

ERF: PERSONAL, SOCIAL AND LEARNING TO LEARN COMPETENCE

1. Learning about One's Self to Reach Full Potential

MMC Management Centre

Duration: 7 hours



**Co-funded by
the European Union**

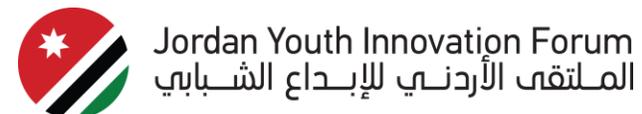
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Project Consortium

Coordinator:



Partners:



Project Details

Title: “Joint Development, Piloting, and Validation of Entrepreneurial Mindset and Key Skills Curricula and Training Materials for Third Countries”

Acronym: EMSA (Entrepreneurial Mindset and Skills for All)

Agreement Number: 101092477 – EMSA – ERASMUS-EDU-2022-CB-VET

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Call for Proposals: ERASMUS-EDU-2022-CB-VET

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PERSONAL, SOCIAL AND LEARNING TO LEARN COMPETENCE

Training Aim

The aim of the workshop is to promote learning about one's self to make the best out of personal capabilities, learning about others to effectively collaborate in the work environment and within social contexts, and learning to learn to develop both personally and professionally. The trainees will learn to: a) reflect upon themselves to maintain physical and mental health, identify and set goals based on their capacities and potentials to stay motivated, as well as effectively manage their time and available information to remain resilient; b) work with others in a constructive and non-conflictual way by embracing cultural diversity and employing empathy that establish positive relationships; and c) manage their own learning and career through critical thinking, the application of prior learning, and the identification of opportunities to learn and develop, including with the use of resources and tools for career advice and identification of opportunities and by applying strategies for professional growth.



Personal, Social and Learning to Learn Competence

Learning Outcomes

In terms of **knowledge**:

- ✓ *Explain what a positive self-image and a growth mindset are.*
- ✓ *Define cultural diversity and empathy.*
- ✓ *List resources and tools for career advice and development (professional growth) as well as for the identification of opportunities.*

In terms of **skills**:

- ✓ *Identify personal capacities and potentials to establish a positive self-image and develop a growth mindset.*
- ✓ *Employ collaborative work based on constructive communication and by using empathy techniques.*
- ✓ *Apply strategies for personal well-being and professional growth.*

In terms of **competences**:

- ✓ *Address market needs and challenges, as well as social needs and challenges, by managing one's own learning pathway.*
- ✓ *Build and maintain positive relationships.*
- ✓ *Utilise metacognitive strategies for learning.*

