ShapeMS

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Version History

Version	Edited by	Date	Description
1	Paolo Zaramella	27/10/2023	First draft
2	Romina Sampanai	31/10/2023	Comments and suggestions
3	Andria Hadjicosta	10/11/2023	Comments and suggestions
4	Sotiria Moza	21/11/2023	Comments and suggestions
5	Paolo Zaramella	30/11/2023	Final document

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Table of Content

List of abbreviations (alphabetically)

Abbreviation	Full name
MS	Multiple Sclerosis

INTRODUCTION

As part of developing a curriculum to improve workplace inclusion for people with multiple sclerosis (MS), it's important to first understand the unique challenges posed by this neurological condition. Multiple Sclerosis is a multifaceted disorder that affects the central nervous system. It is characterized by the immune system attacking the protective covering of nerve fibers. MS can cause disruptions in communication between the brain and the body, resulting in a diverse range of symptoms.

These may include fatigue, mobility difficulties, numbness or tingling, muscle weakness, and challenges with coordination and balance. The symptoms of MS can vary greatly from person to person, so it is important to approach support and accommodation with a sensitive understanding of its impact on daily life.

In creating this curriculum, the goal is to promote not only awareness, but also practical knowledge and skills that will help create more inclusive, supportive and understanding workplaces for people with MS. This program is designed to bridge gaps, reduce myths and create an environment where both employers and people with MS can work together to succeed.

This curriculum consists of three sections: one for employers, another for people with MS, and a third for mentors who support younger people facing the unique challenges of MS. The curriculum offers practical insights for employers on creating an inclusive workplace. It covers topics such as daily life with MS, legal frameworks, and available funds. Individuals with multiple sclerosis (MS) can access resources to improve their skills, navigate employment opportunities, and manage daily life more effectively. Mentors, who possess effective mentoring skills, can provide support and guidance to younger individuals as they navigate the complexities of daily life with MS. Through engaging units, interactive modules, workshops and self-assessment quizzes on a Moodle platform, the aim is to empower both employers and people with MS to create a more inclusive, supportive and understanding work environment. The curriculum of employers has duration 35 hours with 10 modules, 5 interactive modules and 5 experiential workshops with people with MS. The curriculum for people with MS- mentors has duration 55 hours with 12 modules, 25 interactive modules and 10 experiential workshops.

This curriculum is carefully designed to meet the specific needs of three target groups, promoting a complete approach to inclusivity. For employers, the focus is on providing decision-makers with insights and tools to create workplaces that are supportive and inclusive for individuals with Multiple Sclerosis (MS). People with MS are empowered

through units that address daily life challenges, assistive technology and legal considerations, providing them with the skills and knowledge needed to improve their employability. The curriculum also reaches out to mentors, who are people with MS who want to guide younger people, providing them with effective mentoring skills. In targeting these three groups, the curriculum aims to build bridges of understanding, empower people with MS and create work environments where support and inclusion thrive together.

Curriculum for employers

Modules for employers

Table 1 Module 1 Understanding Multiple Sclerosis (MS)

Module 1 Title	Understanding Multiple Sclerosis (MS)
Description	The module is designed to educate all employees about the basics of MS, including its symptoms, challenges and impact on those diagnosed. The module will promote empathy, understanding and awareness of the condition.
Duration	*4 hours*
Learning Outcomes	**Participants will be able to:** **Knowledge:** 1. Identify the most frequent MS symptoms and variations. 2. Recognize physical and emotional issues that people with MS encounter. **Skills:** 1. Support employees who have MS.

	2. Transform the work environment to meet the needs of people with MS. **Attitude:** 1. Collaborate with individuals with MS to provide reasonable accommodations. 2. Promote a culture of respect and understanding within the organization.
Type Training Material	PowerPoint presentation
Workshop	MS Awareness Workshop Participants will engage in interactive discussions, watch video testimonials from people living with MS, and participate in Q&A sessions. They will learn about the basic research behind MS, common symptoms and hear personal stories from employers living with MS.
Interactive module	Focus in MS Video, graphs and quizzes will be used to engage participants. It will allow employees to explore the condition at their own pace and test their knowledge to ensure understanding.
Extra material (links, pdfs etc.)	● *Video links and* ● *Reading list*
Assessment	Quiz Test

Table 2 Module 2 Inclusive Workplace Policies and Procedures

Module 2 Title	Inclusive Workplace Policies and Procedures
Description	This module aims to provide the basis for inclusive policies and procedures in the workplace. It focuses on creating a supportive and accessible environment for all employees, including those with MS. The module underlines the importance of equal treatment, reasonable accommodation and creating a culture of inclusion.
Duration	*4 hours*
Learning Outcomes	**Participants will be able to:** **Knowledge:** 1. Specify the organization's policies and procedures concerning inclusivity. 2. Recognize the role of HR and management in implementing and enforcing inclusive policies. **Skills:** 1. Resolve any workplace barriers to inclusiveness. 2. Collaborate with employees to build a more inclusive workplace. **Competencies:** 1. Ensure that all employees, regardless of health status, are covered by the same policies and processes. 2. Stand up for employees with MS and advocate for their rights and needs.

