

STEP-BY-STEP GUIDE TO THE ELSATHUB PROGRAM

This step-by-step guide to the 21st Century softskills Training Program consists of nine modules, designed to equip learners with the essential skills needed to thrive in the 21st-century workplace.

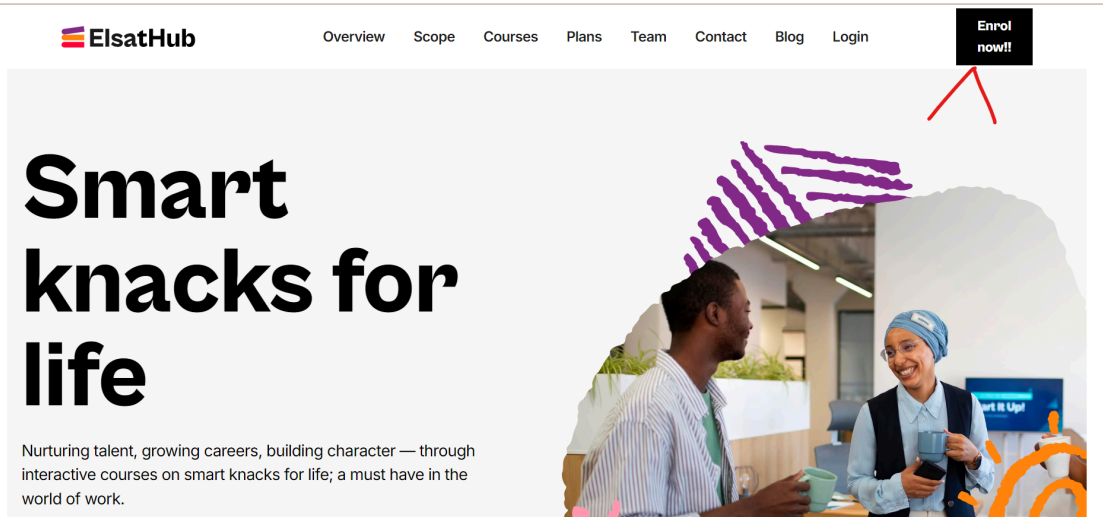
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Step 1. Enrolment Steps

1. Homepage

Click on <https://www.elsathub.co.ke/>

Once you get to the landing page on the right-hand side, top, click on **enroll now**. Fill in your details to create an account. An email will be sent to your email address. Use the link provided on the top right-hand side.

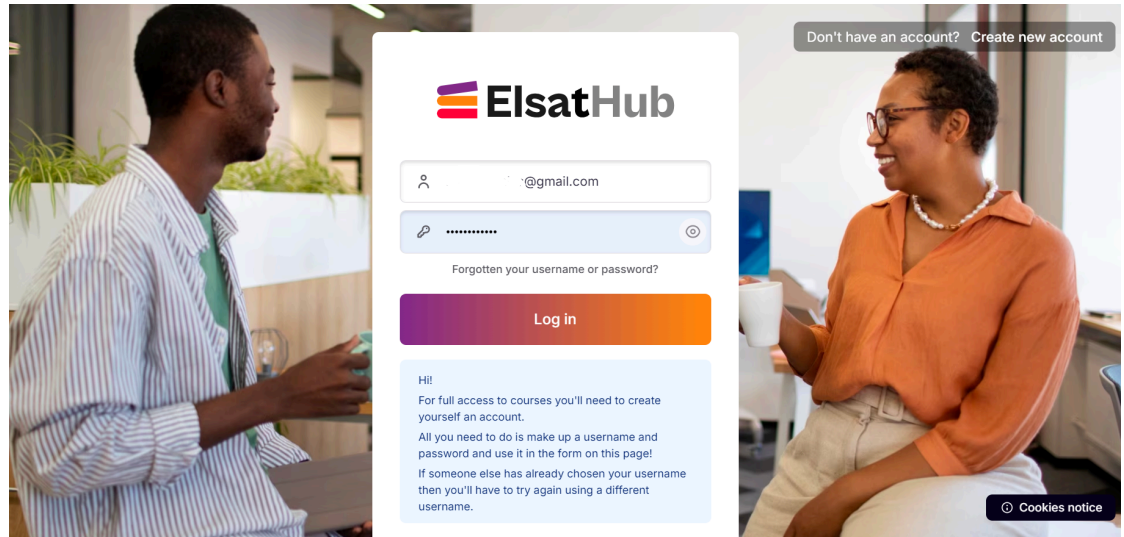


2. Creating the Account

Follow the instructions to create an account.

