas.
- Choose one small and realistic step you could try in the near future.

Notice your experience:

- How did it feel to think about these options compared to traditional school or job paths?
- Did any idea feel more possible or realistic than you expected?
- What was easy or difficult for you while using the tool?

Capture one takeaway

What is one thing that stood out to you or surprised you while using the tool?



ENTREPRENEURSHIP AND FREELANCING MODELS

This tool helps you explore simple ways to earn money or gain experience using what you already have or know.

PART 1 – ME AND MY SKILLS

Which of these describes you best? Tick all that apply.

- I like working with my hands.
- I like working with people.
- I like working online.
- I like creating things.
- I like solving problems.
- I like helping others
- Other: _____

What are some things you can already do, even if you learned them outside school?

What is one thing you would like to learn or get better at?

PART 2 – WAYS TO WORK FOR YOURSELF

1. *Freelancing – using a skill to help someone*

Which activities could you imagine offering as a service? Tick any that interests you.

- Repairing or fixing things
- Cleaning or organizing
- Babysitting or helping older people
- Social media or digital help
- Art, music, video and/or photography
- Language help or translation
- Other: _____

If you had to choose one skill to offer right now, what would it be?

2. *Micro-business- solving small problems*

Think about your area or people you know. What is a problem you notice often?

What is one simple way you could help with this problem?

Keep in mind that you don't need big ideas. Small and simple ideas are often the best.

3. Passion project – doing something you care about

What is something you enjoy or care about, even if it's just a hobby?

How could this help other people or bring value in some way?

Remember not every project brings money at first!

PART 3 – EARN AND BENEFIT

How would you feel most comfortable being rewarded for your work? Tick all that apply.

- Getting paid per task
- Getting paid per hour
- Tips or donations
- Selling products
- Gaining experience or references
- Learning new skills

What is most important to you right now? Choose one or two.

- Earning money quickly
- Flexible time
- Learning something new
- Building confidence
- Being more independent

Where could you realistically try some new ideas? Tick all that apply.

- In my neighbourhood
- Through people I already know
- Online (social media, platforms, groups)
- Through a youth organization or project
- Together with a friend

Name one place or platform where you could start.

PART 4 – YOUR FIRST SAFE STEPS

What is one small and safe step you could take in the next 7-14 days? Tick one.

- Help one person for free or low cost
- Try the activity once to see how it feels
- Practice the skill on your own
- Talk to someone who already knows this
- Ask a youth worker or mentor for support
- Do it together with someone you trust

Describe your first step in one sentence.

Who or what could support you while trying this?

If this idea doesn't work, what could you try instead?

Step 3 – Linking the tool to real life

- Where do you already see people working in non-traditional ways (freelancing, small jobs, side projects, informal work) in your life or community?
- In what situations do you use skills outside school or formal work (helping others, online activities, hobbies, problem-solving)?
- When you think about your future, how do you usually react? Do you look for one 'right path' or do you explore different options?

Step 4 – Responsibility and choice

- You can choose to explore ideas, try small steps, or pause when you need to. You cannot control everything figured out right now.
- You are responsible for the effort you decide to put into learning or trying something new. You are not responsible for the system, economy or opportunities that aren't available.
- You can shape your path step by step, change direction when needed. You don't have to follow one straight or perfect pathway to move forward.

Step 5 – Small step reflection

Based on this activity, what is one small thing you might want to try, think about or pay more attention to?



Worksheet activity 6

□ **Activity title:** Unlock your digital potential

□ **With this activity, you are expected to:**

- Apply digital skills to job search, learning or entrepreneurial activities

□ **Tool in use:** The Digital skills guide is used as a self-reflection and action-planning tool. Through short questions and practical prompts, you should explore how you currently use digital tools and identify ways to apply or strengthen digital skills for job search, learning or entrepreneurial activities. The tool supports informed decision-making and helps you think about one concrete next step toward greater digital confidence and opportunity.

Complete the following activity 6 steps and make use of the Digital skills guide tool when requested to reflect on your current digital abilities and identify practical ways to use or strengthen them for job search, learning or earning.

Step 1 – Quick check-in

1-How do you feel about using digital tools for your future (job, learning, projects)?

- Curious and open to learning more
- Unsure but willing to try
- Confused or not very confident

2-What do you hope this activity could help you with?

Step 2 – Using the tool

Tool in use: This tool invites you to explore how you currently use digital tools and identify practical ways to apply or strengthen your digital skills for job search, learning or earning opportunities.

Do the activity:

- Go through the Digital skills guide and answer questions honestly.
- Tick the options that describe you and write short answers when requested.
- Complete all sections, including `Your next digital step`.

Notice your experience:

- Which questions were easy for you to answer?
- Did anything surprise you about your digital habits or skills?
- Did you notice any areas where you feel confident or unsure?

Capture one takeaway

What is one thing you realized about your digital skills while using the tool?



DIGITAL SKILLS GUIDE

This tool helps you understand how you already use digital tools and how you can apply them to find opportunities, learn new things or start something on your own.

PART 1 – ME AND THE DIGITAL WORLD

1-How do you usually use your phone, computer or internet? Tick all that apply.

- Social media (Instagram, TikTok, Facebook, etc.)
- Watching videos (YouTube, streaming platforms)
- Messaging or chatting
- Gaming
- Searching for information
- Creating content (photos, videos, posts)
- School or learning
- I rarely use digital tools
- Other: _____

2-What digital tools or apps do you already know how to use?

3-What do you feel confident doing online?

4-What makes it difficult or confusing for you when using digital tools?

PART 2 – DIGITAL SKILLS FOR JOB SEARCH

1-Have you ever searched for a job or opportunity online?