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Type Training Material	PowerPoint presentation
Workshop	Workshop on Inclusive Workplace Policies Discussions, case studies, and role-playing exercises will be used to help participants appreciate the value of inclusive workplace policies and practices. They will address how to manage various instances including MS, discrimination, and bias in compliance with existing regulations.
Experiential module	N/A
Extra material (links, pdfs etc.)	● *Video links and* ● *Reading list*
Assessment	Quiz Test

Table 3 Module Accessibility and Workplace Design

Module 3 Title	**Accessibility and Workplace Design**
Description	This module is focused on the practical issues of making a workplace accessible to employees, especially individuals with MS. It addresses the design and layout of the workplace to ensure that it is inclusive and accommodates people with MS.
Duration	*3 hours*
Learning Outcomes	Participants will be able to:

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	Knowledge: 1. Recognize common mobility challenges that people with MS may face. 2. Identify ergonomic adaptations and assistive technologies that can improve accessibility. **Skills:** 1. Evaluate the workplace's inclusion and make any necessary changes. 2. Collaborate with facility management to implement ergonomic changes. **Competencies:** 1. Advocate for the adjustments that are required to make the workplace more accessible to people with MS. 2. Adopt accessibility as a continuous concern in workplace design.
Type Training Material	PowerPoint presentation
Workshop	Designing for Accessibility Participants will explore different aspects, including office layout, furniture selection, and the use of assistive technology. The workshop will include practical exercises such as rearranging workspaces to make them more inclusive.
Interactive module	N/A

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Extra material (links, pdfs etc.)	● *Video links and* ● *Reading list*
Assessment	Quiz Test

Table 4 Module 4 Mental Health and Emotional Support

Module 4 Title	**Mental Health and Emotional Support**
Description	This module covers employees' emotional and mental health requirements, particularly those with MS. It emphasizes the significance of building a caring and understanding work environment that recognizes the emotional issues that people with MS may experience.
Duration	*4 hours*
Learning Outcomes	Participants will be able to: **Knowledge:** 1. Recognize the symptoms of emotional distress and the value of prompt assistance. 2. Identify the mental health resources and support services that are available. **Skills:** 1. Consult with employees about their emotional and mental well-being. 2. Support and empathy to colleagues facing emotional challenges.

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	Competencies:
	1. Promote awareness of available mental health resources.
	2. Collaborate with employees to ensure that they have access to the emotional support they require.
Type Training Material	PowerPoint presentation
Workshop	Supportive Workplace Culture Workshop Participants will learn how to identify signs of emotional distress, support employees, and foster a free of judgment workplace atmosphere. The workshop highlights the value of open and empathetic communication.
Interactive module	Navigator for Emotional Wellness Participants will learn how to approach employees, offer support, and search mental health services. A self-assessment part is also included in the curriculum to test participants' knowledge and empathy about emotional support in the workplace.
Extra material (links, pdfs etc.)	● *Video links and* ● *Reading list*
Assessment	Quiz Test

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Table 5 Module 5 Supporting Career Development for Employees with MS

Module 5 Title	Supporting Career Development for Employees with MS
Description	This module helps employers give tools and knowledge for supporting employees with MS in their career growth and promotion. It creates an inclusive work culture that motivates MS employees to grow and advance.
Duration	*3 hours*
Learning Outcomes	Participants will be able to: **Knowledge:** 1. Recognize the abilities and strengths of employees with MS. 2. Identify the career development opportunities and programs that are designed specifically for employees with MS. **Skills:** 1. Develop career growth opportunities and pathways specific to employees with MS. 2. Provide mentorship and guidance to employees with MS in defining and achieving career goals. **Competencies:** 1. Advocate for the professional growth of employees with MS in the workplace.

