

Mothers Looking Ahead

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MOLA WP3 Curriculum for Motivational Programme Guide for Tutors

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Introduction

The Mothers Looking Ahead (MOLA) Project aims to empower mothers with the tools, confidence, and skills needed to navigate personal and professional challenges. The *Training Curriculum and Motivational Programme for Mothers* is structured across six modules and equips them to achieve meaningful growth in their careers and personal lives. This guide is your essential companion as a tutor, helping you to deliver engaging, impactful sessions that promote long-term development for mothers.

Mothers often juggle multiple responsibilities, from family commitments to career aspirations, making it challenging to focus on their personal growth. The MOLA Project acknowledges these unique struggles and offers practical, actionable strategies to overcome barriers. Through the curriculum modules, mothers will have the opportunity to build essential soft skills, enhance digital literacy, explore career opportunities, and develop resilience to face challenges head-on. Each module offers a mix of theoretical insights, interactive activities, and real-world applications, ensuring the learning experience is relevant and transformative.

This guide provides detailed instructions on how to; facilitate each module session, adapt the materials to learners' needs, and create meaningful connections. It emphasises the importance of preparation, flexibility, and empathy in delivering impactful learning experiences. Whether leading group workshops or one-on-one sessions, you will explore strategies on how to effectively prepare, dynamically engage learners, and ensure every individual leaves each session feeling inspired and empowered.

To ensure the effective delivery of these resources, tutors are encouraged to:

- Make use of the lesson plans and activities outlined in the tutor handbook. These are best suited for face-to-face tutoring, either in a one-on-one format or in group settings.
- Adapt the lesson plans and activities for virtual learning, if necessary, to accommodate remote learners.
- Guide learners to complete the online self-directed learning materials, enabling them to progress at their own pace and convenience.
- Take advantage of the [MOLA Roadmap](#), which integrates findings from the research activities and data analysis from each partner country. This resource provides mothers with valuable insights into the experiences of peers in similar situations, while also addressing country-specific challenges and offering tailored recommendations.

Together, we aim to a supportive network of learners and mentors dedicated to growth and progress. This guide ensures you have the tools and techniques to make a

lasting impact, creating a learning environment where participants can flourish and achieve their goals.

The Role of Tutors

As a tutor, you play a significant role in guiding this learning journey. Beyond imparting knowledge, you act as a mentor and motivator, helping learners to unlock their potential. By promoting an inclusive and supportive environment, you will inspire confidence and encourage active participation, empowering learners to set and achieve their personal and professional goals. Your responsibilities include:

- **Facilitator:** Present content engagingly, adapting delivery to diverse learning styles.
- **Mentor:** Offer tailored advice and resources for individual participants' growth.
- **Motivator:** Build confidence, inspire persistence, and promote a sense of community.

Preparation Checklist for Tutors

There are some vital aspects to take into consideration when preparing to deliver the modules to the mothers. When planning the activities it is beneficial to show real-life examples to make sure that the learners can relate to the topics. Having a backup activity is essential in case of technological or other unforeseen issues. Consider the following points when preparing for your session with learner(s):

1. **Content Familiarity:**
 - Thoroughly review lesson plans and activity sheets.
 - Explore additional resources such as videos, case studies, and handouts.
2. **Session Materials:**
 - Print or prepare worksheets, handouts, and group activity tools.
 - Set up digital tools for presentations, videos, or online interactive platforms.
3. **Environment Setup:**
 - Arrange seating for inclusivity and interaction.
 - Test all technology, including projectors, computers, and internet connections.
4. **Participant Customisation:**
 - Understand participants' backgrounds and tailor content to address specific needs.

- Prepare supplementary resources to accommodate diverse learning paces.

Tips and Tricks for Tutors

Helping participants grow professionally means understanding the complexities of their lives. Whether it is mothers managing family and career responsibilities or individuals handling multiple demands, tutors can foster a supportive environment by acknowledging these challenges and providing practical solutions. Here's how:

1. Acknowledge Life's Challenges

- Recognise multiple roles that mothers face: Acknowledge that they often juggle roles as parents, employees, and learners. Validating their efforts can motivate them to continue pursuing growth despite the challenges they face daily.

