

# women in

## SELF DIAGNOSTIC TOOL



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Lifelong Learning Programme

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## Telework for life-work reconciliation in EU: promoting women participation and mobility

### WOMENin Self-diagnostic Tool

You receive this questionnaire as a means of self-assessment of your skills within a teleworking environment. The results of the questionnaire help to compile a personal training plan, tailored to your needs. Please answer all the questions honestly, they help us to provide you with the training measures which best fit your needs.

Please indicate your knowledge about and skills within the topic using the scale from 0 to 5, where 1 means no or very little knowledge and 5 means excellent knowledge and skills.

#### A. Work life reconciliation

**Q1: How do you feel about your time management skills? Think of meeting deadlines, assessing work load, managing distractions at your workplace, etc.**

1  2  3  4  5

**A:1** Please go to training Module 1 (Key competence self-management), and work through sections 1.a (time-management), 1.c (how to keep distractions at bay), 1.e (organisation of work space) and 1.f (Change management). Remember, if you have further questions, you can always post questions in the forum.

**A:2** Please go to training Module 1 (Key competence self-management), and work through sections 1.a (time-management), 1.c (how to keep distractions at bay), 1.e (organisation of work space) and 1.f (Change management). You will find some familiar information and gain valuable tips to facilitate time management in your day-to-day work.

**A:3** Please go to Module 1 and work through exercises 1.a (time-management), and 1.c (how to keep distractions at bay) and 1.f (Change management).



### Telework for life-work reconciliation in EU: promoting women participation and mobility

**A:4** Please go to Module 1 and work through exercises 1.a (time-management ) and **1.f** (Change management).

**A:5** Congratulations! Your time management skills seem to be excellent. We invite you to share your experience and tips with other teleworkers on the platform.

**Q2: How do you feel about your work-life balance in your current situation as a teleworker?**

**With this question, 1 means 'not satisfied at all' and 5 means 'very satisfied'.**

1  2  3  4  5

**A:1** Please go to Module 1 (Key competence self-management ) and work through section 1.b. (coaching session). Remember, if you have further questions, you can always post questions in the forum.

**A:2** Please go to Module 1(Key competence self-management) and work through section 1.b (coaching session).

**A:3** Please go to Module 1 (Key competence self-management )and work through section 1.b (coaching session). You do not necessarily need to do the coaching session, but we would strongly advise you to. You will see that you can profit from it.

**A:4** Please go to Module 1 (Key competence self-management ) and read through the introductory and additional texts in section 1.b (coaching session). You do not need to do the coaching session, but reading the texts may give you some new ideas or enable you to validate your methods of keeping a healthy work-life balance.

**A:5** Congratulations! You have a healthy work-life balance. We invite you to share your experience and tips with other teleworkers on the platform.

**Q3: How do you feel about your stress management skills? Think about the following aspects: How often do you feel stressed during a work day? Do you feel stressed or relaxed in your leisure time and the weekend? When you feel stressed, do you have a repertoire of stress-relief techniques at hand? 0 means you do not feel comfortable with your stress management, 4 means you feel you manage stressful situations and periods really well.**



### Telework for life-work reconciliation in EU: promoting women participation and mobility

1  2  3  4  5

**A:1** Please go to Module 1 (Key competence self-management ) and work through section 1.e (stress management techniques). Please also do the optional activity and formulate a relaxation plan. Remember, if you have further questions, you can always post questions in the forum.

**A:2** Please go to Module 1 (Key competence self-management ) and work through section 1.e (stress management techniques ). Please also do the optional activity and formulate a relaxation plan.

**A:3** Please go to Module 1 (Key competence self-management ) and work through section 1.e (stress management techniques). You do not need to do the optional activity, but we would advise you to. You will notice that you can profit from it.

**A:4** Please go to Module 1 (Key competence self-management ) and work through section 1.e (stress management techniques). You do not need to do the optional activity of formulating a relaxation plan. You of course may do it if you feel it may help you.

**A:5 Congratulations!** Your stress management skills seem to be excellent. We invite you to share your experience and tips with other teleworkers on the platform.

**Q4: Do you feel confident with your project management skills? Think about how easy it is for you to prioritise, to plan your work steps, to coordinate different tasks, to delegate, to manage deadlines, etc.**

1  2  3  4  5

**A:1** Please go to Module 1 (Key competence self-management ) and work through section 1.d (project management). Remember, if you have further questions, you can always post questions in the forum.