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	2. Collaborate with employees to ensure they have easy access to career development resources that address their personal needs.
Type Training Material	PowerPoint presentation
Workshop	Empowering Career Growth Workshop Employers will discuss, exercise and review case studies related to empowering career growth for employees with MS. They will examine multiple career paths within the organization and develop strategies for providing mentorship and support to employees with MS to help them achieve their career goals.
Interactive module	N/A
Extra material (links, pdfs etc.)	● *Video links and* ● *Reading list*
Assessment	Quiz Test

Table 6 Module Effective Communication Techniques for Creating an Inclusive Workplace

Module 6 Title	**Effective Communication Techniques for Creating an Inclusive Workplace**
Description	This module is focused on employers who want to improve their communication skills and create a workplace that is inclusive for employees with MS. It teaches helpful communication methods to make sure everyone, even those with MS, can speak and be understood.
Duration	

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	4 hours
Learning Outcomes	Participants will be able to: **Knowledge:** 1. Recognize the importance of effective communication in creating an inclusive workplace for people with MS. 2. Identify the communication requirements and obstacles that employees with MS face. **Skills:** 1. Apply clear communication methods to engage and assist employees with MS. 2. Create communication channels that are appropriate for each employee's needs. **Competencies:** 1. Encourage a work environment that values clear communication for employees with MS. 2. Adopt a workplace culture that values effective communication and collaboration for all employees.
Type Training Material	PowerPoint presentation
Workshop	N/A
Interactive module	Effective Communication Masterclass Designed to help employers develop effective communication strategies, it provides practical guidance, real-life scenarios and video examples. The module covers topics such as active

	listening, clear and concise communication, empathy, and conflict resolution. Employers can use interactive exercises, role-playing scenarios, and self-assessment quizzes to strengthen their comprehension of communication techniques that are effective.
Extra material (links, pdfs etc.)	● *Video links and* ● *Reading list*
Assessment	Quiz Test

Table 7 Module 7 Feedback and Continuous Improvement

Module 7 Title	**Feedback and Continuous Improvement**
Description	This module is for employers who want to promote an inclusive workplace culture and continuously improve their practices to support employees with MS. It emphasizes the significance of feedback and improvement strategies to guarantee a workplace that meets the special requirements of employees with MS.
Duration	*3 hours*
Learning Outcomes	Participants will be able to: **Knowledge:** 1. Recognize the importance of feedback and continuous improvement in creating an inclusive workplace for employees with MS.

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	2. Identify the areas that could benefit from ongoing improvement in the workplace experience of employees with MS. **Skills:** 1. Develop ways to get feedback from employees with MS. 2. Create a work culture that values ongoing progress and encourages employees to participate in the process. **Competencies:** 1. Promote adding feedback processes and improvement plans to the organization. 2. Collaborate with employees to ensure that feedback is collected, analyzed, and used to improve the workplace.
Type Training Material	Powerpoint presentation
Workshop	N/A
Interactive module	Feedback and Improvement The module assists employers in understanding and implementing techniques for continuously improving their workforce's production and receiving feedback. This interactive application provides real-life examples and practical tasks to help employers develop feedback systems and continuous improvement programs. Employee surveys, focus groups, and action planning are among the subjects covered in the module.

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Extra material (links, pdfs etc.)	● *Video links and* ● *Reading list*
Assessment	Quiz Test

Table 8 Module 8 Work-Life Balance and Flexibility

Module 8 Title	**Work-Life Balance and Flexibility**
Description	This module highlights the significance of achieving a work-life equilibrium and practicing flexibility in the workplace, with a specific emphasis on employees with MS. The module emphasizes the necessity for employers to provide flexible work arrangements and assist their employees in achieving a healthy work-life balance.
Duration	*3 hours*
Learning Outcomes	Participants will be able to: **Knowledge:** 1. Recognize the challenges and benefits of work-life balance and flexibility, especially for employees with MS. 2. Identify the importance of offering flexible work arrangements. **Skills:** 1. Implement flexible work arrangements accommodating employees with MS needs. 2. Provide support for employees to achieve work-life balance.

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	Competencies: 1. Advocate for work-life balance and flexibility within the organization for employees with MS. 2. Encourage the adaptation of work arrangements to the individual needs and circumstances of employees.
Type Training Material	PowerPoint presentation
Workshop	N/A
Interactive module	Work-Life Harmony The module includes case studies, work-life balance role plays and interactive discussions. It enables both employers and employees to establish a workplace that caters to the unique requirements of employees with MS and promotes a healthy work-life balance.
Extra material (links, pdfs etc.)	● *Video links and* ● *Reading list*
Assessment	Quiz Test

Table 9 Module 9 Inclusive Recruitment and Onboarding

Module 9 Title	Inclusive Recruitment and Onboarding
Description	This module aims to assist employers in establishing an all-inclusive recruitment and onboarding process that guarantees individuals with MS an equal opportunity to join the workforce and integrate seamlessly into the organization. It covers inclusive hiring practices, accessible job postings, reasonable accommodations during the hiring process, and customized onboarding strategies.
Duration	*3 hours*
Learning Outcomes	Participants will be able to: **Knowledge:** 1. Recognize the steps for inclusive recruitment of people with MS. 2. Identify the legal requirements for considering candidates with MS. **Skills:** 1. Develop inclusive job postings and recruitment processes. 2. Customise during the hiring process. **Competencies:** 1. Promote inclusive recruitment and onboarding within the organisation. 2. Ensure that candidates with MS are welcomed and seamlessly integrated into the workforce.