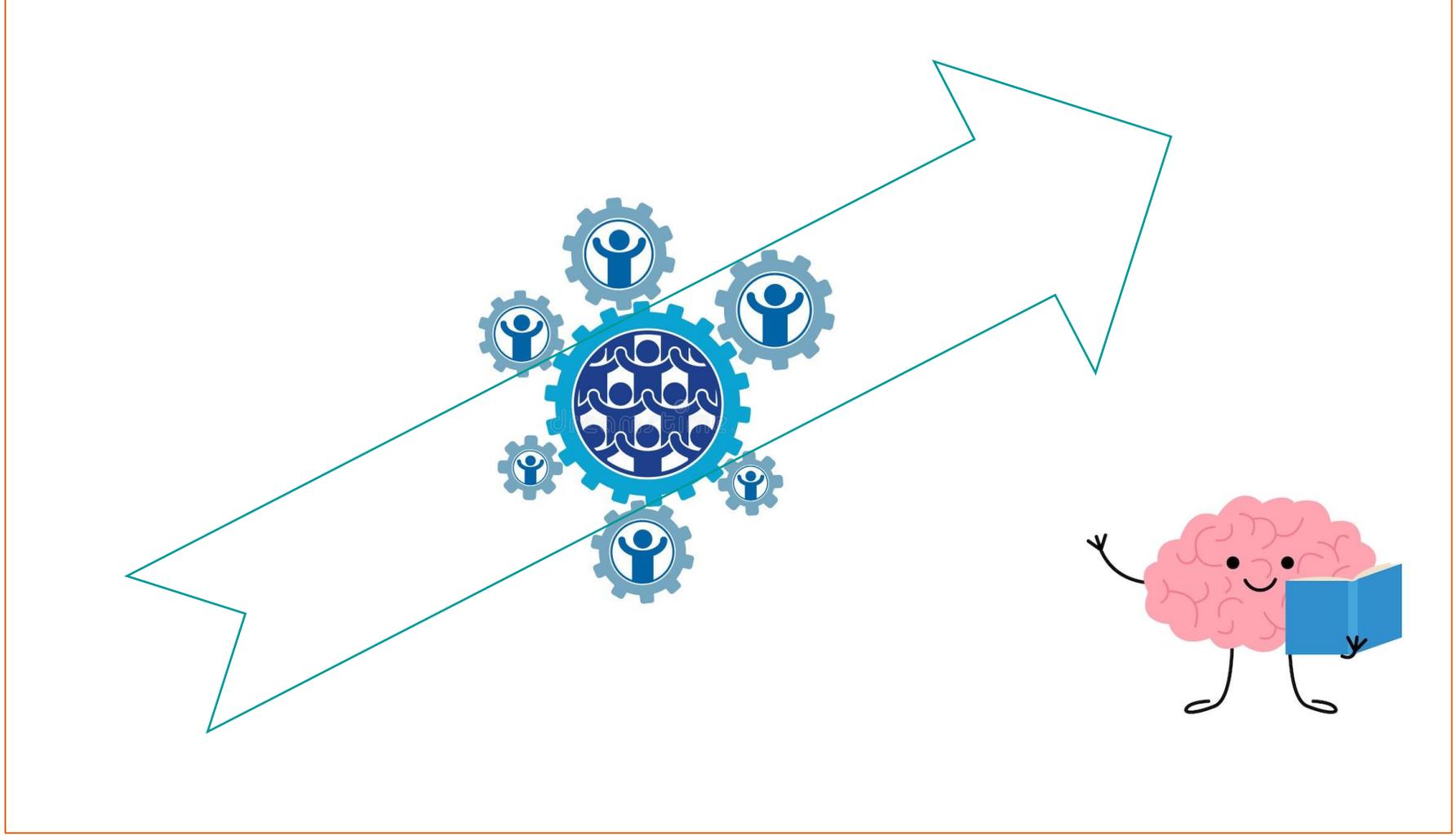
ERF: European Reference Framework (Key Competences for Lifelong Learning)



The ability to reflect upon oneself, effectively manage time and information, work with others in a constructive way, remain resilient and manage one's own learning and career. It also includes the ability to cope with uncertainty and complexity, learn to learn, support one's physical and emotional well-being, to maintain physical and mental health, and to be able to lead a health-conscious, future-oriented life, empathise and manage conflict in an inclusive and supportive context'.

What ERF
competence
is our training about?

Could you describe the picture?



Training Route Map (*Competence Level*)

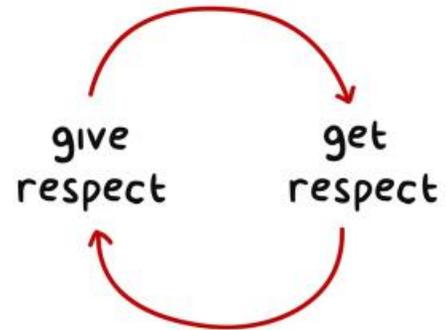
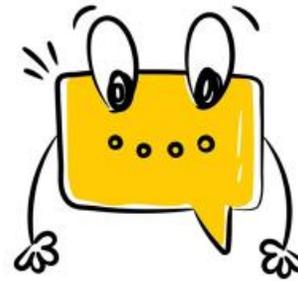
**Learning about One's Self
to Reach Full Potential**