- Yes
- No
- I don't know where to start

2-Where could you search for job or training opportunities? Tick anything you know.

- Job platforms/websites
- Social media groups
- Company websites
- Youth organization pages
- Asking in online communities
- I'm not sure

3-Do you have:

- An email address you check regularly
- A simple CV (even a draft)
- A LinkedIn or professional profile
- None of these yet

4-Can you:

- Send a professional email
- Attach a document
- Fill out an online form
- Upload a CV
- Join online interviews (Zoom, Microsoft Teams, etc.)

5-What is one digital skill that would help you feel more confident applying for jobs?

PART 3 – DIGITAL SKILLS FOR LEARNING

1-Have you ever learned something online (YouTube tutorial, online course, etc.)?

- Yes
- No
- Not sure

2-Where could you learn new skills online?

- YouTube
- Free online courses
- Educational platforms
- Podcasts
- Online workshops
- I don't know

3-Can you:

- Search effectively for reliable information
- Compare different sources
- Take notes digitally
- Participate in an online class
- Download and organize files

PART 4 – DIGITAL SKILLS FOR EARNING AND CREATING

1-Have you ever used digital tools to:

- Sell something
- Promote something
- Create content
- Help someone with technology
- Offer a service
- Not yet

2-Which of these digital activities could interest you?

- Managing social media pages
- Basic graphic design (Canva, Adobe etc.)
- Video editing
- Online selling
- Writing or blogging
- Digital marketing
- Coding or web design

Other:

PART 5 – YOUR NEXT DIGITAL STEP

1-What is one small step you can take in the next 7-14 days?

- Create or update my CV
- Open a professional email account
- Complete one free online lesson
- Practice writing a professional message
- Ask someone to show me something new online
- Watch a tutorial and practice
- Other: _____

Step 3 – Linking the tool to real life

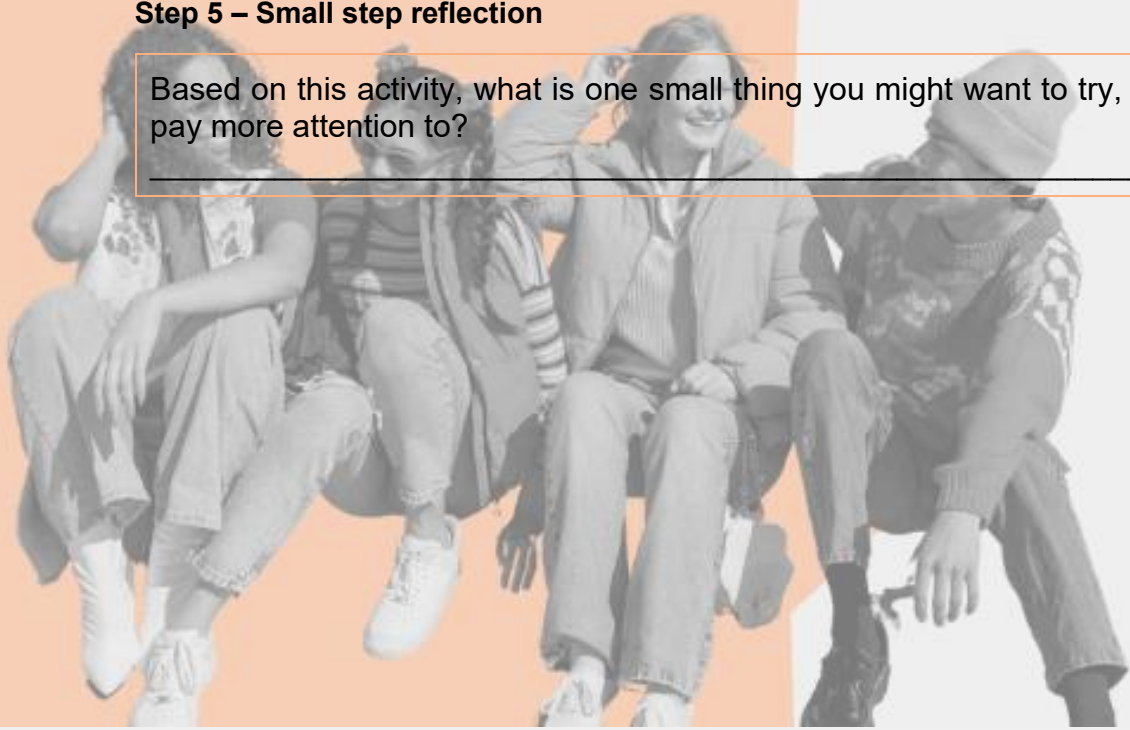
- When was the last time you used digital tools to search information, a job or a learning opportunity? What did you do?
- In which situations do you usually feel confident online (social media, messaging, gaming, creating content etc.)? In which situations do you hesitate?
- Where could stronger skills make a real difference for you right now (school, job search, personal projects, helping others, community involvement)?

Step 4 – Responsibility and choice

- You can't control how fast opportunities appear, but you can control how you prepare (improving your CV, learning something new, practicing communication).
- You cannot control what is available online, but you can plan your small steps and what suits you in the future.
- You may not control your access to all resources, but you can decide to ask for support, search for free tools or practice what you already have.

Step 5 – Small step reflection

Based on this activity, what is one small thing you might want to try, think about or pay more attention to?

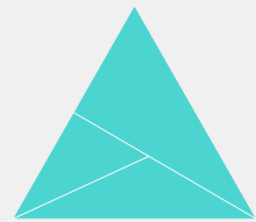


YOUTH
ROUTE

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Lycée des métiers du Commerce
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