Training Outline

Guidelines to support adult educators to implement EmpowerHer Training Material

EMPOWER HER - UNLOCKING POTENTIAL, BUILDING SKILLS, SHAPING CAREERS

Co-funded by the European Union

Empower Her

CC BY SA

Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or the European Education and Culture Executive Agency (EACEA). Neither the European Union nor EACEA can be held responsible for them.

Table of contents

Target Group 4

Training Objectives 8

Duration & Timeline 10

Training Structure 14

Link with The Profilpass & the Web APP 16

Session Formats & Delivery Mode 20

Trainers & Facilitators 24

Training Environment 26

Monitoring & Evaluation 28

Lessons Learnt 32

Introduction

These guidelines are designed to support trainers, facilitators, and other professionals in implementing the EmpowerHer training program with migrant women. Drawing on the project's experiences and objectives, they provide a structured yet flexible framework that can be adapted to different local contexts and participants' needs.

By offering practical recommendations on participant profiles, group composition, training duration, methodologies, learning activities, trainer profiles, competence development, and facilitation approaches, these guidelines aim to ensure an effective and empowering learning experience while supporting the successful replication and sustainability of the EmpowerHer approach across diverse European settings.

To make the framework practical and easy to use, the guidelines are presented in a question-and-answer format, addressing the key considerations that professionals may encounter when planning, delivering, and evaluating the training program.

SECTION 1

TARGET GROUP

Q: Who are the participants?

The EmpowerHer training program is designed to support migrant women with diverse backgrounds, experiences, and levels of integration. While the program can benefit a wide range of participants, it particularly targets women facing personal, social, or professional barriers that may hinder their access to employment, education, or active participation in society.

- **Migrant women aged 18+**
- **Refugee women**
- **Women with migrant backgrounds seeking employment or career progression**
- **Women facing barriers such as language difficulties, limited professional networks, lack of confidence, interrupted careers, or unfamiliarity with local labor markets.**

Q: How many participants should be included?

The number of participants may vary depending on the objectives of the training, the chosen delivery format, and the level of individualized support required. While the program can be delivered to a single participant through individual coaching sessions, small to medium-sized groups are generally recommended to encourage active participation, peer learning, mutual support, and meaningful interaction among participants.

Recommended numbers:

- **Minimum: 1 participant (individual sessions)**
- **Ideal: 5–12 participants**
- **Maximum: 20 participants**

SECTION 2

TRAINING OBJECTIVES

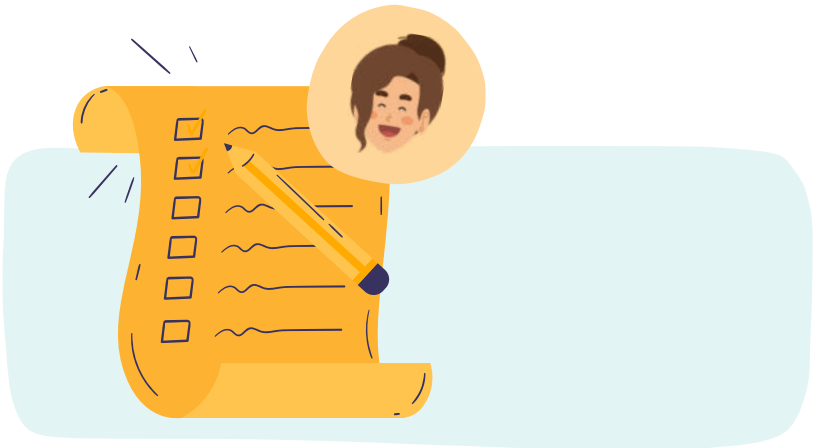
Q: What should participants achieve?

The EmpowerHer training program aims to support migrant women in strengthening the knowledge, skills, attitudes, and confidence needed to actively participate in society and pursue their personal and professional goals. Beyond employability, the program seeks to foster empowerment, autonomy, and social inclusion by helping participants recognize their strengths, build meaningful connections, and navigate the opportunities and challenges of their local environment.