Example: I understand how challenging it is to balance everything, and it's remarkable that you are prioritising this journey.

- Show empathy and appreciation for their dedication: Reinforce that their commitment to personal growth benefits not only themselves but also their loved ones. A supportive attitude can alleviate the guilt or stress participants might feel about prioritising their careers.

Example: Your hard work today sets a powerful example for your family—it's inspiring for everyone.

2. Focus on Time Management and Flexibility

- Recommend tools and strategies for time management: Introduce participants to platforms such as [Trello](#), [Notion](#), or [Google Calendar](#), and provide practical templates or guides to help them organise their tasks effectively.

Example: Share a downloadable weekly planner template or host a short demonstration of using these tools.

- Help them to identify quiet moments for learning: Encourage participants to find pockets of time during early mornings, late evenings, or weekends for uninterrupted focus on their studies. Stress the importance of self-care alongside their learning schedule.

Tip: 30 focused minutes a day can make a big difference over time.

3. Highlight the Long-Term Benefits

- Emphasise how professional growth improves their overall quality of life: Explain that career advancement can lead to better financial stability, increased self-esteem, and a greater sense of purpose, which positively affects their families and communities.

Example: Share how pursuing new skills has helped others inspire their families or create generational opportunities.

- Use success stories to inspire learners: Share real-life examples, videos, or testimonials of individuals who faced similar challenges and achieved success. Highlight the tangible benefits they gained, such as better jobs or increased confidence.

Resource: Check out these inspiring LinkedIn Learning testimonials to see what's possible.

4. Apply Transferable Skills

- Highlight the value of life experiences: Help participants identify skills they've gained from everyday tasks, such as multitasking (parenting), problem-solving (household management), or leadership (organising family activities).

Example Activity: Let's map your daily tasks to skills employer's value. For example, managing a family budget showcases financial planning skills.

- Teach participants how to present these skills professionally: Guide them on how to incorporate transferable skills into resumes and interviews effectively, using tools like [LinkedIn's Resume Builder](#) or job application examples.

Tip: Even informal experiences can demonstrate strong, relevant skills.

5. Build a Support Network

- Encourage collaboration and peer support: Facilitate group discussions or brainstorming sessions where participants can share challenges and solutions. This builds camaraderie and fosters mutual encouragement.

Example Activity: Form small groups to discuss barriers mothers face and brainstorm strategies.

- Guide them to turn to external networks and mentors: Suggest joining professional LinkedIn Groups, online forums, or attending local meetups. Recommend finding mentors who can provide guidance and accountability.

Tip: Having a mentor or joining a group focused on your field can open doors to new opportunities.

6. Tap Into Intrinsic Motivation

- Help participants discover their personal motivations: Encourage reflective exercises where participants identify what excites them most about their goals, such as financial independence, a passion for learning, or setting a positive example for their families.

Example Activity: Use tools like StrengthsFinder to explore their strengths and motivations.

- Encourage participants to define their version of success: Discuss what achievement looks like to them personally, helping them create tailored career strategies that align with their values and aspirations.

Example: For some, success might mean finding work-life balance, while for others, it's about building a fulfilling career.

7. Practice Empathy and Patience

- Recognise the hurdles participants face: Understand that setbacks or slow progress are normal, especially when managing competing responsibilities. Offer reassurance and encourage resilience.

Example: Every small step forward is progress—celebrate the effort, not just the outcome.

- Celebrate achievements, no matter how small: Acknowledge milestones, like completing a single module or achieving a small goal. Celebrations can boost confidence and reinforce their commitment to growth.

Tip: Let's reflect on what you've achieved this week—you're moving closer to your goal!

8. Recommend Flexible Learning Options

- Highlight adaptable learning platforms: Recommend tools like [edX](#), [Coursera](#), or [Skillshare](#), which offer online courses and allow participants to learn at their own pace.

Tip: Look for courses that fit into your schedule—many platforms offer short, self-paced modules.

- Point out family-friendly job opportunities: Suggest exploring industries and companies that provide remote work options, flexible hours, or parental benefits.

Example Resource: Here's a list of companies offering great benefits for working parents.

9. Set Realistic and Achievable Goals

- Break larger goals into manageable steps: Teach participants to use the SMART goal framework, creating specific, measurable, achievable, relevant, and time-bound objectives.

