



# INVENT Handbook

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# Welcome to the INVENT Platform

The platform is designed to support young women in vulnerable situations by increasing their employability and improving their access to the labour market.

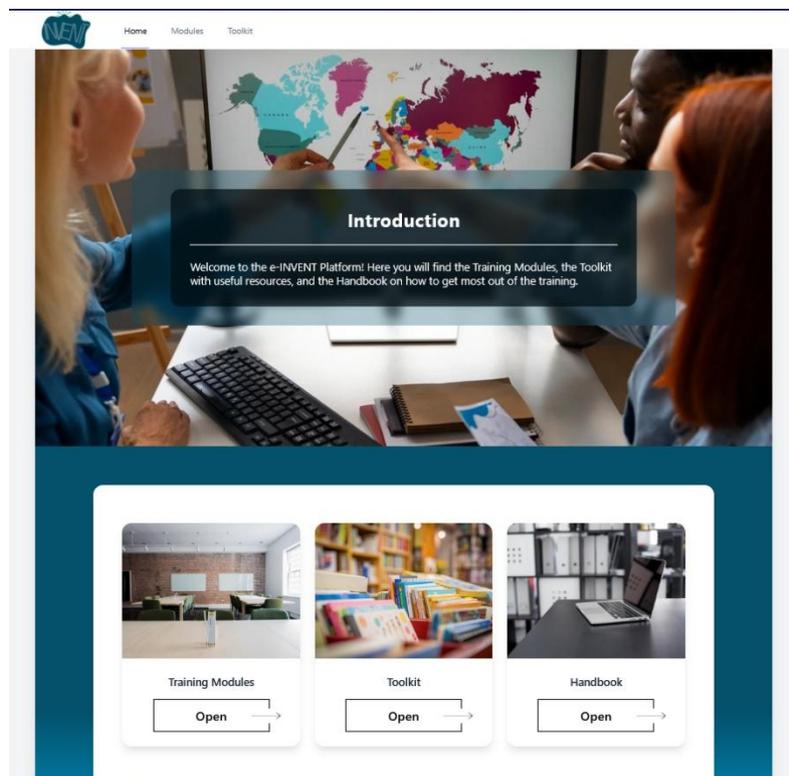
Its main purpose is to provide practical learning materials and guidance that help users develop **social and soft skills**, which are essential for entering and succeeding in the world of work. Through structured training content, the platform supports **orientation, integration, and preparation for employment**, particularly within the context of vocational education, training programmes, and work placements.

By combining educational modules, practical tools, and supportive resources, the platform helps participants:

- strengthen their personal and social competences,
- better understand labour market requirements,
- prepare for professional environments,
- and increase their chances of successful employment in different countries.

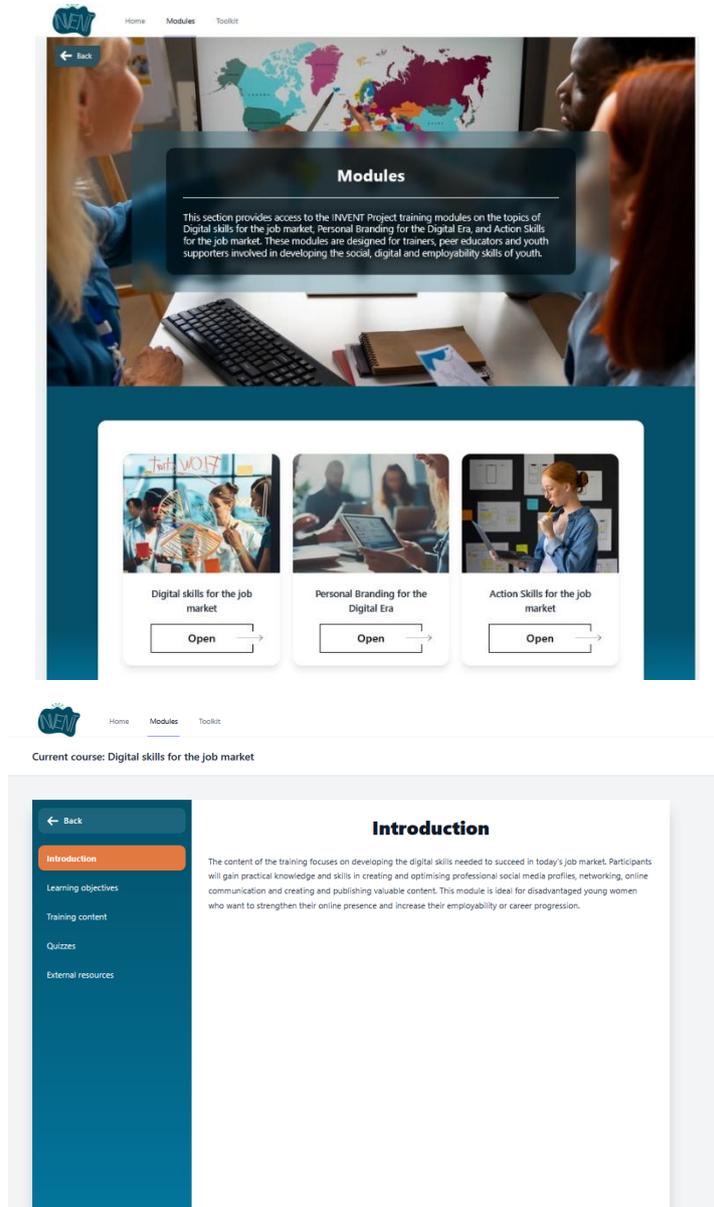
The platform serves as a learning and support space for training, guidance, and integration activities implemented within vocational training and internship programmes.