The objectives presented below represent the intended learning outcomes of the EmpowerHer program. Depending on the needs, expectations, and profiles of the participants, trainers may choose to address all these objectives or focus on those that are most relevant to their target group. It is recommended that the selected learning objectives be aligned with participants' aspirations, local realities, and the specific barriers they may face, ensuring a learner-centered and responsive training experience.

Participants should be able to:

- **Identify and value their existing competences.**
- **Increase self-confidence and self-awareness.**
- **Strengthen communication and interpersonal skills.**
- **Improve employability and job-readiness.**
- **Develop intercultural competence.**
- **Build professional networks.**
- **Understand local labor market opportunities.**
- **Create a personal action plan for employment or further education.**
- **Connect with labor market stakeholders.**



SECTION 3

DURATION & TIMELINE

Q: How long should the program last?

One of the strengths of the EmpowerHer training program is its flexibility. The training has been designed as a modular system that can be adapted to different implementation contexts, participant profiles, and organizational capacities. Depending on participants' availability, learning needs, and local realities, the program may be delivered as an intensive course, an extended program spread over several weeks, or as a series of standalone modules integrated into existing activities.

Regardless of the format chosen, it is recommended that sufficient time is allocated for active participation, reflection, practical exercises, and individual support. Trainers are encouraged to adapt the duration and structure of the program while ensuring that the selected format remains aligned with the intended learning objectives and participants' expectations.

Option A – Intensive Format

This format is suitable for participants who can dedicate a concentrated period of time to the training and for organizations wishing to deliver the core program within a shorter timeframe.

Example:

- **1 week full-time training**
- **5 consecutive training days**
- **Approximately 5 hours of training per day**
- **Total: 25 training hours**

This intensive phase can be complemented by additional thematic workshops, coaching sessions, mentoring activities, or networking events organized in the following weeks or months.

Option B – Extended Format

This format allows participants to engage with the program over a longer period and may be particularly suitable for women balancing training with family responsibilities, employment, language courses, or other commitments.
Example:

- **12 weeks**
- **1 session per week**
- **2 hours per session**
- **Total: 24 training hours**

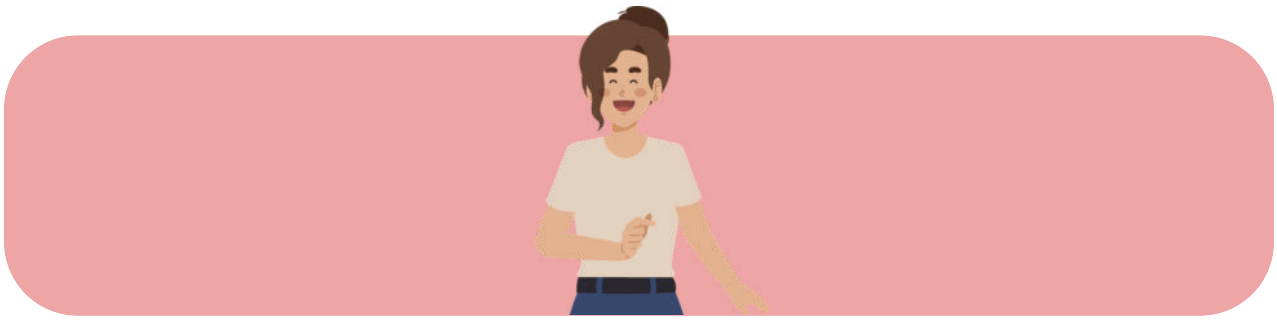
The extended format provides participants with more time to reflect on learning, apply new skills between sessions, and progressively build confidence and networks.

Option C – Tailored Modular Format

As the EmpowerHer program is built around independent yet complementary modules, organizations may choose to deliver only selected modules or integrate them into existing programs and services.
For example, modules can be:

- Embedded within language or integration courses
- Delivered as standalone workshops
- Combined with employability programs
- Adapted to address specific participant needs or local priorities

This format offers maximum flexibility and enables organizations to tailor the learning experience to the realities of their target group while maintaining the core principles and objectives of the EmpowerHer approach.



Q: How long should each session last?

The duration of each session should be carefully balanced to maintain participants' engagement while allowing sufficient time for meaningful learning, discussion, and reflection. Sessions that are too short may limit opportunities for interaction and skills development, whereas longer sessions may lead to fatigue, particularly for participants managing multiple responsibilities. While the exact duration may vary depending on the format selected, sessions should provide enough time for participatory activities, group exchanges, practical exercises, and personal reflection.

