

## HISS - Help to Improve Soft Skills

2009-1-PT1-LEO05-03230

<http://www.adam-europe.eu/adam/project/view.htm?prj=7365>

## Project Information

Title: HISS - Help to Improve Soft Skills  
 Project Number: 2009-1-PT1-LEO05-03230  
 Year: 2009  
 Project Type: Transfer of Innovation  
 Status: granted  
 Country: PT-Portugal  
 Marketing Text: For many years now the relevance of soft skills to companies and educational/training system has been very short. Conversely, today soft skills, such as self learning competencies, self marketing, communication skills and conflict handling skills, are at the top of the requests of labour market and of a determining importance to people employability. Therefore 8 entities from 6 different countries and environments, all related to education/training/placement, aware of the importance of screening and developing soft skills and the lack of instruments on the supporting in that field engaged in a project which aims at identifying already existing materials in this field, test and improve in order to cover a wider range of situations concerning target-groups, skills, countries, sectors of activity. Under the scope of this TOI project, an E-toolbox on soft skills will be available at the end of the project in [www.hissproject.eu](http://www.hissproject.eu)

**Summary:** HISS – Help to Improve Soft Skills is a project that aims at transferring existing tools on screening soft skills, workplace learning methodologies and mentoring methodologies already developed to be used toward certain target-groups and a specific reality, into a wider range of target-groups (including students, people in labour market employed and unemployed, younger job seekers, employers), sectors of activities (including education, traditional economic sectors of activity such as Footwear) and to different realities encountered in different countries at European level. The transfer process will end into a development of a E-toolbox for Soft Skills (i.e. - HISS Toolbox) for the "support and improvement of Soft Skills", user-friendly and easy actualized, envisaging training/placement/business supporting professionals and other staff performing that role in organizations including companies all over Europe. Beyond that final product a couple of specific objectives can be outlined:
 

- Adapting the existing screening of soft skills methodology to be used toward different target-groups and in different realities;
- Adapting the existing workplace learning methodologies in order to be used for the development of soft skills, wide range target-oriented and transversal at geographic and sectorial level;
- Adapting the existing mentoring methodologies in order to be used on the supporting of soft skills development, wide range target-oriented and transversal at geographic and sectorial level;
- Develop an awareness-raising concerning SOFT SKILLS at a European level that have a determining role in the competitiveness of organizations, beyond their role on personal development.

 The Project is being held by a consortium of 8 partners from 6 different countries so 6 different realities. Their activities also vary among education, training, placement, vocational guidance and counselling, VET, language learning, business support, enterprise start-up support, other lifelong learning supports activities, and all working with different target groups (students, unemployed, employed and employers) and different sectors of activity. The consortium identified the best already existing material among them and set up a workplan in order that the transfer of innovation will actually add value to the original material, in order to produce a more transversal product.

**Description:** The workplan is divided into 5 workpackages each one led by a different partner - 3 operational workpackages (WP1, WP2, WP3), linked to the 3 main objectives of the project listed in "Summary of the Project" section, as well as the main areas of the project, and 2 more transversal workpackages, namely WP4-Project Management and WP5-Dissemination and Exploitation. Each workpackage has defined a certain

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number of activities and is led by one partner previously identified. The WP4 has also associated the Quality Management of the project which includes some mechanism of quality regulation such as evaluation. The 3 operational workpackages will run almost in parallel and there are some activities in common such as tests; the results will be concentrated in one product - the e-toolbox for SoftSkills. Those 3 operational workpackages follow the same structure of activities including one development cycle constituted by the following steps: analysis and first transference; blind testing phase where a first test is provided after short adaptations of the original material; development of the improvements; confirmation testing in different target groups; consolidate the product and translations. All 3 work packages will end together at the same time in a common activity which consists in the production of the e-toolbox for SoftSkills.

The Dissemination and exploitation is based on an already existing website, an e-newsletter and promotional material, which will be delivered as soon as the products are already developed and translated in at least 6 different languages which are English, Flemish/Dutch, Portuguese, German, Swedish, Hungarian. Quality Management will be taken into account by the consortium as a transversal matter concerning project life time and activities/tasks, and linked to the project management. This conceptual approach involves a Panel of Experts in the training and education issues, constituted by external representatives of all stakeholders related to the project (company, trade union, VET org., Centre of certification of competencies, schools,...) which will perform the external evaluation (continuing follow up the project, its objectives, results and impacts, according to a board of defined key-indicators which is posted in the project website; a self-assessment system, which will be based on the Questionnaire of EFQM (booklet "Determining Excellence, Taking the first steps – a questionnaire approach).

