



university of
 groningen



PARTICIPANT HANDBOOK

**RADIATE YOUR LIFE GOAL
WITH CONFIDENCE AND COMMUNICATION**

Participant's name:.....

Class:.....

OVERVIEW

This training is specially designed for the women members of TYM with the aim to helping them enhance their skill set to achieve their life goal.

This training includes 3 main topics with 4 sessions:

Topic 1: Goal setting

Topic 2: Confidence building

Topic 3: Communication

Recap session

Session 1: Goal setting

In the first session you will take a moment to reflect on your life goals. You will reflect on how smaller saving goals can help you in achieving your bigger life goals. Lastly, you will learn how to make your saving goals **SMART**.

Session 2: Confidence

In this session, you will realize how confidence can help you achieve your goals. You will learn the **3C model** for confidence, in which you will identify your own strengths and think of how they can help you in overcoming challenges.

Session 3: Communication

You will learn the importance of communicating your goals to other around you. You will learn about the **3W1H model** in which you will learn effective communication skills that can help you in communicating your goals well.

Session 4: Recap

You will reflect on what you have learned in the training, and you will discuss how you can further develop and apply your skills after this training.

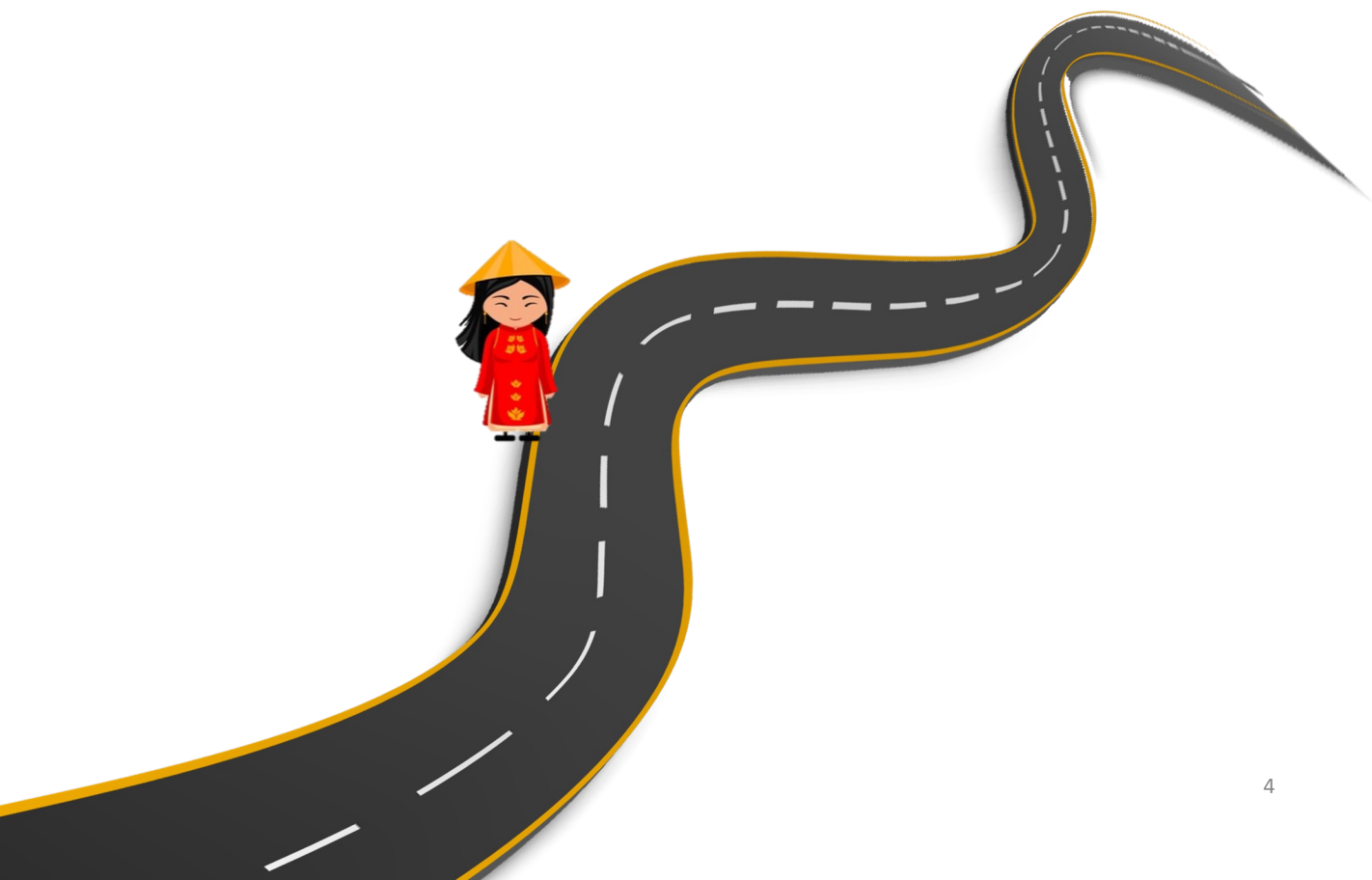
Activity 1: Identifying life goals

What would you like to achieve in next 5 - 10 years?

The reasons why this goal is important for you?

- Why are you trying to achieve this life goal?
- How will it help you improve your life?

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Activity 2. How can smaller saving goals help us achieve our bigger goals

Which small saving goal can help you achieve your life goal?



Activity 3. Setting SMART saving goals to achieve our life goals

An example of a SMART saving goal



Criteria	Description	Example
<i>Specific</i>	Who is involved? What do I want to accomplish?	Create an emergency fund
<i>Measurable</i>	How much do I need to save for my goal?	11m VND
<i>Attainable</i>	What can I do to work towards this goal? Which steps do I need to take to reach my goal?	Yes, if I spend less (cutting down expenses)
<i>Relevant</i>	How will this goal help you?	It will help in overcoming challenges (e.g., pandemic)
<i>Timebound</i>	When do I want to achieve my goal?	In 5 months (20 weeks)

Activity 3. Setting SMART saving goals to achieve our life goals

Write down your saving goal on this table