Recommended:

- **2–3 hours per session (for extended or modular formats)**
- **Including breaks where appropriate**
- **Using interactive and participatory methods**

For intensive formats, longer sessions may be organized, provided that sufficient breaks and a variety of learning activities are included to maintain engagement and well-being.

SECTION 4

TRAINING STRUCTURE

Q: How should the training program be structured?

Based on the EmpowerHer Training Program, the training structure can be delivered in a variety of formats depending on the specific needs, expectations, and circumstances of the participants and the local context. Factors such as participants' availability, language proficiency, employment status, childcare responsibilities, digital skills, and learning preferences may influence the way the program is organized and delivered.

To support professionals in implementing the program while maintaining consistency with the EmpowerHer approach, these guidelines propose a standardized training structure that can serve as a common framework across different settings. This structure outlines the key components of the program, including all the competences developed in the training program and, at the same time, it is designed to be flexible and easily adaptable, allowing trainers and organizations to tailor the content, duration, delivery mode, and activities to the specific needs of their target group while preserving the core principles and objectives of the EmpowerHer methodology.

Recommended: 6 modules — Total: 24 training hours

- **Module 1 – Communication — 4 hours**
- **Module 2 – Intercultural sensitivity — 4 hours**
- **Module 3 – Teamwork and cooperation — 4 hours**
- **Module 4 – Problem Solving — 4 hours**
- **Module 5 – Digital skills — 4 hours**
- **Module 6 – Job-search related skills and self-branding — 4 hours**

SECTION 5

LINK WITH THE PROFILPASS & THE EMPOWERHER WEBAPP

Q: How can the training program be connected to the ProfilPASS and the EmpowerHer WebApp?

The EmpowerHer training program has been designed to complement and reinforce the use of the two key tools developed within the project: the EmpowerHer ProfilPASS and the EmpowerHer WebApp. Together, these three components create a comprehensive empowerment pathway that supports migrant women in identifying, developing, and applying their competences for personal, social, and professional integration.
The training program should not be viewed as a standalone intervention but rather as part of an integrated learning journey. While each tool can be used independently, their combined use maximizes participants' learning outcomes and empowerment potential.

The Role of the ProfilPASS

The EmpowerHer ProfilPASS supports migrant women in reflecting on their life experiences and identifying the competences they have developed throughout their personal, family, community, migration, and professional journeys. It helps participants recognize strengths that often remain invisible or undervalued, particularly when qualifications are not formally recognized or when career paths have been interrupted.
Within the training program, the ProfilPASS can be used:

- **At the beginning of the training to assess participants' existing competences and experiences.**
- **During self-awareness and confidence-building activities.**
- **As a basis for individual coaching and goal-setting sessions.**
- **To help participants identify transferable skills relevant to employment and social participation.**
- **To support the development of personal action plans at the end of the program.**

The Role of the EmpowerHer WebApp

The EmpowerHer WebApp complements the reflective work carried out through the ProfilPASS by providing interactive opportunities to strengthen key competences. The application focuses on areas such as communication, teamwork, cultural sensitivity, problem-solving, and digital skills through accessible and engaging learning activities.
Within the training program, the WebApp can be used:

- **As preparatory work before specific training sessions.**
- **As reinforcement activities between sessions.**
- **For self-paced learning according to participants' needs and interests.**
- **To support the development of specific soft skills addressed during the training modules.**
- **As a follow-up resource after the training program has ended, encouraging continued learning and skills development.**

Scan to access to the WEB APP

An Integrated Learning Pathway

The three components can be combined in the following way:

- **Step 1 – Identify Competences: participants use the ProfilPASS to reflect on their experiences, identify strengths, and recognize existing competences.**
- **Step 2 – Develop Competences: participants engage in training sessions and WebApp activities to strengthen key skills and address identified development needs.**
- **Step 3 – Apply Competences: through practical exercises, coaching, networking opportunities, and action planning, participants learn how to transfer their competences into educational, professional, and community contexts.**

By combining reflection, training, and digital learning, the EmpowerHer methodology provides a holistic approach that helps migrant women build confidence, make their competences visible, and take concrete steps towards their personal and professional goals.