Example: Let's break down 'Improve my Excel skills' into smaller steps: enrol in a beginner course, practice weekly, and create a spreadsheet project.

- Encourage consistent progress over perfection: Remind participants that incremental progress leads to long-term success, even if it feels slow at times. Reinforce the idea that persistence is more important than speed.

Tip: Focus on what you can do today—each step builds toward your bigger goals.

Module-by-Module Breakdown

Let's explore a summary of each face-to-face session per module. Once you have conducted the face-to-face sessions with mothers, guide them to further their knowledge by using the self-directed learning material for each module that is freely available on the online MOLA Platform.

Module 0: Induction

- **Duration:** 60 minutes
- **Objective:** Introduce the programme and create a supportive learning atmosphere.
- **Key Activities:**
 - **Icebreaker – BINGO:** Encourage participants to connect by sharing facts about themselves.
 - **Group Rules Creation:** Co-develop guidelines for participation, respect, and confidentiality.
 - **Goal Setting:** Use reflection prompts like "What skills do you hope to gain?" to help participants articulate their objectives.
- **Preparation Tips:**
 - Provide Career Growth Journals for personal reflections throughout the program.
 - Use engaging digital tools like Mentimeter for participant introductions.

Module 1: Career Orientation and Goal Setting

- **Duration:** 180 minutes

- **Objective:** Guide participants in identifying career aspirations and setting achievable goals.
- **Key Activities:**
 - **Personal SWOT Analysis:** Help participants identify their strengths and areas for improvement.
 - **SMART Goals Workshop:** Teach the SMART framework and apply it to real-life scenarios.
 - **Career Model Canvas Exercise:** Map out long-term career plans visually.
- **Preparation Tips:**
 - Print SWOT templates and provide examples for clarity.
 - Include videos or articles about successful goal setting to inspire participants.

Module 2: Motivation and Career Strategies

- **Duration:** 180 minutes
- **Objective:** Build resilience, motivation, and career strategies.
- **Key Activities:**
 - **Intrinsic vs. Extrinsic Motivation:** Use videos and reflective discussions to explore personal motivators.
 - **Empathy Mapping:** Analyse case studies to understand and strategies for challenges.
 - **Resilience Building:** Facilitate exercises to cultivate confidence and a positive mindset.
- **Preparation Tips:**
 - Prepare a set of scenarios for empathy mapping.
 - Ensure participants have access to relevant tools, like Miro boards for digital brainstorming.

Module 3: Overcoming Barriers to Education

- **Duration:** 180 minutes
- **Objective:** Address and strategise around obstacles to education.
- **Key Activities:**
 - **Barrier Identification Workshop:** Brainstorm and discuss common challenges.

- **Goal-Oriented Action Planning:** Create personalised strategies for overcoming identified barriers.
- **Inspirational Success Stories:** Share examples of women who overcame educational barriers.
- **Preparation Tips:**
 - Research local resources for childcare, scholarships, or flexible learning programs.
 - Provide handouts with examples of action plans and support networks.

Module 4: Essential Soft Skills for Success

- **Duration:** 180 minutes
- **Objective:** Enhance communication, collaboration, and adaptability skills.
- **Key Activities:**
 - **Communication Workshop:** Role-play scenarios to practice effective communication.
 - **Conflict Resolution Simulation:** Use case studies to explore conflict management techniques.
 - **Time Management Training:** Teach prioritisation using tools like Eisenhower's Matrix.
- **Preparation Tips:**
 - Include materials on effective communication, like assertive language templates.
 - Prepare real-world scenarios to simulate workplace challenges.

Module 5: Advancing Digital Skills

- **Duration:** 180 minutes
- **Objective:** Build digital proficiency for modern education and career success.
- **Key Activities:**
 - **Digital Literacy Basics:** Cover email etiquette, internet safety, and basic software skills.
 - **Specialised Skill Development:** Introduce tools specific to participants' career interests, such as graphic design or project management software.
 - **Online Networking Workshop:** Teach participants how to leverage LinkedIn and other professional platforms.
- **Preparation Tips:**

- Arrange access to laptops or tablets for hands-on practice.
- Compile a list of recommended online courses or certifications.