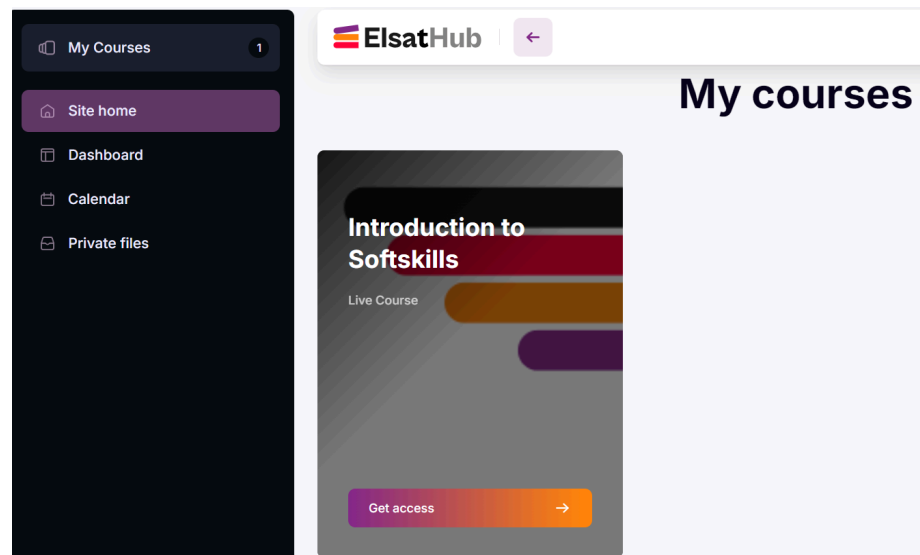
3. Logging in

Click on <https://soma.elsathub.co.ke/> and follow the prompt. This step is crucial: You will need the email you used to create an account and the password to log in to the course. Access the LMS by logging in with the credentials you created using the mail and password you provided.



4. How to navigate the LMS Course

- On the left side of the dashboard, go to **Site Home**.
- Scroll down to the first course, the **Introduction to Soft Skills**.
- Click on the **Get Access** button.

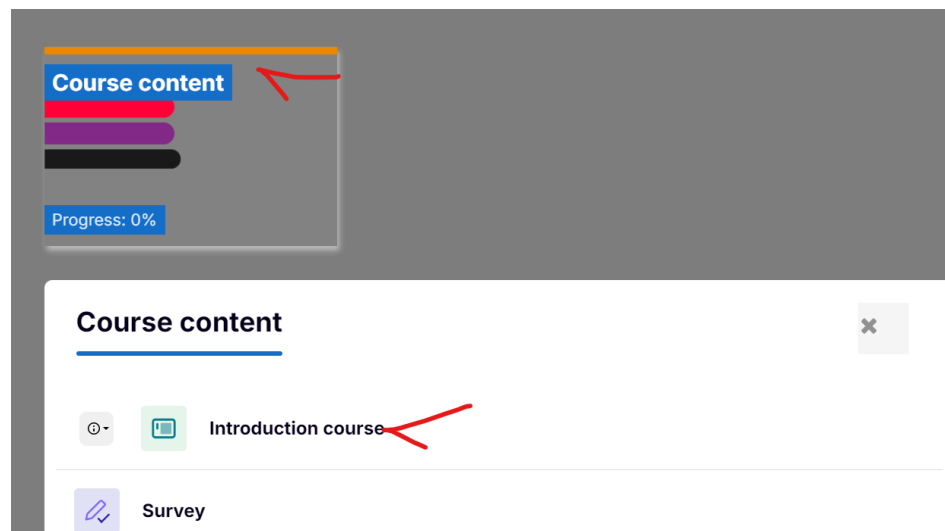


5. Self-Enroll

- At the top page.
- Select **Self-Enrollment Options**.
- Choose the **Enroll button to start your learning journey**. Remember, we are here to support you every step of the way.