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Type Training Material	PowerPoint presentation
Workshop	N/A
Interactive module	Job posting simulation
	The module provides employers with accessible simulations for job postings, case studies on reasonable accommodations, and role-playing scenarios for onboarding. Providing employers with practical exercises, discussions, and customized hiring practices, it will increase their ability to create an inclusive hiring and onboarding experience.
Extra material (links, pdfs etc.)	● *Video links and* ● *Reading list*
Assessment	Quiz Test

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Table 10 Module 10 Building a Supportive Workplace Community

Module 10 Title	Building a Supportive Workplace Community
Description	This module aims to promote a workplace culture in which all employees, including those with MS, actively support and understand their colleagues. It promotes the value of mutual support, empathy, and creating a sense of community and belonging within the organisation.
Duration	*3 hours*
Learning Outcomes	Participants will be able to: **Knowledge:** 1. Recognize the advantages of promoting mutual support and a sense of belonging. 2. Identify best practices for establishing an inclusive and empathetic professional environment that respects diversity. **Skills:** 1. Provide discussions and activities that encourage mutual 2. support and understanding. 3. Develop empathy and open communication techniques for employees. **Competencies:** 1. Promote a supportive workplace community within the organisation.

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	2. Empower all employees to feel supported and understood by their colleagues.
Type Training Material	PowerPoint presentation
Workshop	N/A
Interactive module	N/A
Extra material (links, pdfs etc.)	● *Video links and* ● *Reading list*
Assessment	Quiz Test

Curriculum for people with MS

Modules for all people with MS

Table 11 Module 1 Psychoeducation (Cognitive Health and Emotional Wellbeing)

Module 1 Title	Psychoeducation (Cognitive Health and Emotional Wellbeing)
Description	This module will provide a comprehensive understanding of the cognitive and emotional aspects of living with multiple sclerosis (MS). It will equip participants with the knowledge and techniques necessary to better manage the associated mental challenges, while also addressing their emotional well-being.
Duration	*5 hours*
Learning Outcomes	**Participants will be able to:** **Knowledge:** 1. Define the emotional challenges that are typically associated with an MS diagnosis. **2.** Identify cognitive and emotional support techniques. **Skills:** 1. Prepare stress management strategies to address emotional well-being. 2. Demonstrate support systems for cognitive and emotional health. **Attitude:** 1. Handle cognitive and emotional aspects of multiple sclerosis (MS) to real-life situations. 2. Adopt effective self-care practices to improve cognitive health and emotional well-being.
Type Training Material	Powerpoint presentation (*Template*)

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Workshop (template)	A group meeting that will provide a safe space to share experiences, address emotional challenges, and build a network of support. Members will discuss coping strategies and emotional well-being.
Interactive module (template)	1. Creating a Self-Care Plan and Support System Role Play This experiential module will enhance the knowledge and skills gained in the main module and ensure that participants can confidently apply these concepts to improve their cognitive health and emotional well-being in real-life situations. 2. Mindfulness and Stress Reduction for Emotional Well-being Participants will practise mindfulness exercises, guided meditation, and stress reduction activities. They will learn to manage stress, decrease anxiety, and build emotional stability through regular mindfulness practice. This module will enable participants to build skills and strategies to maintain emotional well-being in the face of MS-related challenges.
Extra material (links, pdfs etc.)	● *Video links and* ● *Reading list*
Assessment	Quiz Test

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Table 12 Module 2 Impact of the disease in employment settings

Module 2 Title	**Impact of the disease in employment settings**
Description	This module will address the challenges and opportunities that people with multiple sclerosis (MS) face in the workplace. It will examine how MS is perceived and responded to by colleagues and employers, and provide insights into financial planning to address the unique considerations associated with the condition. By taking this module, individuals will gain a comprehensive understanding of how to effectively navigate the workplace while living with MS.
Duration	*5 hours*
Learning Outcomes	**Participants will be able to:** **Knowledge:** 1. Understand the impact of MS on employment, including potential challenges and accommodations. 2. Recognize the financial implications of living with MS. **Skills:** 1. Develop effective communication strategies for discussing MS with colleagues and employers. 2. Apply financial planning techniques to manage the economic aspects of living with MS. **Competencies:** 1. Advocate for themselves in the workplace, seeking necessary accommodations and support. 2. Promote a positive and inclusive work environment by educating colleagues and employers about MS.
Type Training Material	Powerpoint presentation
Workshop	N/A
Experiential module	1. Effective Communication and Communication Strategies

