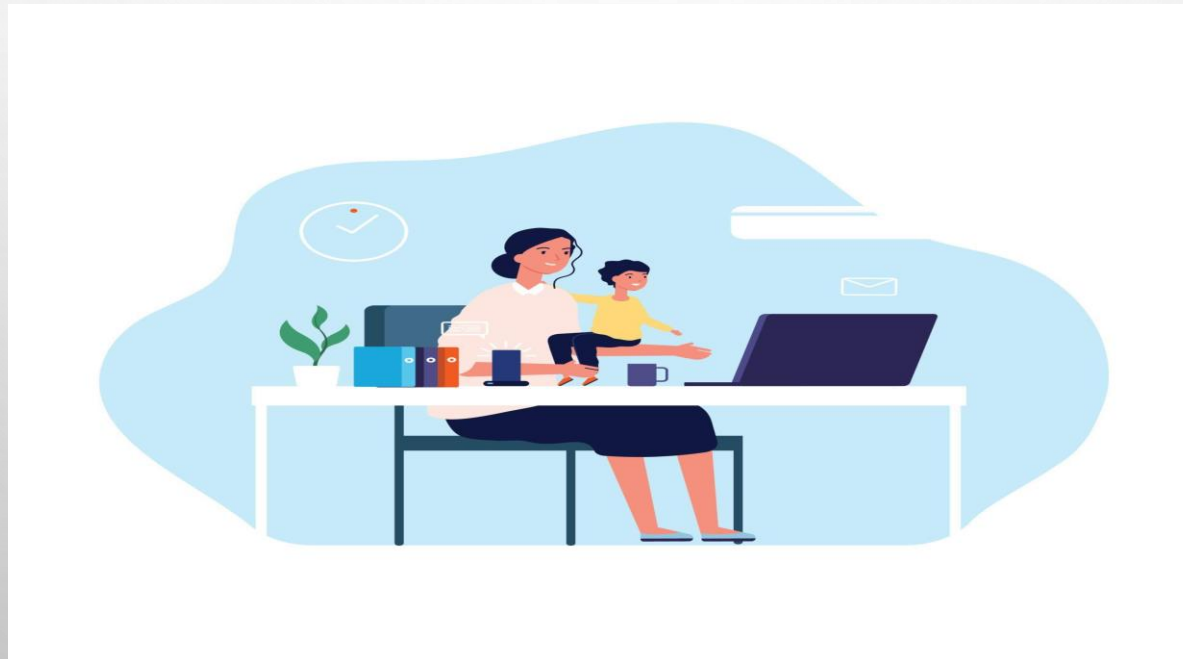


COURSE AND TRAINING

Main aspects of career development and parenthood (day 2)



MAIN ASPECTS OF PARENTING

PARENTING IS A TOPIC THAT DRIVES DEEP EMOTION, RAISES KEY QUESTIONS AND IS UNIQUE TO EVERY FAMILY. TO DIFFERENT PEOPLE, PARENTING MEANS DIFFERENT THINGS. WHILE THERE ARE NO SET RULES, OFFICIAL HANDBOOKS, SCHOOLS OR SPECIAL CLASSES THAT TEACH PARENTS ABOUT GOOD PARENTING SKILLS, IT IS A SKILL THAT CAN BE LEARNED AND MASTERED.

PARENTING SKILL IS NOT SOMETHING YOU DISCOVER OR YOU ARE GOOD AT, IT IS MORE OF PRACTICING YOUR RESPONSIBILITY AS A PARENT IN A LOVING BUT PRACTICAL MEANS.

MAIN ASPECTS OF PARENTING

- PARENTING SKILLS PLAY THE BIGGEST ROLE IN THE DEVELOPMENT OF A CHILD. AS A PARENT, YOUR BEST TEACHER IS YOUR DAILY EXPERIENCES. PARENTS AGREE THAT RAISING CHILDREN REQUIRES PATIENCE, TRUSTWORTHINESS, NURTURING, HUMOR AND GUIDANCE. HOW AND WHEN TO APPLY THESE SKILLS IS SOMETHING PARENTS LEARN THROUGH PRACTICE.
- PARENTING SKILLS DIFFER. SOME ARE INNOVATIVE AND CARING WHILE OTHERS ARE FIRM AND DISCIPLINARIAN. A PARENTING SKILL THAT WORKS FOR ONE CHILD MAY NOT WORK FOR ANOTHER AS EVERY CHILD IS UNIQUE, AND MOODS AND SITUATIONS CHANGE DAILY. PARENTING SKILLS TAKE TIME AND ARE NOT DEVELOPED AND/OR ENHANCED OVER NIGHT.