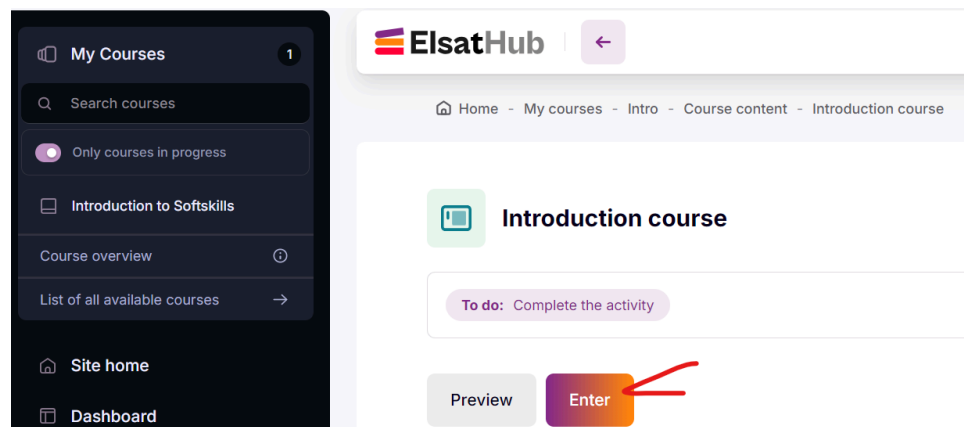
6. Start the Course

- Scroll down and click on the **Course Content** icon, as shown below.
- Then click the **Introduction course**.



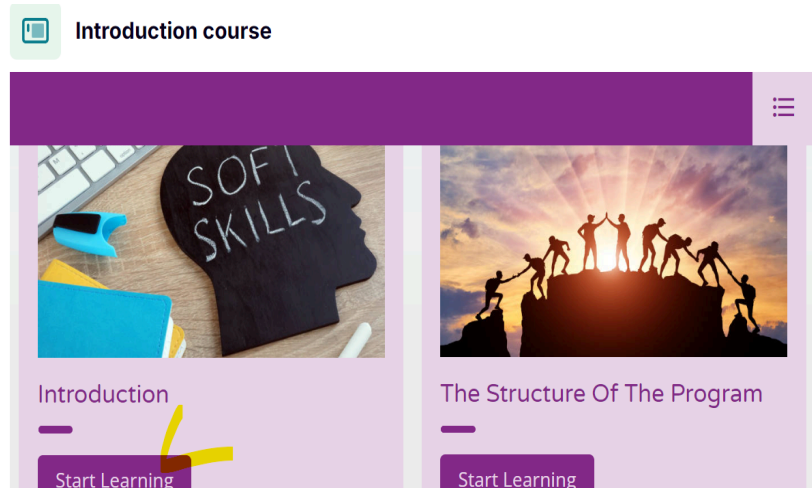
7. Get started

Let's start your learning journey by starting the course. After clicking on the Introduction Course, click **Enter**.



8. Begin learning

- Click **Start Learning** to begin the course, as shown below.

