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CoachingHer: Coaching for Empowerment and Success

Training course for mothers

Guide for Coaches

Lesson 5

Digital Competence

The CoachingHer project is based on the realization that many women, especially working mothers or job seekers, are faced with the difficult decision of reconciling work and each other. In many cases, the lack of adequate social policies and the persistence of traditional cultural norms limit women's career opportunities, forcing them to abandon their professional ambitions or reduce their professional commitment.

Our goal is to create an environment where women can continue to work and pursue their ambitions without having to choose between career and family. The project focuses on two European countries, Italy and Germany, with different socio-economic and cultural contexts, but facing similar challenges regarding the role of women in the labour market and society.

In a context where women face numerous barriers to accessing positions of power and responsibility, CoachingHer offers a concrete solution; participants will be able to develop leadership, time management and multitasking skills that are crucial for successfully coping with the challenges of work and family.



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1. Presentation of the topic "Digital Competence" (10 min)

- Participants are expected to learn the basic tools for self-organization (e.g., calendar apps, to-do lists), remote work, and hybrid work skills. They then know about the security of devices and personal data, health and the environment when dealing with digital technologies.

2. Introduction: What does "digital competence" mean to you? (15 min)

- Group discussion or Mentimeter/pinboard:
 - "Are you currently organizing your everyday life with digital literacy?"
 - "What stresses or helps you in your daily routine?"
- Collecting typical challenges of mothers together

3. Impulse: Basics of "Digital Competence" (25 min)

Lecture:

Digital Literacy

- Technological capabilities
- Information literacy
- Communication and collaboration skills

4. Exercise: "Digital Competence" (20 min)

- Worksheet
- Group work: Comparing – What can be used more effectively as a result? What am I missing for this? What added value do I have?
- Goal: Develop mindfulness for one's own further development in the personal and professional sphere

5. Break (15 min)

Gladly with a snack table and exchange in small groups.

6. Exchange: Opportunities & Risks with Digital Tools (20 min)

- Group work:
 - Exchange of experience
- Collect and present results on flipchart

7. Tools & Tips (15 min)

Digital helpers:

- Google Calendar, email, video conferencing, or family planner
- To-do apps: Todoist, Trello (depending on digital affinity)

with daily application of what has been learned with the involvement of family and friends

8. final round (10 min)

- "What do I take with me today?" (1 set from each participant)
- Handing out an information sheet with methods and tools (digital or paper)
- Optional: Invitation to the WhatsApp/Telegram group for further exchange