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	This module will enhance participants' ability to communicate with colleagues and employers about their MS diagnosis in an objective and straightforward manner. It covers when and how to disclose the diagnosis and explores techniques for maintaining open and productive dialogues. Role-playing and scenario-based exercises will be used to improve awareness and communication skills. 2. Navigating the Workplace with MS Simulation This module will allow participants to engage in a simulated workplace environment where they can experience first-hand the challenges and opportunities faced by people with MS. This simulation will provide participants with practical insights into effective communication, how colleagues and employers approach situations, and the need for accommodations in the workplace.
Extra material (links, pdfs etc.)	● *Video links and* ● *Reading list*
Assessment	Quiz Test

Table 13 Module 3 The legal framework (funds, legal requirements, financial support)

Module 3 Title	**The legal framework (funds, legal requirements, financial support)**
Description	This module provides a thorough understanding of the legal and financial aspects that surround the diagnosis of MS. It will cover various aspects including available funding, legal requirements and financial support systems.
Duration	*4 hours*
Learning Outcomes	Participants will be able to: **Knowledge:** 1. Lists the available funds, grants, and financial support systems designed to assist individuals with MS. 2. Recognize the legal requirements related to workplace accommodations, benefits, and financial assistance programs. **Skills:**

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	1. Navigate legal documentation and applications for financial assistance and benefits. 2. Access relevant funds and support systems for MS. **Competencies:** 1. Apply their knowledge to protect their legal rights and entitlements in the workplace and other areas. 2. Secure the necessary financial support to manage MS-related expenses and maintain their employment.
Type Training Material	Powerpoint presentation
Workshop	N/A
Interactive module	1. Financial Planning for MS A practical approach to financial planning specific to people with MS. Participants will explore budgeting, insurance options and financial resources that can help manage the financial challenges of MS. 2. Legal Framework and Financial Support Simulation This module will simulate the legal and financial environment faced by people with MS. Participants take on roles including people with MS, legal representatives and support system members. Participants will complete case studies, address legal and financial barriers, and gain knowledge about accessing relevant funds and resources. This exercise will equip them with the skills necessary to effectively navigate the legal system, advocate for their rights and secure the financial support they need.
Extra material (links, pdfs etc.)	● Links to governmental bodies and national services and ● Reading list (pdf format)
Assessment	Quiz Test

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Table 14 Module 4 Choosing a different career

Module 4 Title	Choosing a different career
Description	This module is designed to help people with MS explore alternative career options and develop the skills needed to make appropriate career decisions. It covers five career areas: social media marketing, generating and justifying new business ideas, project management, time management and work-life balance, and business model canvas. Participants will discover new career paths and develop essential skills for their chosen field.
Duration	*5 hours*
Learning Outcomes	Participants will be able to: **Knowledge:** 1. Identify the role of each career field in various industries and sectors. 2. Recognize the fundamentals of business models and their application to entrepreneurial endeavors. **Skills:** 1. Demonstrate the practical skills for Social Media Marketing, Business Idea Generation, Project Management, Time Planning, and Work-Life Balance, and Business Model Creation. 2. Explore new career opportunities. 3. Utilize project management tools, time management techniques, and business modeling methodologies effectively. **Competencies:** 1. Apply the acquired skills and knowledge in real-world professional settings. 2. Adapt to changing career dynamics and balance work with personal well-being.
Type Training Material	Powerpoint presentation
Workshop	Business Model Canvas Workshop

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	This workshop focuses on the Business Model Canvas, a strategic management tool for describing, designing, challenging, and creating business models. Through interactive exercises and case studies, participants will learn how to create and analyse business models. The workshop will provide the skills necessary to assess the potential of their business ideas.
Interactive module	Career Development and Skills Training Participants will be assigned to attend workshops or activities related to social media marketing, business idea generation, project management, time management and work-life balance, and business model canvas. By participating in these interactive experiences, participants will develop practical skills and insights in each area. Application and Interview Practice This hands-on workshop will provide participants with practical experience in the job application and interview process. Participants will improve their job search skills, including resume building, application writing, and interviewing techniques. Career Exploration Participants will explore various career options and engage in self-assessment to determine their strengths and interests. interests to investigate potential career paths. These activities involve self-assessment and exploration and include group discussions, self-reflection, and guidance from facilitators.
Extra material (links, pdfs etc.)	● *Video links and* ● *Reading list*
Assessment	Quiz Test

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Table 15 Module 5 Digital Tools and ICT literacy