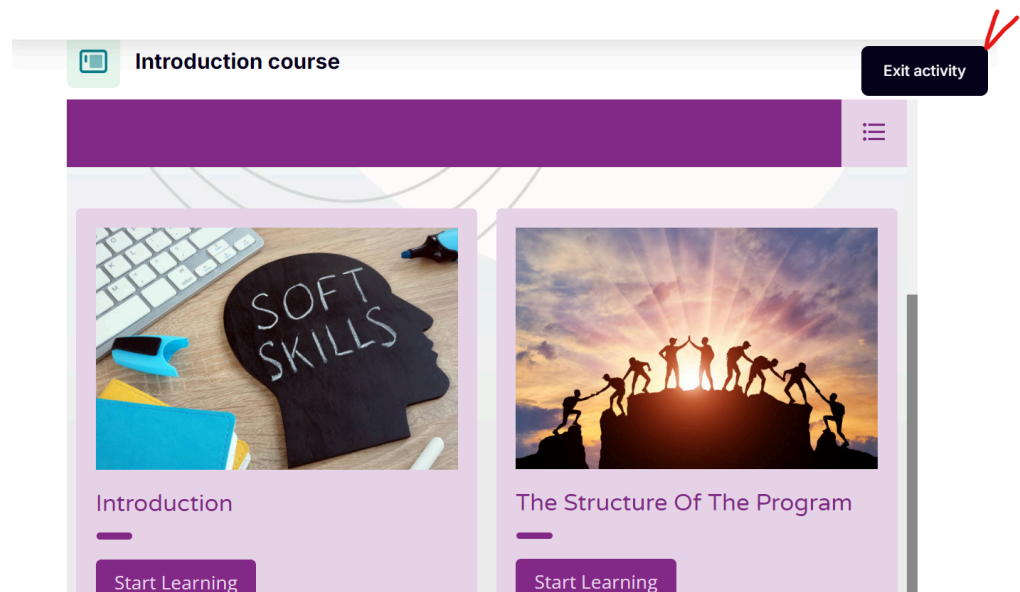


8. Congratulations message

- Upon completing the content, you will receive a **congratulations message** for finishing the Introduction to Soft Skills course.

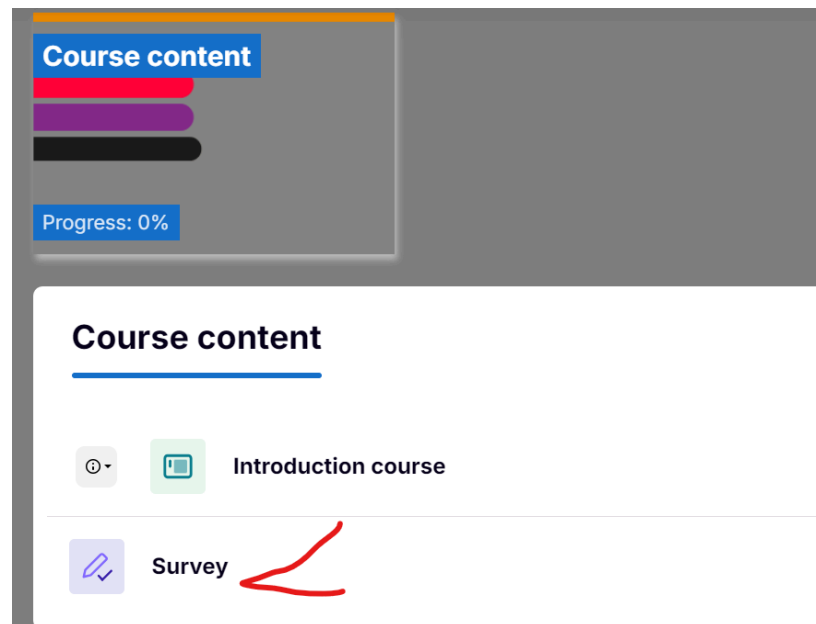
9. Returning to the menu

- Click on the MENU, and go back to **Start Learning**
- Click **Exit activity**



10. Survey

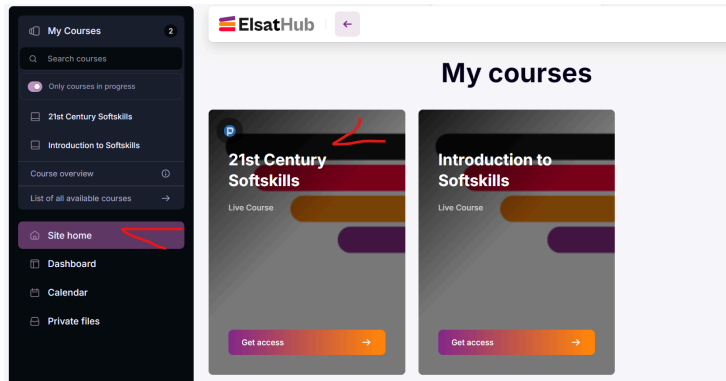
- After exiting the activity, you will return to the Course content page.
- Click on **Survey**.
- To complete the survey. Click the survey button to complete the survey and submit your responses.



Step 2. Accessing the 21st Century Soft Skills Program

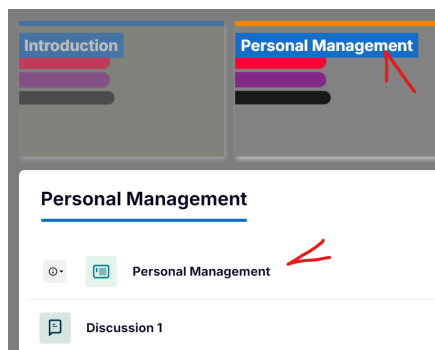
1. Return to the Site Home:

- Navigate back to the homepage and select the **21st Century Soft Skills** program.