**Learning about Others
for Social and
Professional Growth**

**Learning to Learn for a
Meaningful Life**



Training Rules

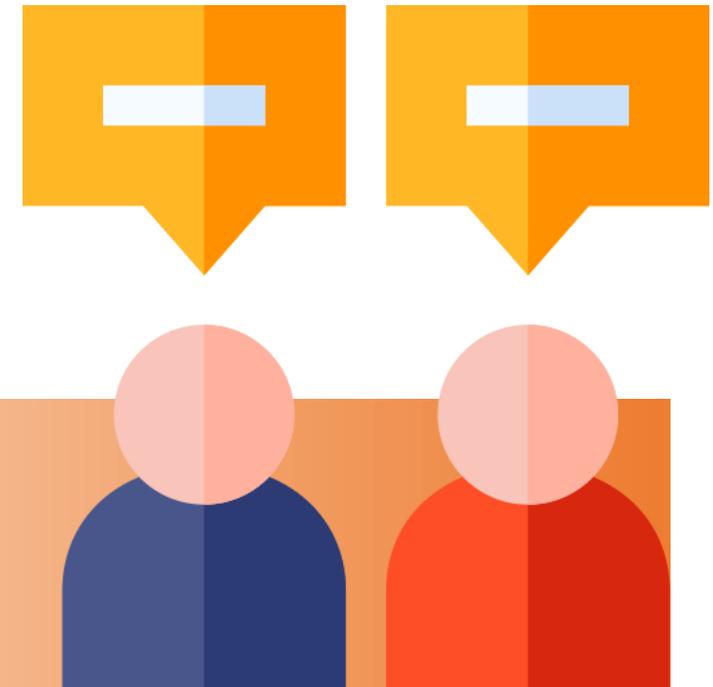


BREAK TIME

LEARNING
★ IS OUR ★
SUPERPOWER



My own superpower is...



Introductions

Let's get to know each other!

‘Knowing others is intelligence; knowing yourself is true wisdom’.

Lao Tzu

‘There are three things extremely hard: steel, a diamond, and to know one's self’.

Benjamin Franklin

Training Route Map (*Topic Level*)



Introduction to Learning about One's Self to Reach Full Potential

The 'Self'

- The **self** can be defined as **the individual as a whole**, including all *characteristics, attributes, mentality, and consciousness*.
- When we look in the mirror and think about anything, there is always **an inner understanding that we are a being**. This understanding of being, or self, is **extremely important for everything in life**.