SECTION 6

SESSION FORMATS & DELIVERY MODE

Q: Should the program be individual or collective?

The delivery format of the training sessions may vary depending on the trainers' methodologies, organisational capacities, and the specific needs of the target group. Sessions can therefore be delivered face-to-face, online, or through a hybrid approach combining both formats. When selecting the most appropriate format, professionals should consider factors such as participants' digital skills, access to technology, mobility constraints, childcare responsibilities, language needs, and opportunities for social interaction.

To accommodate different local contexts, organizational capacities, and participants' needs, the EmpowerHer training program can be delivered through three main formats: fully face-to-face, fully online, or hybrid.

Option 1: Fully Face-to-Face Format

In this format, all training sessions are delivered in person at a designated training venue. This approach is particularly suitable for groups that may benefit from direct interaction, hands-on activities, and stronger relationship-building opportunities.

ADVANTAGES

- **Facilitates trust-building and group cohesion.**
- **Encourages active participation and peer support.**
- **Allows trainers to provide immediate guidance and feedback.**
- **Particularly beneficial for participants with limited digital skills.**

CONSIDERATIONS

- **Requires participants to travel to the training venue.**
- **May present challenges for women with childcare or mobility constraints.**
- **Requires suitable training facilities and logistical arrangements.**

Option 2: Fully Online Format

In this format, all sessions are conducted remotely using videoconferencing and online collaboration tools. This option can increase accessibility and flexibility for participants who face geographical, professional, or family-related barriers to attendance.

ADVANTAGES

- **Greater flexibility regarding time and location.**
- **Reduces travel-related costs and constraints.**
- **Supports participation from women living in different geographical areas.**
- **Strengthens participants' digital competences.**

CONSIDERATIONS

- **Requires access to a stable internet connection and digital devices.**
- **May limit informal interactions and networking opportunities.**
- **Participants may require additional digital support at the beginning of the program.**

Option 3: Hybrid Format

The hybrid model combines face-to-face and online sessions, seeking to balance the benefits of both approaches. Typically, key activities such as introductions, team-building exercises, coaching sessions, and networking events are organized in person, while information-sharing sessions, follow-up activities, and some workshops are delivered online.

ADVANTAGES

- **Combines flexibility with opportunities for direct interaction.**
- **Maintains group cohesion while reducing travel requirements.**
- **Encourages the development of digital skills alongside interpersonal competences.**
- **Can increase participation among women with diverse availability and responsibilities.**

CONSIDERATIONS

- **Requires careful planning to ensure coherence between online and face-to-face activities.**
- **Participants need access to digital tools for the online components.**
- **Trainers should be comfortable facilitating learning in both environments.**

Regardless of the format chosen, the training should remain participant-centered, inclusive, and adaptable, ensuring that all migrant women can engage meaningfully in the learning process and benefit from the EmpowerHer methodology.

SECTION 7

TRAINERS & FACILITATORS

Q: How many trainers are needed?

The composition of the training team plays a key role in ensuring the quality and impact of the EmpowerHer program. As the training aims to support migrant women in both their personal empowerment and professional integration journeys, it is beneficial to combine expertise in adult education, facilitation, employability, and coaching. In addition, involving external stakeholders can enrich the learning experience by providing participants with diverse perspectives, practical insights, and opportunities to expand their professional networks. The exact number of trainers may vary depending on the size of the group and the available resources, but a multidisciplinary approach is strongly recommended.

Recommended: 2 trainers + external experts

CORE TRAINING TEAM
- **Trainer 1 – Adult Education Specialist: adult learning, facilitation, group dynamics, inclusion methodologies.**
- **Trainer 2 – Employability Specialist: career guidance, labor market integration, recruitment processes, coaching.**

ADDITIONAL EXPERTS
- **Migrant women role models, employers, HR professionals, entrepreneurs, community leaders.**

The involvement of external experts helps connect training activities with real-life experiences and labor market opportunities, while reflecting the EmpowerHer program's emphasis on stakeholder collaboration, mentoring, and employer engagement.

SECTION 8

TRAINING ENVIRONMENT

Q: What kind of setting is required?