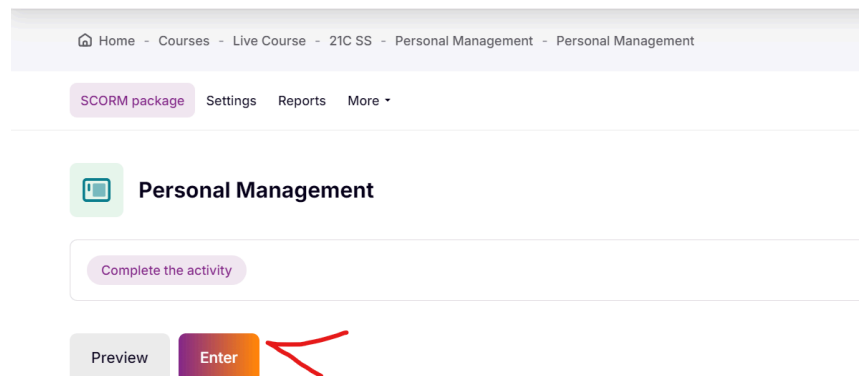
2. Find a Course

- Scroll down to locate the **Personal Management** course, as shown below.



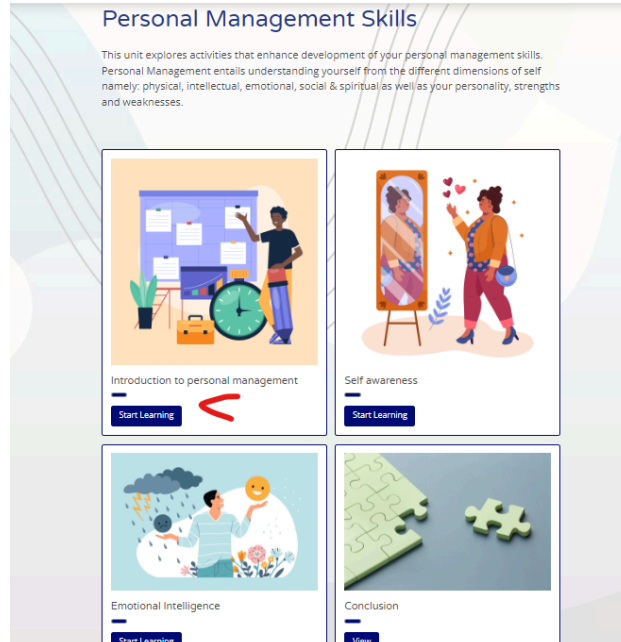
3. Access the Course

- Click **Enter** to access the course.