Module 6: Pathways to Professional Growth

- **Duration:** 180 minutes
- **Objective:** Empower participants to design pathways for long-term career development.
- **Key Activities:**
 - **Exploring Career Pathways:** Use the Career Model Canvas to visualise professional growth opportunities.
 - **Personal Branding Workshop:** Guide participants in creating resumes, LinkedIn profiles, and personal portfolios.
 - **Networking Strategies:** Teach how to build and sustain professional connections.
- **Preparation Tips:**
 - Provide templates for resumes and LinkedIn profiles.
 - Organise mock networking sessions to practice skills.

Best Practices for Facilitators

Effective facilitation practices include creating an inclusive and welcoming space that respects diverse viewpoints and personal backgrounds. To maintain interest, facilitators can employ a variety of interactive methods, such as group work, individual tasks, and multimedia tools, to suit different learning preferences. Encouraging introspection through thought-provoking questions and providing tools such as templates or journals fosters deeper engagement. Tailoring the content to align with learners' skill levels and objectives ensures accessibility, with supplementary resources available for additional support. Recognising accomplishments throughout the process and hosting a final session for reflection and goal setting can help to inspire motivation and reinforce progress.

1. Promote Inclusivity:

- Encourage the sharing of diverse perspectives by creating a safe and respectful environment.
- Be mindful of participants' cultural and personal experiences.

2. **Promote Engagement:**

- Use a mix of individual, pair, and group activities to keep sessions dynamic.
- Incorporate multimedia, such as videos and infographics, to cater to different learning styles.

3. **Facilitate Reflection:**

- Use open-ended questions to encourage deep thinking.
- Provide journals or templates for participants to track their learning journey.

4. **Adapt to Participant Needs:**

- Tailor content delivery to participants' proficiency levels and career goals.
- Offer alternative resources for those needing additional support.

5. **Celebrate Milestones:**

- Recognise participant achievements throughout the program to build motivation.
- Host a closing session to reflect on growth and set future intentions.

Resources for Participants

Participants have access to a range of valuable resources to support their development and success. Networking opportunities include virtual groups for mothers in similar circumstances and community-based professional gatherings. Motivational materials, including videos, books, and articles, offer encouragement and insights into building resilience and advancing careers. Furthermore, mentorship programs pair participants with seasoned advisors who provide tailored guidance and encouragement.

1. **Digital Learning Tools:**

- Platforms such as [Coursera](#), [Udemy](#), and [LinkedIn Learning](#).
- Career-specific tools like [Canva](#) (for design) or [Asana](#) (for project management).

2. **Networking Opportunities:**

- Online groups for mothers in similar situations.

- Local networking events and professional associations.
- 3. **Inspirational Content:**
 - TED Talks, books, and articles on resilience and professional growth.
- 4. **Mentorship Opportunities:**
 - Pair participants with mentors who can provide guidance and support.

Conclusion

The *MOLA Training Curriculum and Motivational Programme for Mothers* aims to empower mothers to unlock their full potential and take charge of their personal and professional futures. Through your role as a tutor, you are instrumental in making this transformation a reality. By delivering engaging sessions, providing personalised guidance, and promoting a supportive environment, you can empower learners to overcome barriers, build confidence, and achieve their goals.

Your efforts go beyond the classroom. The skills and insights learners can gain through the *Training Curriculum and Motivational Programme* will resonate in their daily lives, strengthening their ability to balance family responsibilities with career aspirations. As mothers develop resilience, confidence, and new competencies, they will set examples for their families and communities, demonstrating the power of persistence and growth.

Each session you lead is an opportunity to inspire change. By tailoring your approach to the unique needs of each learner, you can ensure every mother feels valued, heard, and capable of achieving her goals. Whether through a group discussion, one-on-one mentoring, or a shared story of resilience, your influence as a tutor creates a foundation for learners' long-term success.

The MOLA Project's success depends on the collective efforts of dedicated tutors like you. Your passion and commitment to empowering others can create a ripple effect, helping mothers not only navigate immediate challenges but also envision and pursue brighter futures. By helping mothers acquire skills, gain confidence, and take ownership of their paths, you are contributing to a movement that promotes empowerment, equity, and resilience.