Criteria	Saving goal
My saving goal is...	
<i>Specific</i>	
<i>Measure</i>	
<i>Attainable</i>	
<i>Relevant</i>	
<i>Time-bound</i>	
Rewrite down your SMART saving goal here	

HOMEWORK

Part 1: Make your life goal SMART

Criteria	Life goal
My goal is	
<i>Specific</i>	
<i>Measure</i>	
<i>Attainable</i>	
<i>Relevant</i>	
<i>Time-bound</i>	

HOMEWORK

Part 2: Check your saving goal according to your revised life goal, will it still help you achieve your life goal?

⇒ If not, take a moment to revise it.

Criteria	Saving goal
My goal is	
<i>Specific</i>	
<i>Measure</i>	
<i>Attainable</i>	
<i>Relevant</i>	
<i>Time-bound</i>	

Part 3. Share your SMART life goal and saving goal in your Zalo group

⇒ Encourage others to share their goals.

SESSION 2: CONFIDENCE

Overall session's objective:

To reflect on what confidence looks like and how it can help in reaching goals and to practice the 3C model to improve confidence

What will we do/learn:

- We will watch a video and reflect on how confidence can help in reaching goals
- We will learn about the 3C model to improve confidence
 - *Commitment*. Committing to take consistent action for reaching out goals
 - *Competence*. Identifying our own strengths (competences)
 - *Courage*. Finding the courage to over future barriers on the way to our goals

Participant's notes:

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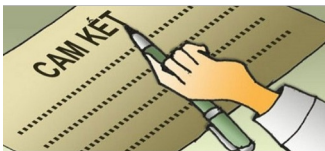
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Activity 2 - Discussing and practicing the 3C model

- **Commitment:** Be dedicated and determined (*committed*) to achieve your goals
- **Competence:** Believe in your strengths (*competences*) that can help you achieve your goals.
- **Courage:** Be *courageous* to overcome future challenges to achieve the goals.

Rewrite your life goal here:



COMMITMENT

Do you commit to achieve your goal?

How will you track your commitment?

Activity 2 - Discussing and practicing the 3C model



COMPETENCE

Use the handout to get ideas for your own strengths...

Identify your 2 personal strengths:

1. _____

2. _____

Identify 1 strength of your teammate:

COURAGE



Identify 1 challenge that may need to overcome to achieve your goal:

How can your strengths help you overcome this challenge?

HOMEWORK

Focus on your saving goal

Part 1: Continue practicing 3C

Identify a strength that is useful for your saving goal:

Identify a challenge (different than in class) that you may encounter on the way to your saving goal:



How can your strength help you overcome this challenge?