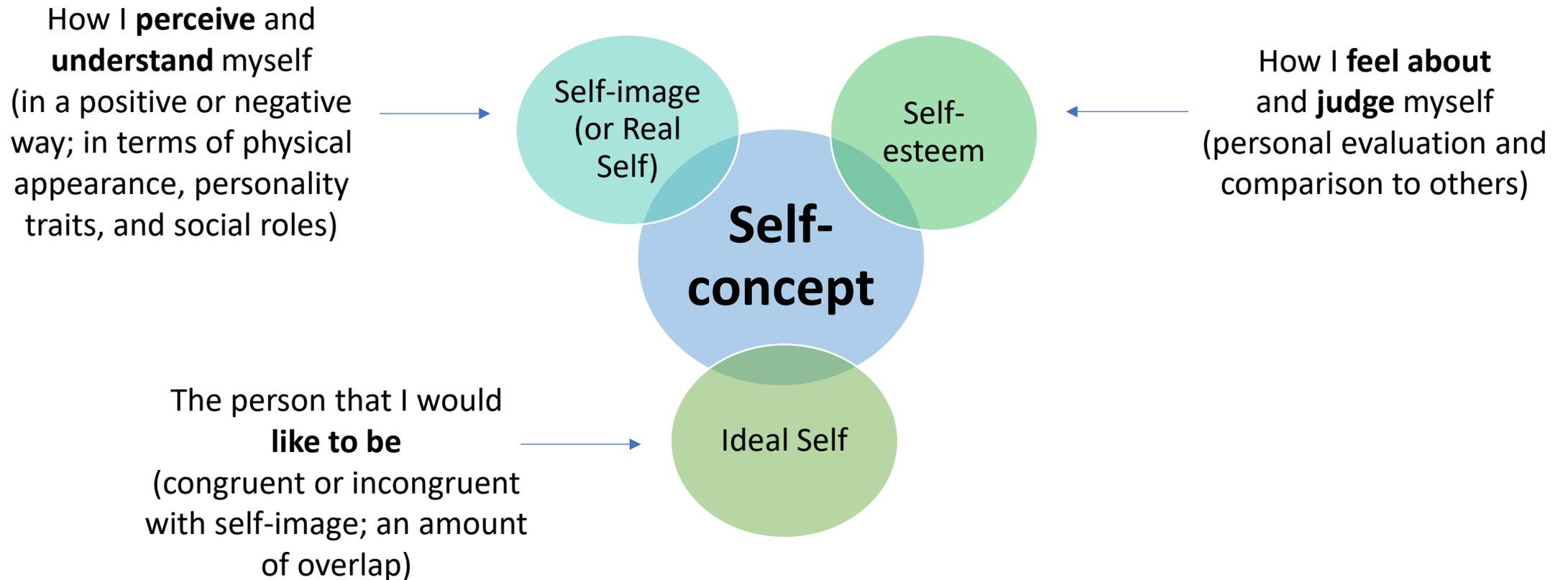


Defining Ourselves

- The *perception* that we have of ourselves, our answer when we ask ourselves the question ‘**Who am I?**’, is called **self-concept**.
- The **accumulation of knowledge about the self**, such as beliefs regarding:
 - ✓ Personality traits and qualities
 - ✓ Physical characteristics
 - ✓ Abilities
 - ✓ Values
 - ✓ Goals
 - ✓ Identities and roles



Who am I?



Self-concept:

Understanding ourselves in a holistic way

Self-awareness

- Recognising and understanding our own thoughts, feelings, and behaviours: being attuned to our inner experiences and understanding how these experiences influence our actions.



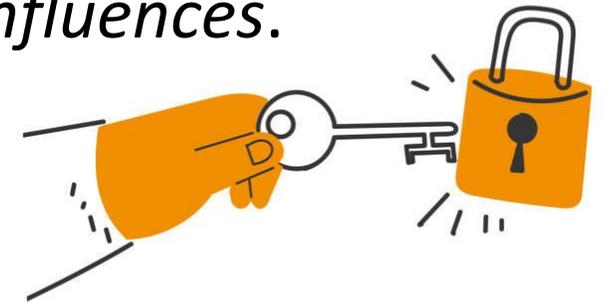
Self-efficacy

- Believing in our capabilities to perform tasks and achieve goals: our perceived competence and confidence in handling specific challenges.



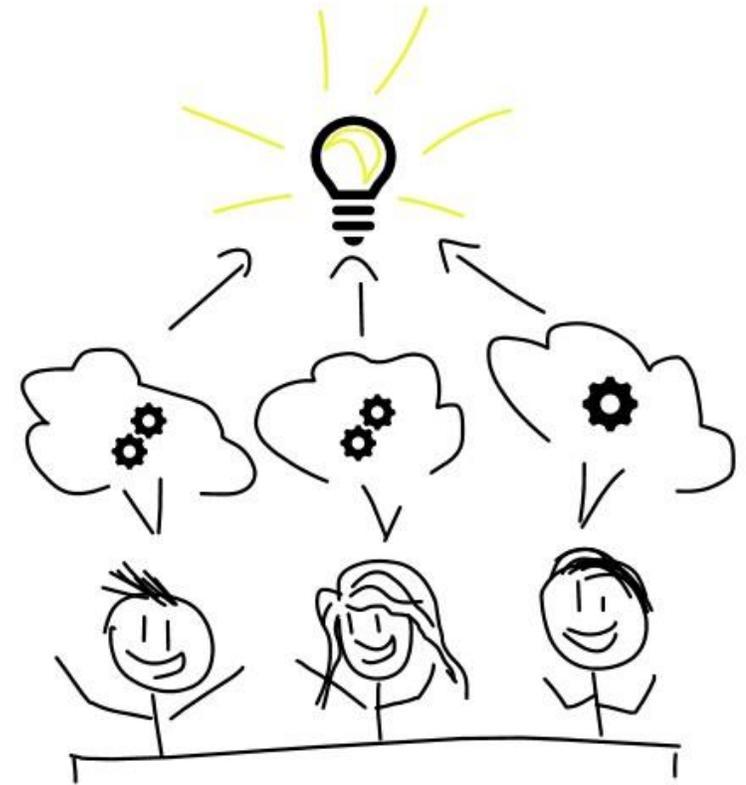
Unlocking our Potential

- Self-concept develops most rapidly during early childhood and adolescence, but **it continues to form and change over time, as we learn more about ourselves.**
- It is influenced by factors such as *personal achievements or setbacks, social interactions, feedback from others, and cultural influences.*



Unlocking our Potential

- But, **how** can we learn more about ourselves?