Module 5 Title	Digital Tools and ICT literacy
Description	This module aims to equip people with MS with critical digital and information and communication technology (ICT) skills. The program focuses on website development, social media management, and other digital tools that will enhance participants' professional and personal lives. Through this training, participants learn to effectively use the Internet and digital platforms.
Duration	*5 hours*
Learning Outcomes	Participants will be able to: **Knowledge:** 1. Specify the basics of website creation, social media platforms, and other digital tools. 2. Recognize appropriate digital technology to advance career opportunities and personal development. **Skills:** 1. Develop practical skills in website creation, including basic web design and content management. 2. Create social media profiles for personal branding and business promotion. 3. Apply digital marketing and communication strategies. **Competencies:** 1. Manage and promote themselves or their businesses online. 2. Adapt to the constantly evolving digital landscape to stay competitive and informed.
Type Training Material	Powerpoint presentation
Workshop	Digital Marketing and Branding Workshop This workshop will introduce participants to digital marketing and personal branding using websites and social media. It will examine

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	best practices for creating and maintaining a strong online brand and will include practical activities such as website and content creation, social media management, and the use of digital marketing tools.
Interactive module	Digital Skills Bootcamp Participants will be engaged in activities such as building websites, creating social media campaigns, marketing content, and analyzing data. Technical terminology will be explained the first time it is used, and topics will be presented with protection to avoid any biases. They will work together on real projects as part of a digital team.
Extra material (links, pdfs etc.)	● *Video links and* ● *Reading list*
Assessment	Quiz Test

Table 16 Module 6 Teamwork, Negotiation and Problem solving skills

Module 6 Title	**Teamwork, Negotiation and Problem solving skills**
Description	This course is designed to enhance participants' soft skills and enable them to succeed in personal and professional environments. Topics covered will include communication and presentation skills, teamwork, negotiation, problem-solving and motivation. Participants will develop critical social skills necessary for successful teamwork and personal development.
Duration	*4 hours*
Learning Outcomes	Participants will be able to: **Knowledge:** 1. Recognise the key elements of effective communication, presentation, teamwork, negotiation, and motivation. 2. Explain the impact of soft skills on personal well-being and career success. **Skills:** 1. Develop effective communication and presentation skills for diverse audiences.

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	2. conflict resolution and problem-solving. 3. Apply negotiation techniques to achieve mutually beneficial outcomes. **Competencies:** 1. Foster positive interpersonal relationships in personal and professional life via soft skills. 2. Navigate negotiations successfully, making fair and strategic decisions. 3. Maintain motivation and overall well-being to enhance personal and professional performance.
Type Training Material	Powerpoint presentation
Workshop	Teamwork and Negotiation Challenge Participants will be grouped into teams and engage in a number of challenges that require effective teamwork, problem solving, and negotiation with other teams. Through this experiential training, participants will apply the knowledge and skills learned in the main module to real-life scenarios and gain practical insights into effective teamwork and negotiation strategies.
Interactive module	Problem-Solving Participants will be divided into teams and presented with a series of real-world challenges requiring effective teamwork, negotiation, and problem-solving skills. These challenges may include complex puzzles and scenario-based negotiations.By participating, individuals will learn to collaborate, think critically, and negotiate successfully in dynamic and challenging situations.
Extra material (links, pdfs etc.)	● *Video links and* ● *Reading list*
Assessment	Quiz Test

Table 17 Module 7 Communication and Social Interaction

Module 7 Title	Communication and Social Interaction
Description	This module is designed to enhance participants' communication and social interaction skills to foster positive relationships and effective interactions in both personal and professional contexts.
Duration	*4 hours*
Learning Outcomes	Participants will be able to: **Knowledge:** 1. Explain the importance of social interaction in personal and professional success. 2. Recognize common challenges and barriers to effective communication and social interaction. **Skills:** 1. Develop practical communication skills for diverse situations and audiences. 2. Practice active listening techniques to enhance understanding and empathy. 3. Build positive social interactions and relationships in various settings. **Competencies:** 1. Apply effective communication and social interaction skills to build and maintain relationships at work and in personal life. 2. Foster a positive and inclusive environment through strong social interaction skills.
Type Training Material	Powerpoint presentation
Workshop	Effective Communication and Active Listening Workshop This workshop will focus on developing effective communication skills, including verbal and non-verbal communication and active listening. Participants will engage in hands-on exercises, role-plays and scenarios to practice these skills.

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	Effective Communication and Presentation Skills Workshop

Participants will explore the art of effective communication and presentation. They will practice techniques for communicating clearly and effectively, including public speaking, active listening, and nonverbal communication. Participants will also learn how to create and deliver high impact presentations. |
| **Interactive module** | Conflict Resolution and Social Interaction Simulation

Participants will engage in real-life scenarios that challenge them to use their communication skills to resolve conflicts, improve teamwork, and build positive relationships. This simulation will enable participants to apply their knowledge and skills to real-world situations, enhancing their ability to effectively navigate social interaction dynamics.