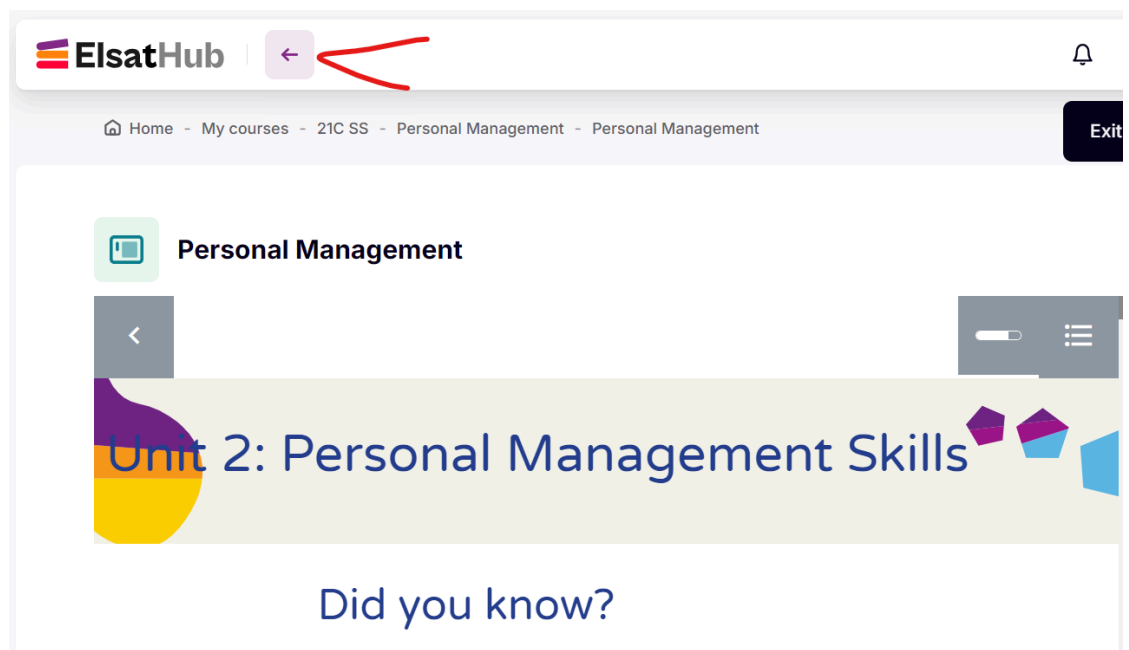
4. Start Learning

- Start your **learning** journey by following the course content.



5. Full-Screen Mode

- Click the **arrow** at the bottom to switch to full-screen mode for an immersive learning experience.



6. Continue Learning

- Keep progressing by clicking the **+ sign** to access new content.

There are 5 steps that can help answer the question, "Who am I?"

Step 1. Reflect -

Examine yourself for strengths, weaknesses and impressions that you give others.

Step 2. Decide who you want to become +

Step 3. Make better choices +

Step 4. Explore your passions +

7. Access All Content

- Ensure you click all markers to access every piece of learning content.

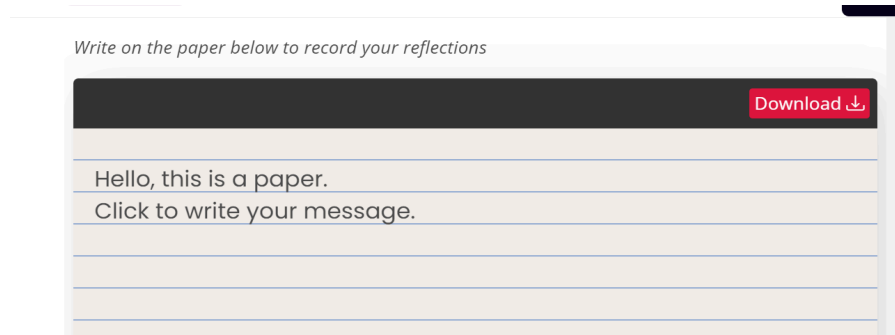


8. All actions completed

- Remember, you must interact with all content without skipping to progress to the next level or unlock further instructions.

9. Utilize eJournals

- Engage with the course by completing personal experiential activities in the reflective eJournals. You can also journal your journey.



10. Complete All Activities

- Ensure you finish all the **activities** included in the course in a physical book or journal.

ACTIVITY 1

Imagine that a well-wisher wants to give you their inheritance as well as sponsor you for further studies, describe yourself as accurately as possible. Describe yourself in terms of:-

- Your name, sex, age, marital status, level of education etc
- Your physical appearance in terms of: height, shape, complexion and any other thing they would like the well-wisher to know about the way they look.
- Things that make you happy, angry, anxious and how you deal with these feelings.
- At least five values and beliefs that influence the way you live.
- Three gifting/talents or special abilities you have.

The image shows a graphic for "ACTIVITY 1". On the left is a circular icon with a blue background and a yellow circle in the center, containing two dice (one red, one white). To the right of the icon is the title "ACTIVITY 1" in blue. Below the title is a blue italicized instruction: "Imagine that a well-wisher wants to give you their inheritance as well as sponsor you for further studies, describe yourself as accurately as possible. Describe yourself in terms of:-". Below this is a list of five bullet points in black text, detailing the information to be described.

11. Proceed to Self-Awareness

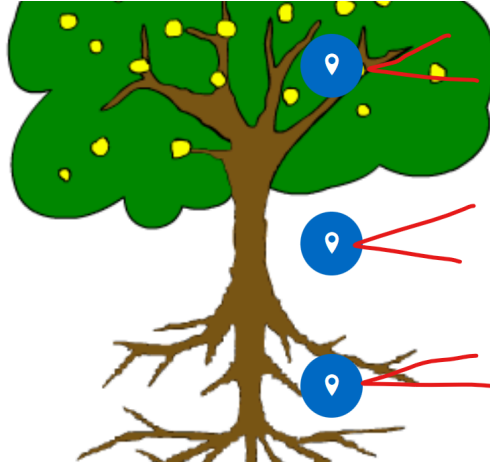
- Click **Next** to move on to the Self-Awareness content.