PARENTING AND BALANCE

- HOWEVER, THERE ARE SOME PARENTING SKILLS THAT ARE CRUCIAL FOR A GOOD AND EFFECTIVE PARENTING TO OCCUR. BALANCING THE TWO ESSENTIAL ASPECTS OF PARENTING IS VERY IMPORTANT FOR THE DEVELOPMENT OF THE CHILD:
- PROVIDING WARMTH, COMFORT, NURTURANCE AND AFFECTION; AND.
- PROVIDING STRUCTURE, RULES, DISCIPLINE AND A SENSE OF RESPONSIBILITY AND ACCOUNTABILITY.

SELF-CONTROL

- SHOWING SELF-CONTROL IN FRONT OF THE CHILD ACCOMPLISHES TWO DIFFERENT THINGS:
- IT SHOWS THE CHILD HOW TO MANAGE THEIR OWN EMOTIONS AND ACT ACCORDINGLY TO THE SITUATION;
- IT PROTECTS THE CHILD FROM POSSIBLE ABUSE THAT OCCURS WHEN SHORT-TEMPERED EMOTIONS DRIVE A PARENT'S ACTIONS. BY LEARNING TO CONTROL YOUR PERSONAL BEHAVIORS, YOU ARE ALREADY GIVING THE CHILD THE TOOLS THEY NEED TO ASCEND TO A RESPONSIBLE ADULthood.



FOCUS

- WITHOUT ANY DOUBT, THERE ARE NUMEROUS DISTRACTIONS IN OUR WORLD OF TODAY, ESPECIALLY BECAUSE OF THE MODERN DIGITAL AGE THAT WE LIVE IN (SMARTPHONES, THE INTERNET, TELEVISION, ETC.).
- PARENTING A CHILD REQUIRES FOCUS AS A SKILL AND QUALITY. AS A PARENT, WE NEED TO PAY ENOUGH ATTENTION TO OUR CHILDREN, KNOW THEIR WHEREABOUTS, ADDRESS THEIR CURRENT NEEDS, AND WANTS AND ALSO ASSURE THEIR SAFETY. BY DOING SO, WE CAN RECOGNIZE THOSE THINGS THAT OUGHT TO BE DONE TO EFFECTIVELY RAISE THEM.



YOU MUST BE INVOLVED

- PARENTING IS A SOCIAL BEHAVIOR - BE INVOLVED IN THEIR LIFE, KNOW THEIR FRIENDS AND TALK TO THEM. DOING THIS POSITIVELY MAKES THE CHILD UNDERSTAND THAT YOU CARE ABOUT THEM. ALTHOUGH TEENAGERS, MAY DISLIKE YOUR INTERFERENCE, DON'T STOP. TELL THEM THAT YOU LOVE THEM AND THAT YOUR INTEREST IN WHAT THEY DO IS YOUR PARENTAL RESPONSIBILITY. BY DEVELOPING THESE PARENTING SKILLS, YOU CAN ADAPT YOUR PARENTING APPROACH .
- WHILE SELF-HELP BOOKS AND YOUR PARENT OR FRIEND'S ADVICE ARE AVAILABLE TO YOU, THERE IS NO BLUEPRINT FOR PARENTING. EXPERIENCE IS THE BEST TEACHER. HOWEVER, IT IS ESSENTIAL TO SEEK ADVICE FROM RESPECTED AND REPUTABLE PARENTS. THERE ARE ALSO SOME EXPERTS IN PARENTING THAT YOU CAN CONTACT.

CAREER DEVELOPMENT AND PLANNING

1) ESTABLISHING YOUR GOALS: START BY WRITING DOWN YOUR PRIMARY FIELD OF INTEREST.

- CONSIDER HOW YOU IDENTIFY PROFESSIONALLY
- ESTABLISH WHERE YOU ARE AT THE MOMENT
- THINK ABOUT WHERE YOU WANT TO BE IN THE FUTURE.