The e-INVENT Platform is an online learning space where you can access training modules, useful resources (Toolkit), and the Handbook to support your learning and employability journey.

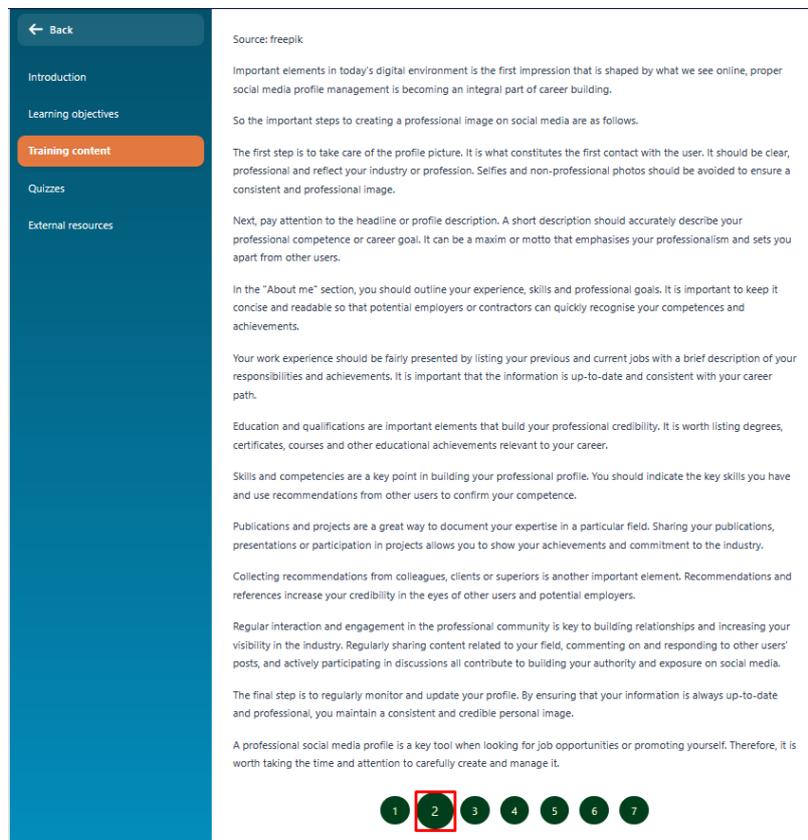


The platform does not require login. It consists of three sections: Training Modules, Toolkit, and Handbook.

## MODULES



The Training Modules section consists of three modules, each divided into sections to make the content clearer and easier to follow.



The Training section is additionally divided into subpages (available at the very bottom of the content).

Each module also includes interactive exercises (quizzes) as well as external resources to support and deepen the learning process.

The screenshot shows a course interface for 'Digital skills for the job market'. On the left is a dark blue sidebar with a 'Back' button and a list of course sections: Introduction, Learning objectives, Training content, Quizzes (highlighted in orange), and External resources. The main content area is titled 'Quizzes' and contains three question types:

- True/False:** A question asks 'Personal branding is only important for entrepreneurs and business owners.' with radio buttons for 'True' and 'False', a 'Check' button, and a progress indicator of 10 circles.
- Single-Choice:** A question asks 'What is the 80/20 rule for personal branding content?' with four radio button options: '80% value-driven content, 20% promotional', '80% original content, 20% shared content', '80% text posts, 20% visual content', and '80% personal, 20% professional'. It includes a 'Check' button and a progress indicator of 2 circles.
- Drag and Drop:** A question asks to 'Drag the correct words to complete the text below.' The text is: 'Effective personal branding requires being [ ] in your communication, [ ] across all platforms, [ ] to your audience, and [ ] in your approach.' Below the text is a horizontal line for the answer.

## TOOLKIT

The Toolkit section contains downloadable materials for trainers that help adapt the training programme to the needs of participants, as well as a wide range of online resources for further learning and knowledge development.

### Training Calendar



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The *Training Calendar* provides an overview of the training schedule, showing the planned sequence and timing of the training modules and activities. It helps learners and trainers to see the structure of the programme at a glance, including the order of modules, estimated duration, and key milestones. Users can use the calendar to track their progress and plan their participation effectively.

### Trainer activities



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The *Trainer Activities* document contains a set of recommended tasks and guidance designed for trainers who are delivering the INVENT training programme. It includes detailed suggestions on how to facilitate learning, engage participants, manage group activities, and support the application of training content in practice. Trainers can use these activities to enhance the training experience, promote interaction, and help learners build relevant skills throughout the modules.

## Training assessment



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The **Training Assessment** document provides tools and criteria for evaluating learners' progress and understanding throughout the INVENT training programme. It includes assessment guidelines, evaluation methods, and suggested indicators to help trainers measure how well participants have grasped the learning content and developed key skills. This assessment framework supports both formative feedback during the training and summative evaluation at the end of the modules, helping ensure that learning objectives are achieved.

Below the above materials, there is an **External Resources** section.

The *External Resources* section provides a curated list of learning materials, articles, guides, courses, and publications developed by external organisations. These resources are **not part of the INVENT Toolkit**, but they complement the training modules by offering opportunities for deeper learning and further exploration of specific topics.

The resources cover areas such as personal branding, professional networking, employability skills, social media presence, hospitality-related roles, workplace safety, and vocational training. They are intended to support both learners and trainers who wish to expand their knowledge beyond the core INVENT materials.

## PARTNERSHIP

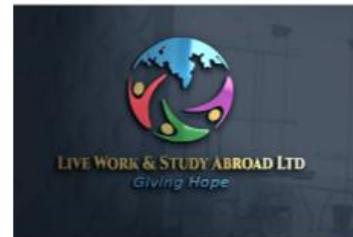
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## PROJECT



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