Let us proceed to **Self awareness**



12. Explore the Tree Diagram

- Click **all** markers on the tree diagram to access more learning content.



13. Advance to Emotional Intelligence

- Click **Next** to proceed to the Emotional Intelligence page.

Let us proceed to **Emotional Intelligence**

Previous


Menu

Next

14. Flip the Cards

- Explore more content by **flipping** the interactive cards provided. **Note** that some cards are flipped more than once to access more content.

Self-motivation



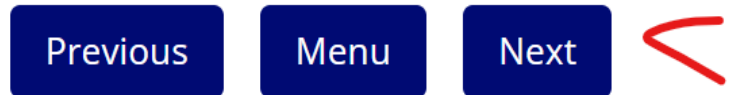
Empathy is the ability to understand how others are feeling and responding to them with respect. This allows you to understand power dynamics that influence relationships and helps guide your interactions with the different people you encounter daily.

Flip

15. Move to Key Takeaways

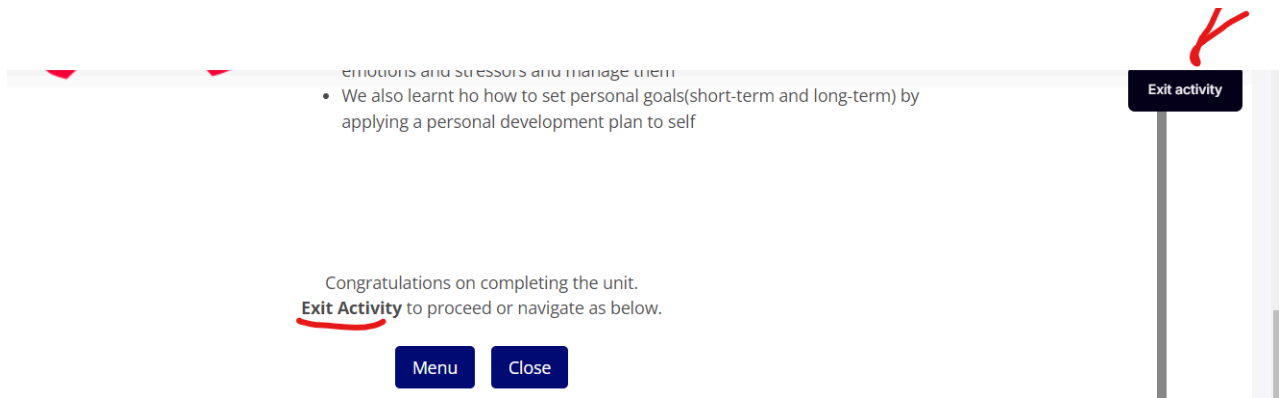
- Click **Next** to reach the Can be Takeaways page.

Let us review **key takeaways**



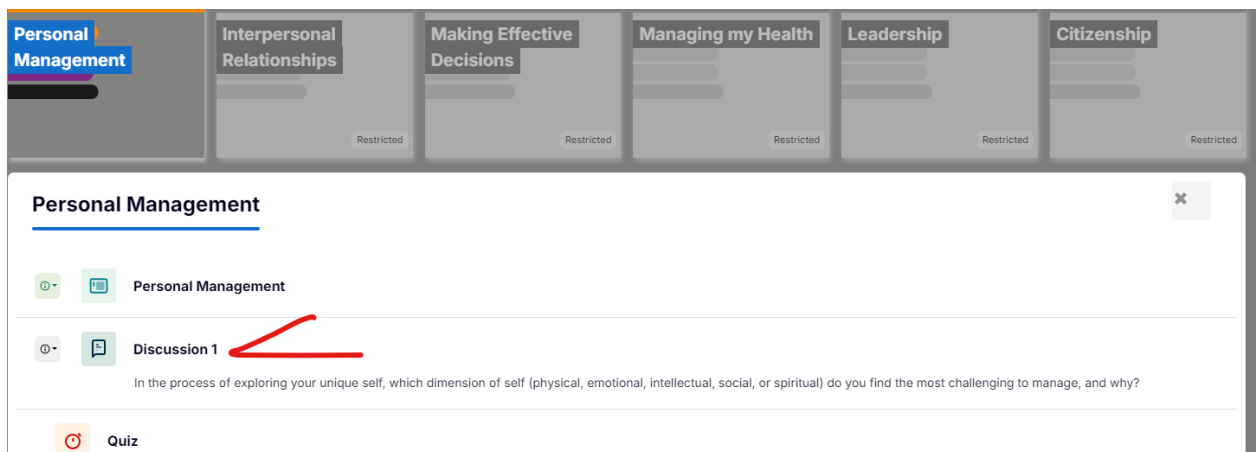
16. Exit Activity

- After reviewing the key takeaways, click **Exit Activity** to return to the main course page.