1. Prioritising a Healthy Lifestyle

1.1 Well-being: Developing a Positive Self-image

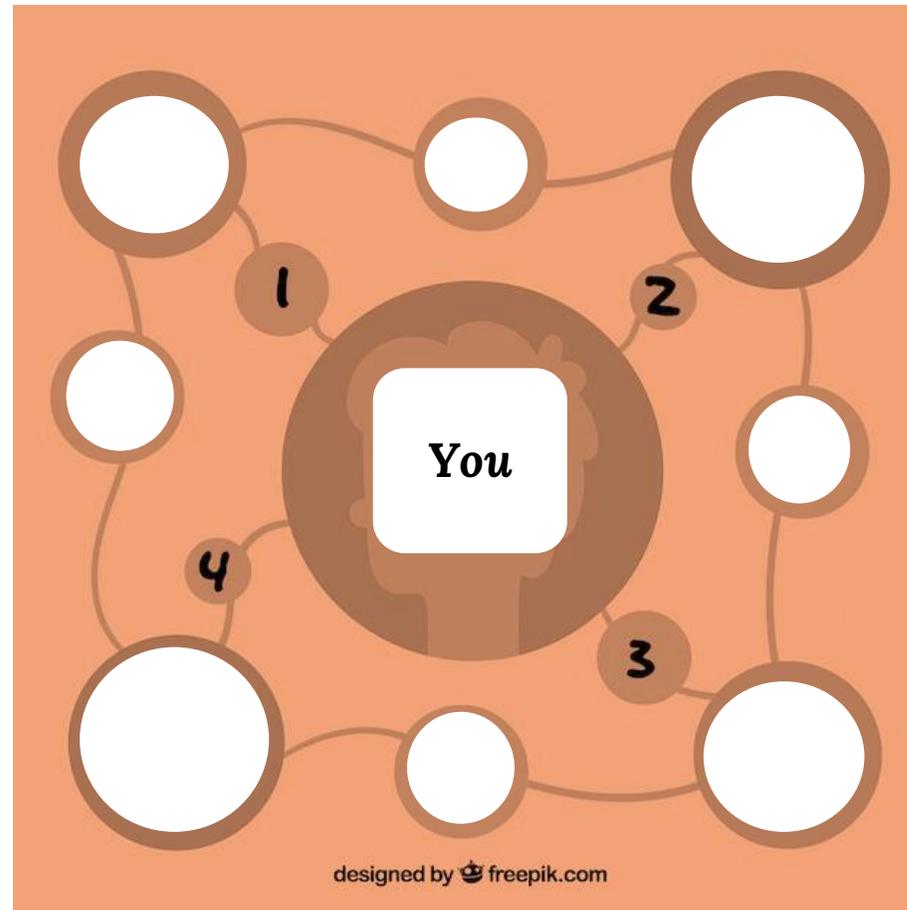
1.2 Self-Reflection: The Key to a Conscious Way of Living

1.3 Building New Habits

Individual Exercise: My Lifestyle...



... Mapped



Discussion

- *What are the main elements of your lifestyle?*
- *What adjectives would you use to describe your lifestyle?*
- *What components of your lifestyle are you **happy about** and why?*
- *What components of your lifestyle would you like to **change** and why?*



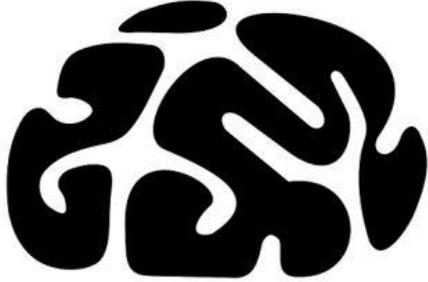
Healthy Lifestyle

Normal functioning of the body:
Getting enough sleep,
eating balanced meals,
and staying active.
(Physical well-being)



Healthy Body

+



Healthy Mind

=



Well-being

Happy Human

More than the absence of mental disorders:
Coping with the stresses of life, realising one's
abilities, learning and working well, and
contributing to one's community.
**(Mental well-being: emotional, psychological,
and social)**

Well-being

is the state of being healthy, happy, and comfortable, both **physically** and **mentally**.