Part 2: Share part 1 in Zalo group and discuss with other participants

SESSION 3: COMMUNICATION

Overall session's objective:

To reflect on what effective communication looks like and how it can help in reaching goals and to practice the 3W1H communication model

What will we do/learn:

- We will watch a video and reflect on how good communications skills can help in reaching goals
- We will learn about the 3W1H communication model (What, Who, Why, How)
- We will practice a communication scenario: Sharing your life goal and saving goal with someone relevant (e.g., husband, family member, friend)

Participant's notes:

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Activity 2 - The 3W1H communication model

First W. What do you want to communicate

- Meaning: **What** focuses on the **content** or message being communicated. It involves the core information or idea you want to convey.
- Importance: Identifying your message will help make your communication more.
- Action: Clearly define your subject matter
 - What message/idea do you want to convey?
 - What are some key points or facts you want to communicate?

What is your life goal?

What is your saving goal to achieve your life goal?

Additional information you want to share about your goals:

Activity 2 - The 3W1H communication model

Second W. Who do you want to communicate with

- Meaning: **Who** refers to the **intended audience** or recipient of the communication
- Importance: Understanding your audience can help you **tailor (adjust) your message**; adjust the tone of voice needed, the language style, and prepare key points to emphasize for potential challenges you may experience in the discussion.
- Action: Think about the characteristics, needs/preferences, familiarity with the audience, and level of knowledge of the audience.

Who will you communicate with (interlocutor)?

What are some characteristics/values of your interlocutor?

How might your interlocutor respond?

Activity 2 - The 3W1H communication model

Third W. Why do you want to communicate

- Meaning: **Why** delves into the **purpose** or the objective of the communication.
- Importance: Understanding the purpose of the communication helps to shape the tone, approach, and desired outcomes. It also helps to communicate the **relevance** and value of the message to the audience
- Action: Define the purpose or objective of the communication audience, and level of knowledge of the audience.

Why are you communicating with your interlocutor?

What are you expecting from the conversation?

-> Follow the example of Ms. Linh

Key points to emphasize to make your message more relevant:

Activity 2 - The 3W1H communication model

One H. How will you communicate

- Meaning: **How** refers to the **methods and strategies** employed to convey the message.
- Importance: By considering “how”, you can adjust your communication style and adapt it to different situations.
- Action: Think about all the steps before (what, who, and why) and identify the best way to communicate your message.

Write down some ideas on how you will communicate

Use the handout for tips on effective communication strategies...

Effective strategy #1:

How I will use it:

Effective strategy #2:

How I will use it:

Effective strategy #3:

How I will use it:

HOMEWORK

Part 1: Practice your communication scenario in *real life* (or practice with a friend/in front of the mirror)



Part 2: Do a self-reflection answering these questions

What went well (strengths)?

What went wrong (weaknesses)?

Challenges I faced:

What could I have done better?

Part 2: Share your reflections in Zalo with your group (the strengths and weakness you identified while communicating or challenge you faced)

⇒ Encourage others to share

OPTIONAL ADDITIONAL SUPPORT SHEET

You may use this additional sheet to write down more ideas for your communication scenario in your homework

The main content I will communicate today (What):

My life goal...	
...and my saving goal that will help me achieve it	

To my _____ (Who):

<i>Interlocutor's values (characteristics/ preferences):</i>	
Some points to highlight according to my audience...	

The purpose of my communication (Why):

<i>What I want from this conversation:</i>	
Questions to ask/points to emphasize...	

Some key strengths I need to use to communicate (How):

Communication skills I can use:	
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1) REFLECTIONS ON GOAL SETTING

PART 1. Reflecting on experiences during the training

Goals I set for myself...

My **life goal**...

...and my **saving goal** that will help me achieve it

Success story progressing towards my goals:

Challenges faced while working towards my goals:

PART 2. Planning for the future (after the training)

How I will continue working on my goals:

What steps will I take to continue working on my goals?

How will I continue to apply the **SMART tool**?

2) REFLECTIONS ON CONFIDENCE BUILDING

PART 1. Reflecting on experiences during the training

My strengths to achieve my goals...

Success story using strengths:

Challenges faced in confidence:

PART 2. Planning for the future (after the training)

How I will continue working on my confidence:

Strengths I
want to build...
New strengths I
want to
acquire...

When and how
will I continue to
apply the **3C**
model?

3) REFLECTIONS ON COMMUNICATION

PART 1. Reflecting on experiences during the training

My effective strategies to communicate my goals...

Success story using effective communication strategies:

Challenges faced in communication:

PART 2. Planning for the future (after the training)

How I will continue working on my communication skills:

Communication skills I want to improve..

When and how will I continue to apply the **3W1H model**?