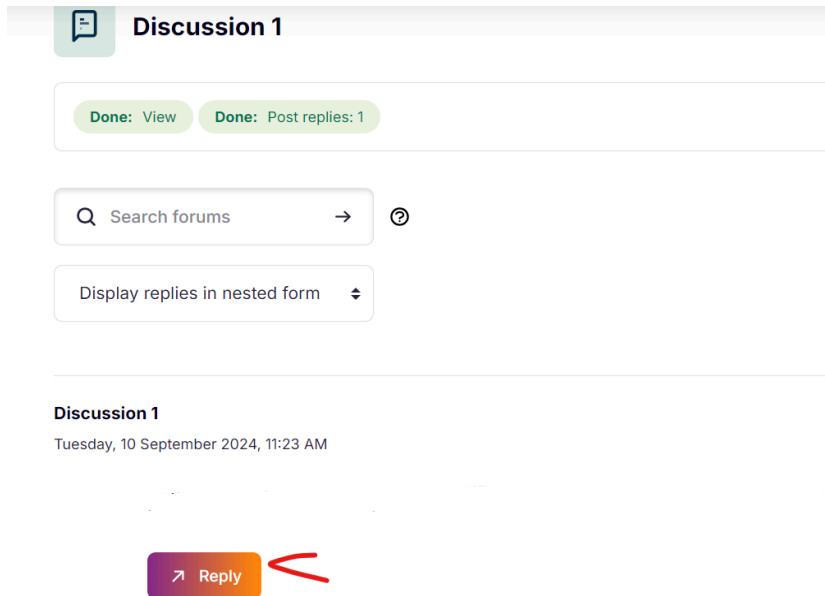
17. Join the Discussion

- Upon exiting, you'll be directed to the page below; click **Discussion 1** to participate in the discussion.



18. Complete the Discussion

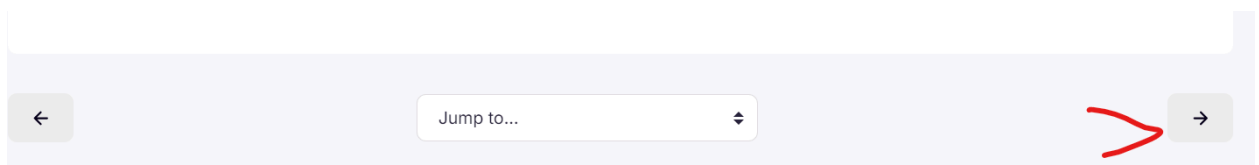
- Ensure you fully engage in the discussion by **commenting on the topic** given and responding to other people's posts. Once you have done so, **click the arrow** below to proceed to the next page.



The screenshot shows a forum interface for a discussion titled "Discussion 1". At the top, there is a header with a speech bubble icon and the title "Discussion 1". Below this, there are two green buttons: "Done: View" and "Done: Post replies: 1". A search bar with the text "Search forums" and a right-pointing arrow is visible. Below the search bar is a dropdown menu set to "Display replies in nested form". The main content area shows the title "Discussion 1" and the date "Tuesday, 10 September 2024, 11:23 AM". At the bottom of the visible content, there is a purple "Reply" button with a right-pointing arrow icon, which is highlighted with a red arrow pointing to it.

19. Click the Arrow to Proceed


Once you've done this, click the discussion, **click the arrow** to proceed to the quiz page, and complete all the questions.




The screenshot shows a navigation bar with a left-pointing arrow, a "Jump to..." dropdown menu, and a right-pointing arrow. A red arrow points to the right-pointing arrow, indicating the next step in the process.

20. Quizzes

Complete all quiz sections to finalise what you learned in the course.

 **Quiz**

[Continue your attempt](#) 

Grading method: Highest grade

Summary of your previous attempts

Attempt	State	Review
1	In progress	