**Telework for life-work reconciliation in EU: promoting women participation and mobility**

**A:2** Please go to Module 1 (Key competence self-management ) and work through section 1.d (project management). Please pay special attention to the project management techniques.

**A:3** Please go to Module 1 (Key competence self-management) and work through section 1.d (project management).

**A:4** Please go to Module 1 (Key competence self-management ) and work through section 1.d (project management). You do not need to read through the general information on project management, but we would strongly advise you to read through the project management techniques. You may get some new, useful ideas.

**A:5** Congratulations! Your project management skills seem to be excellent! We invite you to share your experience and tips with other teleworkers on the platform.

**Q5: Are you generally motivated for your job as a teleworker? Do you enjoy your job and think it suits your personal preferences? And what about your self-motivation skills? Do you find you can motivate yourself easily? Do you have clear goals in mind?**

1  2  3  4  5

**A:1** Please go to Module 2 (key competence self-empowerment) and complete sections 2.1 (how are you feeling?), 2.2 (exploration questions), 2.3. (Personal satisfaction wheel) and 2.4. (Confidence is the key). Please remember that if you have any questions or want clarifications of any kind, you can always ask your colleagues via the forum.

**A:2** Please go to Module 2 (key competence self-empowerment) and complete sections 2.1 (how are you feeling?), 2.2 (exploration questions), 2.3. (Personal satisfaction wheel) and 2.4. (Confidence is the key).

**A:3** Please go to Module 2 (key competence self-empowerment) and complete sections 2.1 (how are you feeling?), 2.2 (exploration questions), 2.3. (Personal satisfaction wheel) and 2.4. (Confidence is the key).



### Telework for life-work reconciliation in EU: promoting women participation and mobility

**A:4** Please go to Module 2 (key competence self-empowerment) and complete the exercises in sections 2.1 (how are you feeling?), 2.2 (exploration questions), 2.3. (Personal satisfaction wheel) and 2.4. (Confidence is the key You do not need to read the texts in sections 2.2, 2.3 and 2.4, but we would advise you to. You may learn some interesting and valuable new things that may even further your skills.

**A:5** Congratulation! Your self-motivation-skills seem to be excellent! We invite you to share your experience and tips with other teleworkers on the platform.

### **B. Telework**

**Q6: Do you feel you are efficient with any of the available office programmes? (like word processor, spreadsheet application, Power Point, Access) in a way that you can swiftly complete you work tasks? And do you know how to ensure the security of your work data online?**

1  2  3  4  5

**A:1** Please go to Module 3 (key competence ICT use) and work through sections 3.a (general office software), 3.b (internet), 3.e. (how to work on several PCs) and 3.f (security issues for teleworkers). Please remember that if you have any questions or want clarifications of any kind, you can always ask your colleagues via the forum.

**A:2** Please go to Module 3 (key competence ICT use) and work through sections 3.a (general office software), 3.b (internet), 3.e (how to work on several PCs) and 3.f (security issues for teleworkers).

**A:3** Please go to Module 3 (key competence ICT use ) and look at sections 3.a (general office software), 3.b (internet), 3.e (how to work on several PCs) and 3.f (security issues for teleworkers). Depending on where you think you should enhance your skills and knowledge, please watch the tutorials or complete the exercises. It would, however, be a good idea to also watch tutorials available on the software producers, if you feel you have a working knowledge of the programmes. You may still get some new tips and tricks.



### Telework for life-work reconciliation in EU: promoting women participation and mobility

**A:4** Please go to Module 3 (key competence ICT use ) and look at sections 3.a (general office software), 3.b (internet), 3.e (how to work on several PCs) and 3.f (security issues for teleworkers). You may find the tutorials and instructions may help you, so we would recommend you read through them/watch them. Please work through section 3.c.

**A:5** Congratulation! Your ICT skills are excellent! We invite you to share your experience and tips with other teleworkers on the platform.

**Q7: Do you know how to operate social media? They can be very useful when teleworking, do you know what you can use them for? And if you look for information on work tasks, do you know where to look for it, or who to contact how?**

1  2  3  4  5

**A:1** Please go to Module 3 (key competence ICT use) and work through sections 3.c (social media/networking in teleworking), 3.d (communication software). Also go to Module 4 (key competence communicative competences) and look at sections 4.a (etiquette of teleworking communication) and 4.b (how/where to get information). Please remember that if you have any questions or want clarifications of any kind, you can always ask your colleagues via the forum.

**A:2** Please go to Module 3 (key competence ICT use) and work through sections 3.c (social media/networking in teleworking), 3.d (communication software/Skype). Also go to Module 4 (key competence communicative competences) and look at sections 4.a (etiquette of teleworking communication) and 4.b (how/where to get information).