Empathy in Communication

Participants will focus on the connection between empathy and effective communication. Through a sequence of simulated scenarios and real-life situations, participants will actively develop their ability to understand and connect with others. They will practise empathetic communication and active listening to strengthen their skills and build stronger relationships. |
| **Extra material (links, pdfs etc.)** | ● *Video links and*
● *Reading list* |
| **Assessment** | Quiz Test |

Table 18 Module 8 Nutrition and physical activity.

Module 8 Title	Nutrition and physical activity.
Description	This module discusses the importance of maintaining a healthy lifestyle through proper nutrition and physical activity for people diagnosed with MS. Participants will develop a comprehensive understanding of how the combination of nutrition and exercise can help manage MS symptoms and improve overall well-being.
Duration	*4 hours*
Learning Outcomes	Participants will be able to: **Knowledge:** 1. Explain the benefits of physical activity for people with MS. 2. Recognize the impact of diet and exercise on energy levels and symptom management. **Skills:** 1. Develop practical strategies for maintaining a balanced and nutritious diet. **2.** Personalize fitness plans to meet personal needs and abilities. **Competencies:** 1. Engage in regular physical activity to manage symptoms and improve overall health. 2. Adapt nutrition and exercise plans to suit the unique needs and challenges of people living with MS.
Type Training Material	Powerpoint presentation
Workshop	Nutrition Planning Workshop This workshop provides participants with practical knowledge and skills related to nutrition and meal planning. Participants will learn how to create balanced and nutritious meals that support their health and well-being.
Interactive module	Active Living and Healthy Eating Challenge Participants set personal goals for improving their diet and exercise routines and track their progress over a specified period

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	of time. This experiential module will provide a supportive environment for participants to make meaningful lifestyle changes, experience the benefits of nutrition and exercise, and develop the skills to maintain a healthier lifestyle, which is particularly important for people with MS.
Extra material (links, pdfs etc.)	● *Video links and* ● *Reading list*
Assessment	Quiz Test

Table 19 Module 9 Assistive Technology for Living with MS

Module 9 Title	**Assistive Technology for Living with MS**
Description	This module will provide people with MS with an introduction to a selection of assistive technologies and adaptive strategies that can improve their daily living and independence.
Duration	*4 hours*
Learning Outcomes	Participants will be able to: **Knowledge:** 1. Identify the specific challenges and needs of people with MS that can be addressed by assistive technology. 2. Explain the potential benefits of assistive technology in increasing independence and quality of life. **Skills:** 1. Manage common assistive technology devices and applications. 2. Collaborate with healthcare professionals to incorporate assistive technology into their daily routines. **Competencies:** 1. Advocate for their own needs and preferences in relation to the application of assistive technology. 2. Integrate assistive technology into their daily lives to improve their quality of life and independence.

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Type Training Material	Powerpoint presentation
Workshop	Demonstration Workshop on Assistive Technology Participants will discover and engage with a range of technologies and learn how to use them effectively in their daily lives. Assistive technology experts will be available to provide guidance and answer questions.
Interactive module	1. Adapt assistive technology to your needs Participants will learn how to adjust settings, select appropriate features, and incorporate assistive technology into their daily routines. Participants will practise using equipment and software that is relevant to their specific needs. 2. Working with Healthcare Professionals for Assistive Technology Participants will learn how to effectively communicate their needs and preferences, gather recommendations, and make sure the technology is appropriate for their care plan. They will engage in role-playing scenarios to practise effective communication with healthcare providers.
Extra material (links, pdfs etc.)	● *Video links and* ● *Reading list*
Assessment	Quiz Test

Modules only for Mentors

Table 20 Module 10 Mentoring Skills and Techniques

Module 10 Title	Mentoring Skills and Techniques
Description	This program is designed to equip people with MS with the skills necessary to become effective mentors to younger people with MS. Its primary goal is to enhance mentoring skills, including active listening, providing emotional support, goal setting, and fostering positive mentor-mentee relationships.
Duration	*5 hours*
Learning Outcomes	Participants will be able to: **Knowledge:** 1. Identify the principles of effective mentoring. 2. Explain the importance of setting and achieving mentee goals. **Skills:** 1. Develop mentoring techniques, including goal setting and feedback. 2. Provide emotional support and empathy to younger people diagnosed with MS. **Competencies:** 1. Foster positive and productive mentor-mentee relationships through effective communication. 2. Navigate the mentoring process effectively, from setting boundaries to providing ongoing support.
Type Training Material	Powerpoint presentation
Workshop	Effective Mentoring Techniques Workshop Participants will have the opportunity to improve their mentoring skills through practical exercises and role-playing. They will practise active listening, goal setting, and providing feedback in a constructive way. The workshop will also focus on building trust