The learning environment is a fundamental element of the EmpowerHer training program. To foster meaningful participation and engagement, the training setting should be designed to make participants feel comfortable, respected, and valued. Many migrant women may face barriers related to language, mobility, childcare responsibilities, or previous negative experiences in educational or professional settings. Creating a safe, welcoming, and inclusive space can therefore help build trust, encourage active participation, and support participants in developing their confidence and competences throughout the program.

Safe, welcoming and inclusive

REQUIREMENTS
- **Child-friendly when possible**
- **Accessible venue**
- **Informal atmosphere**
- **Multilingual support if needed**
- **Refreshments**
- **Transport support where possible**

Key principle: the training space should prioritize trust, participation, respect, and empowerment.

SECTION 9

MONITORING & EVALUATION

Q: How should progress be measured?

Monitoring and evaluation are important components of the EmpowerHer training program, helping trainers ensure that the learning experience remains relevant, inclusive, and responsive to participants' needs. Given the nature of the program, which focuses on empowerment, self-awareness, communication, networking, and personal development, progress cannot always be captured through formal assessments or quantitative indicators.

Rather than focusing on measuring specific skills, it is recommended to use a combination of reflection, dialogue, observation, and feedback throughout the training process. The objective is to understand participants' needs, monitor their engagement and well-being, and identify how the program supports their personal and professional development.

Before the training

Before the program begins, trainers should seek to understand participants' backgrounds, motivations, needs, and expectations. This information can help tailor the training content and methodologies to the specific group.

Possible approaches include:

- **Individual introductory conversations**
- **Needs and expectations questionnaires**
- **Group discussions or icebreaker activities exploring participants' goals**

During the training

Continuous monitoring allows trainers to adapt the program when necessary and ensure that participants feel comfortable, engaged, and able to contribute. Particular attention should be paid to participants' levels of participation, confidence, interaction within the group, and overall learning experience.
Possible approaches include:

- **Informal check-ins at the beginning or end of sessions**
- **Group reflection activities**
- **Trainer observations**
- **Peer feedback and mutual support exercises**
- **Periodic discussions on participants' evolving needs and expectations**

After the training

The final stage provides an opportunity to reflect on participants' experiences, identify achievements, and consider future steps.
Possible approaches include:

- **Individual or group reflection sessions**
- **Participant satisfaction questionnaires**
- **Personal action plans**
- **Peer feedback activities**

Where possible, organizations are encouraged to conduct a follow-up with participants several months after the end of the program.

Follow-up

A follow-up conducted 3 to 6 months after the training can provide valuable insights into the longer-term impact of the program, including participants' progress towards employment, further education, community engagement, networking opportunities, and other personal or professional goals.

Beyond measuring outcomes, follow-up activities can also help maintain connections among participants, fostering continued interaction, peer support, and a sense of community that strengthens confidence, resilience, and empowerment beyond the duration of the training. In addition, the information gathered can help organizations identify good practices, assess the relevance of the program, and inform future improvements.
Throughout this process, monitoring and evaluation should remain supportive, participant-centered, and aligned with the EmpowerHer philosophy of recognizing strengths, encouraging self-reflection, and promoting personal empowerment.

SECTION 10

LESSONS LEARNT FROM LOCAL IMPLEMENTATION

Q: what are the lessons learned from the different local implementations?

The different local implementations showed that the EmpowerHer approach is flexible and relevant across different contexts where it has been tested in Cyprus, France, Germany and Portugal . At the same time, the feedback highlighted several common lessons for making future implementations more engaging, inclusive and effective:

1. Participation and peer learning

- Participatory methods, peer learning and sharing personal experiences worked particularly well.
- Working in pairs and combining group activities with one-to-one coaching helped participants reflect on and recognise their competences.
- A safe and supportive environment was essential for encouraging trust, openness and active participation.
- Strong group dynamics and peer support contributed positively to participants' engagement and confidence.

2. Continuity and retention

- Keeping participants throughout all sessions can be challenging, especially when training is organised around participants' work and family responsibilities.
- Participants benefit from taking part in the full training programme, as continuity allows them to build on previous sessions and go deeper into the activities.
- Flexible scheduling, adapted to participants' availability, is therefore important.
- Follow-up sessions or mentoring could help maintain engagement and support participants in putting their learning into practice.