2) BREAKING YOUR GOALS DOWN INTO SMALLER STEPS:

- SET SMART GOALS
- WRITE DOWN CONCRETE MEANS TO ACHIEVE THEM
- IDENTIFY ANY BARRIERS
- FIGURE OUT HOW TO DEFEAT THE BARRIERS.



CAREER DEVELOPMENT AND PLANNING

3) EVALUATING YOUR PROGRESS AND SETTING DEADLINES:

- **FIGURE OUT HOW TO MEASURE CAREER PROGRESS**
- **ORDER YOUR CAREER DEVELOPMENT ON A TIMELINE**
- **MAKE NOTE OF MILESTONES**
- **KEEP THE PLAN DYNAMIC**
- **IDENTIFY AND DEFINE A PRIMARY CAREER INTEREST**
- **IDENTIFY LONG-TERM PROFESSIONAL GOALS**
- **IDENTIFY THE SHORT-TERM GOALS.**



OTHER TIPS

- IDENTIFY THE ACTIVITIES FOR EACH GOALS
- IDENTIFY POSITIVE TASKS IN THE CURRENT ROLE
- IDENTIFY THE NEGATIVE TASKS IN THE CURRENT ROLE
- IDENTIFY ADDITIONAL SKILLS AND EXPERIENCE
- IDENTIFY PROGRESS CHECKPOINTS
- WRITE THE CAREER DEVELOPMENT PLAN



IMPORTANCE OF PLANNING IN CAREER DEVELOPMENT

- REDUCES ATTRITION OF EMPLOYEES
- PROVIDES EQUAL OPPORTUNITY EMPLOYMENT
- IMPROVES THE QUALITY OF THE WORK-LIFE BALANCE
- INCREASES THE SKILL OF EMPLOYEES
- GIVES A ROADMAP TO THE FUTURE
- IDENTIFIES ANY UNNOTICED GAPS
- GIVES SPACE FOR ONGOING PERSONAL REFLECTION
- PROVIDES MUCH-NEEDED MOTIVATION AND GUIDANCE



A healthy work-life balance is good for your children, your family relationships and you

- WHAT DOES A GOOD WORK-LIFE BALANCE LOOK LIKE?
- A HEALTHY WORK-LIFE BALANCE WILL MEAN DIFFERENT THINGS TO US ALL. IT'S NOT SO MUCH ABOUT SPLITTING YOUR TIME 50/50 BETWEEN WORK AND LEISURE BUT MAKING SURE YOU FEEL FULFILLED AND CONTENT IN BOTH AREAS OF YOUR LIFE. A HEALTHY BALANCE MIGHT LOOK LIKE:
- MEETING YOUR DEADLINES AT WORK WHILE STILL HAVING TIME FOR FRIENDS AND HOBBIES.
- HAVING ENOUGH TIME TO SLEEP PROPERLY AND EAT WELL.
- NOT WORRYING ABOUT WORK WHEN YOU'RE AT HOME.
- THIS CAN BE CHALLENGING IF, FOR EXAMPLE, WE ALSO HAVE CARING RESPONSIBILITIES, A DEMANDING BOSS OR HEALTH DIFFICULTIES.

HOW DO I KNOW IF MY WORK–LIFE BALANCE IS HEALTHY?

- IT CAN BE EASY TO NORMALIZE WORKING LONG HOURS OR BEING UNDER AN EXTREME AMOUNT OF STRESS, ESPECIALLY IF WE'VE BEEN DOING IT FOR A LONG TIME OR ALL OUR COLLEAGUES ARE IN THE SAME BOAT. OUR ASSUMPTIONS AND HABITS AROUND WORK CAN BECOME DEEP-ROOTED UNLESS WE TAKE A STEP BACK ONCE IN A WHILE.
- IT'S NOT ALWAYS POSSIBLE TO MAKE CHANGES AT WORK: IF YOU'RE ON A ZERO HOURS CONTRACT YOU MIGHT NOT FEEL COMFORTABLE SPEAKING UP, OR YOU MIGHT NEED TO WORK LONG HOURS TO EARN ENOUGH MONEY TO PAY YOUR BILLS. BUT FOR THOSE WHO CAN MAKE CHANGES, RESEARCH SUGGESTS REGULARLY CHECKING YOUR WORK-LIFE BALANCE BY FOLLOWING THESE STEPS.