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	and effective communication within the mentor-mentee relationship.
Interactive module	Mentorship Simulation and Practice Participants will work with hypothetical or real mentees and practise the knowledge and skills acquired in the main module. They will engage in mentoring scenarios, set goals, provide support, and receive feedback from mentors and peers. This simulation allows participants to experience mentoring in a controlled environment and develop the confidence and skills to become mentors in real-life relationships. Mentoring Case Study Analysis In this module, participants will explore real-world mentoring case studies. They will actively analyse and discuss these cases, identifying effective mentoring techniques and strategies that led to successful mentor-mentee relationships.
Extra material (links, pdfs etc.)	● *Video links and* ● *Reading list*
Assessment	Quiz Test

Table 21 Module 11 Understanding the Needs of Younger Individuals with MS

Module 11 Title	**Understanding the Needs of Younger Individuals with MS**
Description	This module is designed to increase participants' understanding of the unique needs and barriers faced by younger people diagnosed with multiple sclerosis (MS). It provides insight into the physical, emotional and social aspects of living with MS at a younger age in order to provide more effective support and guidance to this special group.
Duration	*5 hours*
Learning Outcomes	Participants will be able to: **Knowledge:** 1. Identify the physical and emotional challenges specific to younger people diagnosed with MS. 2. Explain the impact of MS on their educational and career aspirations. 3. Recognize the social and emotional support needed to help younger people navigate their MS journey. **Skills:** 1. Develop strategies for providing emotional support and empathy to younger people with MS. 2. Adapt communication and counselling approaches to meet the unique needs of this group. 3. Create an open and supportive environment for younger people with MS to express their concerns and goals. **Competencies:** 1. Foster a safe and inclusive space where young people can discuss their challenges and aspirations. 2. Guide young people to make informed decisions about their education, career and well-being in the context of MS.
Type Training Material	Powerpoint presentation
Workshop	Supporting Younger People with MS Workshop

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	Participants will learn how to effectively support younger people diagnosed with MS. The workshop will include discussions about the challenges and aspirations of this population and will focus on developing skills to provide empathic support and guidance. Participants will also engage in activities and scenarios that simulate real-life mentoring and support interactions.
Interactive module	1. Younger People with MS - Empowerment Session Participants will have the opportunity to actively engage with and learn from younger individuals diagnosed with MS. Through group discussions, shared experiences and mentoring interactions, participants will gain a deeper understanding of the unique needs and aspirations of this population of people with MS. 2. Storytelling and Empathy Building Younger people who have been diagnosed with MS will share their personal stories and experiences. Participants will actively listen and engage in empathic discussions with the speakers to gain a deeper understanding of the unique needs, challenges and aspirations of this group.
Extra material (links, pdfs etc.)	● *Video links and* ● *Reading list*
Assessment	Quiz Test

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Table 22 Module 12 Navigating the Mentorship Relationship

Module 12 Title	**Navigating the Mentorship Relationship**
Description	This module is designed to provide participants with the skills and knowledge necessary to effectively manage mentoring relationships. It includes an in-depth examination of mentor-mentee interactions, goal setting, providing feedback, and fostering a successful and mutually beneficial relationship. Participants will gain the ability to create a constructive and supportive mentoring experience.
Duration	*5 hours*
Learning Outcomes	Participants will be able to: **Knowledge:** 1. Explain the importance of providing constructive feedback and guidance. 2. Identify the impact of trust, boundaries, and ongoing support in mentoring relationships. **Skills:** 1. Set clear and achievable mentoring goals. 2. Provide constructive feedback and support to mentees in their personal and professional development. 3. Develop trust and appropriate boundaries within the mentoring relationship. **Competencies:** 1. Build trust and strong communication within the mentoring dynamic. 2. Empower mentees to achieve their goals and grow personally and professionally.
Type Training Material	Powerpoint presentation
Workshop	Effective Mentoring Relationship Workshop Participants will learn how to create a successful mentorship relationship by setting clear goals, practising active listening, and providing constructive feedback. The workshop will also address the importance of trust and maintaining boundaries in the mentorship relationship.

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Interactive module	1. Mentoring Simulation and Practice Overview: The Mentorship Simulation and Practice module provides a practical experience that allows participants to actively engage in mentorship. By working with hypothetical or real mentees, participants can test their acquired knowledge and skills. They will participate in various mentoring scenarios, set goals, and provide encouragement while receiving feedback from both mentors and their peers. 2. Mentorship Relationship Reflection and Improvement Participants are encouraged to review their mentor-mentee interactions, set personal development goals, and identify areas for improvement. The focus is on developing more positive and helpful mentorship relationships through self-awareness and continuous improvement.
Extra material (links, pdfs etc.)	● *Video links and* ● *Reading list*
Assessment	Quiz Test