3. Time and training duration

- The available time was sometimes too short to explore all the modules and complete the ProfilPASS in depth.
- More time should be allocated to practical exercises, individual reflection and employability-related activities.
- A longer format or a follow-up session several weeks after the training could provide continuity without making the initial training too intensive.

4. Adapting content to the target group

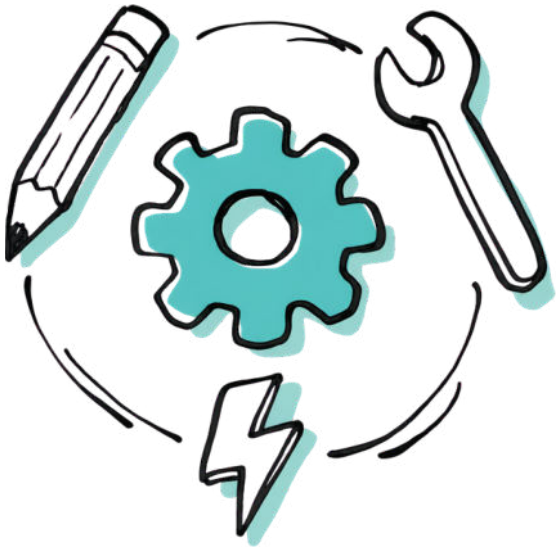
- The large amount of available material makes it important to select activities according to the specific needs, experience and profile of each group.
- Participants should be involved, where possible, in identifying the topics and activities that are most relevant to them.
- Local and cultural contexts should also be taken into account, including specific employment barriers, qualification recognition, legal conditions and language needs.

5. Language and accessibility

- Delivering the training in participants' preferred or native language significantly supported accessibility, inclusion and participation.
- Additional language and digital literacy support can be useful to facilitate access to employment and further learning opportunities.
- The Web App was generally perceived as accessible and easy to use, showing the value of combining digital and face-to-face tools.

6. Tools and methodology

- The combination of ProfilPASS, the Web App and participatory activities worked well as an integrated approach.
- The “How I See Myself” ProfilPASS exercise was particularly effective in helping participants connect personal qualities with professional competences.
- Practical and interactive activities were more engaging when directly connected to participants’ daily lives and future professional goals.
- The use of two trainers was helpful for managing the group and providing more individual support.



7. From empowerment to employment

- Helping participants identify and articulate their competences is an important first step, but additional support is needed to translate this into concrete employment opportunities.
- Future implementations could strengthen job-search activities, networking with employers, mentoring and links with local employment/support services.
- Follow-up activities could help participants move from self-awareness and skills recognition to concrete professional action.

PUBLISHING INFORMATION

Training Outline - Guidelines to support adult educators to implement EmpowerHer Training Material
Pistes Solidaires

1. Edition 2026

Typesetting and illustrations
APIDI Portugal

The Training Outline is available for free download at
https://empowermigrantwomen.eu/results

The Training Outline - Guidelines to support adult educators to implement EmpowerHer Training Material s published under the following Creative Commons licence: CC BY-SA 4.0.

Further use as OER is expressly permitted. Please cite the following: „ProfilPASS for Migrant Women - EMPOWER Yourself - Unlocking Potential, Building Skills, Shaping Careers" by Pielorz, Mona for German Institute for Adult Education, licence: CC BY-SA 4.0.

PROJECT PARTNERS

DIE Deutsches Institut für Erwachsenenbildung Leibniz-Zentrum für Lebenslanges Lernen

APIDI

WISAMAR Bildungsgesellschaft

pistes solidaires

CENTRE FOR COMPETENCE DEVELOPMENT CYPRUS

cnprojects

Co-funded by the European Union

Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or the European Education and Culture Executive Agency (EACEA). Neither the European Union nor EACEA can be held responsible for them.

Empower Her

EMPOWER Yourself - Unlocking Potential, Building Skills, Shaping Careers

Co-funded by the European Union

Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or the European Education and Culture Executive Agency (EACEA). Neither the European Union nor EACEA can be held responsible for them.

CC licence (CC-BY-SA)