Themes: \*\*\* Labor market  
 \*\*\* Enterprise, SME  
 \*\* ICT  
 \*\* Lifelong learning  
 \*\* Higher education  
 \*\* Vocational guidance  
 \*\* Continuous training  
 \*\* Initial training

Sectors: \*\* Activities of Households as Employers; Undifferentiated Goods- and Services-Producing  
 Activities of Households for Own Use  
 \*\* Manufacturing  
 \*\* Other Service Activities  
 \*\* Education

Product Types: website  
 teaching material  
 program or curricula  
 open and distance learning  
 modules

Product information: The main product that will outcome from the project is the E-toolbox for the screening, development and mentoring of Soft Skills, which will include a Handbook on screening and selection of personnel; and Handbook on motivation and workplace learning, Training methods and handbook on mentoring. All those tools combined in the E-toolbox will be available in 6 languages in electronic version posted in the project website [www.hissproject.eu](http://www.hissproject.eu). This last is already available in the web, which information is posted mostly in English but with the possibility to be translated to a wide range of languages through Google translator.

A periodic e-newsletter will be displayed in all languages of the aiming at creating awareness-raising as well as communicating with target-group.

This website has associated a Management e-platform restricted to the consortium, whose main objective is to provide a virtual space for communication and to store documents related to the project.

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At the end of the project a range of workshops for dissemination and related promotional material will be performed in order to better disseminate the final product.  
A "Political" proposal to up-grade Europass should be drawn from the experience vivid thought the implementation of the project, in order to increase the importance of SofSkills in that instrument.  
At an internal level a branch of product are expected as well, such as an Agreement for sustainability of the partnership and exploitation of final products, and the correspondent Reports and conclusion on evaluation.

Projecthomepage: [www.hissproject.eu](http://www.hissproject.eu)

## Project Contractor

Name: Centro Tecnológico do Calçado de Portugal  
City: S. João da Madeira  
Country/Region: Norte  
Country: PT-Portugal  
Organization Type: others  
Homepage: <http://www.ctcp.pt>

### Contact Person

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## Partner

### Partner 1

Name: JONAC NV  
City: Brussels  
Country/Region: Brabant Wallon  
Country: BE-Belgium  
Organization Type: others  
Homepage:

### Partner 2

Name: GO! - Het Gemeenschapsonderwijs operating as GO! Onderwijs van de Vlaamse Gemeenschap  
City: Brussels  
Country/Region: Bruxelles Cap, Brussel Hof  
Country: BE-Belgium  
Organization Type: public institution  
Homepage: <http://www.g-o.be>

### Partner 3

Name: Euro-Lingva Foundation  
City: Debrecen  
Country/Region: Észak-Alföld  
Country: HU-Hungary  
Organization Type: others  
Homepage: <http://www.cambridgenyelviskola.hu>

### Partner 4

Name: Ngage solutions Ltd.  
City: Thame  
Country/Region: Berkshire, Buckinghamshire, Oxfordshire  
Country: UK-United Kingdom  
Organization Type: National Agency  
Homepage: <http://www.ngagesolutions.co.uk>

## Partner

### Partner 5

Name: PASCH Verein für Jugend, Beruf und Arbeit  
City: Graz  
Country/Region: Styria  
Country: AT-Austria  
Organization Type: others  
Homepage: <http://www.pasch.or.at>

### Partner 6

Name: Zulu AB  
City: Eskilstuna  
Country/Region: Stockholm  
Country: SE-Sweden  
Organization Type: SME - small and medium-sized enterprise (up to 250 employees)  
Homepage: <http://www.zuluzulu.se>

### Partner 7

Name: VDAB - Vlaamse Dienst voor Arbeidsbemiddeling en Beroepsopleiding  
City: Brussels  
Country/Region: Bruxelles Cap, Brussel Hof  
Country: BE-Belgium  
Organization Type: public institution  
Homepage: <http://www.vdab.be>

## Project Tags

The project belongs to the following group(s):

Best Projects (<http://www.adam-europe.eu/adam/thematicgroup/MMVII>)