HOW DO I KNOW IF MY WORK–LIFE BALANCE IS HEALTHY (2)

- ASK YOURSELF: WHAT'S CAUSING ME STRESS OR UNHAPPINESS? HOW IS THAT AFFECTING MY WORK AND PERSONAL LIFE? WHAT AM I PRIORITIZING? WHAT AM I LOSING OUT ON? WE OFTEN DON'T TAKE THE TIME TO REFLECT ON WORK UNTIL THERE'S A MAJOR LIFE EVENT SUCH AS THE BIRTH OF A CHILD OR THE LOSS OF SOMEONE. PAUSING AND THINKING ABOUT YOUR PRIORITIES CAN HELP YOU DISCOVER WHETHER THE WAY YOU'RE LIVING AND WORKING IS RIGHT FOR YOU.
- PAY ATTENTION TO YOUR FEELINGS. NOW YOU'RE MORE AWARE OF YOUR CURRENT SITUATION, HOW DOES IT MAKE YOU FEEL? ARE YOU FULFILLED AND HAPPY, OR ANGRY AND RESENTFUL? BEING AWARE OF YOUR FEELINGS CAN HELP YOU DECIDE WHICH CHANGES YOU WANT TO MAKE.

HOW DO I KNOW IF MY WORK–LIFE BALANCE IS HEALTHY (3)

- REPRIORITIZE. THINK ABOUT WHAT NEEDS TO CHANGE. FOR EXAMPLE, YOU MIGHT WANT TO ASK YOURSELF IF WORKING LONG HOURS IS WORTH LOSING OUT ON FAMILY TIME, OR WHETHER WORKING WEEKENDS IS WORTH LOSING OUT ON YOUR SOCIAL LIFE.
- CONSIDER YOUR ALTERNATIVES. IS THERE ANYTHING AT WORK YOU CAN CHANGE TO MEET YOUR NEW PRIORITIES?
- MAKE CHANGES. MAYBE THAT'S ASKING FOR FLEXIBLE HOURS, MAKING SURE YOU USE ALL YOUR ANNUAL LEAVE OR NOT CHECKING YOUR EMAILS AT THE WEEKEND, FOR EXAMPLE.



HOW YOUR WORKPLACE CAN HELP

- FINDING A BALANCE SHOULDN'T JUST BE DOWN TO YOU. YOUR MANAGER AND WORKPLACE ALSO PLAY A ROLE. THEY SHOULD:
- ENCOURAGE A CULTURE OF OPENNESS SO YOU CAN SPEAK UP IF YOU'RE UNDER TOO MUCH PRESSURE
- TRAIN MANAGERS TO SPOT STRESS AND POOR WORK-LIFE BALANCE
- OFFER FLEXIBLE AND REMOTE WORKING WHERE POSSIBLE
- ENCOURAGE BREAKS, WHETHER THAT'S DURING THE WORKING DAY OR BY USING ANNUAL LEAVE

HOW YOUR WORKPLACE CAN HELP (2)

- REGULARLY REVIEW YOUR WORKLOAD TO MAKE SURE IT'S ACHIEVABLE
- GIVE YOU TIME OFF TO VOLUNTEER
- INCREASE SUPPORT FOR PARENTS AND CAREERS SO THEY'RE NOT FORCED TO LEAVE
- ALLOW YOU TO ATTEND COUNSELLING AND SUPPORT SERVICES DURING WORKING HOURS AS THEY WOULD FOR OTHER MEDICAL APPOINTMENTS
- ENCOURAGE STRESS-RELIEVING ACTIVITIES SUCH AS LUNCHTIME EXERCISE OR RELAXATION CLASSES
- ASK EMPLOYEES WHAT WOULD IMPROVE THEIR WORK-LIFE BALANCE.

DISCUSSION

- **WHAT IS THE FIRST THING YOU WOULD CHANGE IN YOUR LIFE, SO THAT IT CAN BE BALANCED?**
- **WHAT OTHER ADVICE CAN YOU GIVE TO OTHERS IN ORDER FOR THEM TO BE HAPPIER IN THEIR WORK PLACE?**
- **WAS THIS PRESENTATION HELPFUL?**
- **DO YOU THINK THAT YOU HAVE A BALANCED LIFESTYLE?**
- **DO YOU THINK THAT YOU COULD BECOME AN EVEN BETTER PARENT BY USING THE ADVICE?**





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