**A:3** Please go to Module 3 (key competence ICT use) and work through sections 3.c (social media/networking in teleworking), 3.d (communication software/Skype). Also go to Module 4 (key competence communicative competences) and look at sections 4.a (etiquette of teleworking communication) and 4.b (how/where to get information).



### Telework for life-work reconciliation in EU: promoting women participation and mobility

**A:4** Please go to Module 3 (key competence ICT use) and work through sections 3.c (social media/networking in teleworking), 3.d (communication software/Skype). Also go to Module 4 (key competence communicative competences) and look at sections 4.a (etiquette of teleworking communication) and 4.b (how/where to get information). The tasks may be easy for you, but you may learn some new quirks.

**A:5** Congratulations! Your social media and online communication skills seem to be excellent! We invite you to share your experience and tips with other teleworkers on the platform.

**Q8: How do you feel about your self-marketing skills? Think about presenting your results and accomplishments at work, presenting your strengths and abilities accordingly, getting credit for your accomplishments in your company, being respected by your colleagues, etc.**

1  2  3  4  5

**A:1** Please go to Module 4 (Key competence Communicative competences) and work through sections 4.a (etiquette of teleworking communication) and 4.d (self-marketing and presentation skills). Please remember that if you have any questions or want clarifications of any kind, you can always contact or ask your colleagues via the forum.

**A:2** Please go to Module 4 (Key competence Communicative competences) and work through sections 4.a (etiquette of teleworking communication) and 4.d (self-marketing and presentation skills).

**A:3** Please go to Module 4 (Key competence Communicative competences) and work through sections 4.a (etiquette of teleworking communication) and 4.d (self-marketing and presentation skills). You will gain new and interesting options for presenting your accomplishments and yourself.

**A:4** Please go to Module 4 (Key competence Communicative competences) and work through sections 4.a (etiquette of teleworking communication) and 4.d (self-marketing and presentation skills). You already know a lot about self-marketing and presenting, but may gain some new insights in the presentation exercise.

### Telework for life-work reconciliation in EU: promoting women participation and mobility

**A:5** Congratulations! Your self-marketing and presentation skills seem to be excellent! We invite you to share your experience and tips with other teleworkers on the platform.

**Q9:** How would you rate your negotiation skills? Think about achieving your envisaged results when negotiation work-related issues, feeling self-confident when negotiating, having a variety of negotiating techniques at hand, etc.

1  2  3  4  5

**A:1** Please go to Module 4 (Key competence Communication skills) and work through section 4.e (negotiation skills). Also revisit Module1 (Key competence Self-management)and revise the ‘how to prepare for a negotiation’ part of section 1.d (project management). Please remember that if you have any questions or want clarifications of any kind, you can always contact or ask your colleagues via the forum.

**A:2** Please go to Module 4 (Key competence Communication skills) and work through section 4.e (negotiation skills). Also revisit Module1 (Key competence Self-management)and revise the ‘how to prepare for a negotiation’ part of section 1.d (project management).

**A:3** Please go to Module 4 (Key competence Communication skills) and work through section 4.e (negotiation skills). If you feel unsure about how to prepare for a successful negotiation, also revisit Module1 (Key competence Self-management) and revise the ‘how to prepare for a negotiation’ part of section 1.d (project management).

**A:4** Please go to Module 4 (Key competence Communication skills) and work through section 4.e (negotiation skills). You may already know the presented techniques, but you will surely get some useful tips and feedback.



### Telework for life-work reconciliation in EU: promoting women participation and mobility

**A:5** Congratulations! Your negotiating skills seem to be excellent! We invite you to share your experience and tips with other teleworkers on the platform.

**Q10:** How would you rate your knowledge about your rights and obligations as a teleworker? And do you know where to get information related to them? Think about collective contracts, health issues and regulations, insurance issues, who to contact in order to get relevant and reliable information, etc.

1  2  3  4  5

**A:1** Please go to Module 5 (key competence entrepreneurial skills/competences) and work through section 5.a (legal rights/obligations and where to find help). Please remember that if you have any questions or want clarifications of any kind, you can always contact or ask your colleagues via the forum.

**A:2** Please go to Module 5 (key competence entrepreneurial skills/competences) and work through section 5.a (legal rights/obligations and where to find help).

**A:3** . Please go to Module 5 (key competence entrepreneurial skills/competences) and work through section 5.a (legal rights/obligations and where to find help).

**A:4** . Please go to Module 5 (key competence entrepreneurial skills/competences) and work through section 5.a (legal rights/obligations and where to find help). You may gain valuable additional information.

### Telework for life-work reconciliation in EU: promoting women participation and mobility

**A:5** Congratulations! You have an excellent working knowledge of legal issues revolving around teleworking. We invite you to share your experience and tips with other teleworkers on the platform.

### Q11: Do you feel you have good entrepreneurial skills?

1  2  3  4  5

**A:1** Please go to Module 5 (key competence entrepreneurial skills/competences) and work through section 5.a (legal rights/obligations and where to find help). Self-marketing also belong to entrepreneurial skills. You may want to revisit Module 4 (Key competence Communicative competences) and revise the information you found in section 4.d (self-marketing and presentation skills). Please remember that if you have any questions or want clarifications of any kind, you can always contact or ask your colleagues via the forum.

**A:2** Please go to Module 5 (key competence entrepreneurial skills/competences) and work through section 5.a (legal rights/obligations and where to find help). Self-marketing also belong to entrepreneurial skills. You may want to revisit Module 4 (Key competence Communicative competences) and revise the information you found in section 4.d (self-marketing and presentation skills).

**A:3** . Please go to Module 5 (key competence entrepreneurial skills/competences) and work through section 5.a (legal rights/obligations and where to find help).

**A:4** . Please go to Module 5 (key competence entrepreneurial skills/competences) and work through section 5.a (legal rights/obligations and where to find help). You may gain valuable additional information.

**A:5** Congratulation! Your entrepreneurial skills seem to be excellent! We invite you to share your experience and tips with other teleworkers on the platform.

## Telework for life-work reconciliation in EU: promoting women participation and mobility

**Q12: Teleworking means spending the majority of your time at home, without your colleagues. You may feel well included in social communication, or segregated or isolated from you colleagues. Do you possess a repertoire of possibilities of being included in and keeping up social communication with your colleagues?**

1  2  3  4  5

**A:1** Please go to Module 4 (Key competence Communication skills) and work through sections 4.b (how/where to get information) and 4.c (How to be included in social communication). You may also revisit the section about social media (3.c) and about communication software (3.d) in Module 3 (Key competence ICT use). Please remember that if you have any questions or want clarifications of any kind, you can always contact or ask your colleagues via the forum.

**A:2** Please go to Module 4 (Key competence Communication skills) and work through sections 4.b (how/where to get information) and 4.c (How to be included in social communication). You may also revisit the section about social media (3.c) and about communication software (3.d) in Module 3 (Key competence ICT use).

**A:3** Please go to Module 4 (Key competence Communication skills) and work through sections 4.b (how/where to get information) and 4.c (How to be included in social communication).

**A:4** Please go to Module 4 (Key competence Communication skills) and work through sections 4.b (how/where to get information) and 4.c (How to be included in social communication). You may learn valuable new techniques for sustaining the social network with your colleagues.

**A:5** Congratulation! Your social communications skills seem to be excellent! We invite you to share your experience and tips with other teleworkers on the platform.

**Q13: Nowadays, we often work with people from different countries and cultures, and these intercultural work situations call for specific awareness and attention to interculturality. Are you familiar with the concept and its implications on non-direct communication in teleworking?**

### Telework for life-work reconciliation in EU: promoting women participation and mobility

1  2  3  4  5

**A:1** Please go to Module 6 (Key competence intercultural competences and work aspects) and work through sections **6.a (introduction to interculturality/diversity) and section 6.b (national/cultural stereotypes)**. Please remember that if you have any questions or want clarifications of any kind, you can always contact or ask your colleagues via the forum.

**A:2** Please go to Module 6 (Key competence intercultural competences and work aspects) and work through sections **6.a (introduction to interculturality/diversity) and section 6.b (national/cultural stereotypes)**.

**A:3** Please go to Module 6 (Key competence intercultural competences and work aspects) and work through sections **6.a (introduction to interculturality/diversity) and section 6.b (national/cultural stereotypes)**. In section 6.a, focus on the text on 'Cultural diversity in Europe' and its implications for communication in teleworking.

**A:4** Please go to Module 6 (Key competence intercultural competences and work aspects) and work through sections **6.a (introduction to interculturality/diversity) and section 6.b (national/cultural stereotypes)**. You already know about interculturality and are aware of conventional differences. Focus on the exercise on section 6.b.

**A:5** Congratulation! Your intercultural communications skills seem to be excellent! We invite you to share your experience and tips with other teleworkers on the platform.