Positive Self-image

'Self-image is how you perceive yourself. It is a number of self-impressions that have built up over time... These self-images can be very positive, giving a person confidence in their thoughts and actions, or negative, making a person doubtful of their capabilities and ideas'.

A positive self-image is having a good view of yourself, in terms of physical appearance, personality traits, and social roles.

- *How do I look?*
- *How am I doing?*
- *How important am I?*



Positive Self-image

A healthy self-image can **boost our physical, mental, social, emotional, and spiritual well-being.**

Benefits of having a positive self-image:

- More open to new experiences.
- Resilient.
- Better social relationships.
- Enhanced decision-making.
- Improved physical health.



Developing a Positive Self-image

Self-image is not permanently fixed. Part of our self-image is dynamic and changing.



Building a Positive Self-image:

- ✓ Make a list of your positive qualities.
- ✓ Ask significant others to describe your positive qualities.
- ✓ Define personal goals and objectives that are reasonable and measurable.
- ✓ Identify and explore the impact of childhood labels.
- ✓ Reflect on how far you have come already in your life.

Other Dimensions of Well-being



*How do you think well-being is related to these areas of life?
Can you give some examples?*



'The unexamined life is not worth living'.

Socrates

Self-reflection

Looking at yourself, your actions and your thoughts as well as how others perceive you to better understand how you show up and, in doing so, to improve your self-awareness and know yourself better.

If self-reflection is the process, then self-awareness is the outcome.



Why

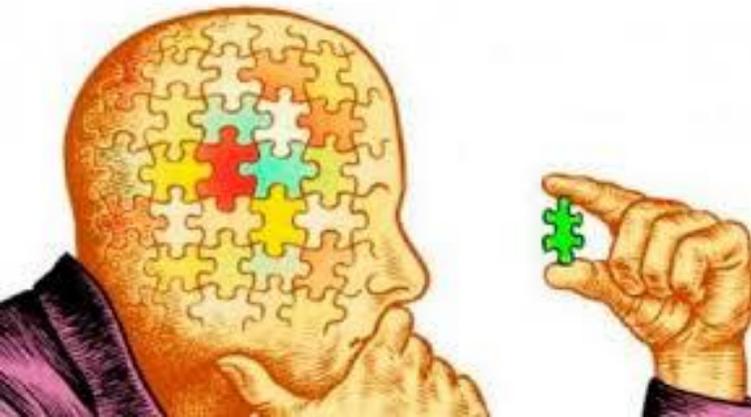
- ✓ Improving Self-Awareness
- ✓ Providing Perspective
- ✓ Facilitating Learning
- ✓ Challenging One's Beliefs

When

- ✓ On a daily basis, setting aside time
- ✓ At the same time every day

Where

- ✓ At a quiet place, where one can think clearly and feel comfortable



How

Choose a technique:

Write in a journal, record voice memos, use a specialised self-reflection application, etc.

Analyse and interpret:

Go through the reflections to identify patterns, beliefs, or recurring issues. Are there consistent challenges or sources of joy?

Take action:

Create an action plan that involves setting specific, achievable goals related to the identified insights. Implement changes based on the reflections. Track the progress over time.



4 Basic Actions when Self-reflecting

1. **STOP** and take a step back from your daily life.
2. **LOOK**, identify what you see, and get perspective on what you notice.
3. **LISTEN** to your inner voice, the innate wisdom that bubbles up when you give it time and space to emerge.
4. **ACT**: identify the steps you need to take moving forward to adjust, change, or improve.

Self-reflection Activity Examples



Keep a ‘gratitude journal’ on a daily basis, reflecting on and listing the good things that happened to you and things you felt positive about.

Keep a ‘reflective journal’ on a daily basis, listing good and bad things that happened to you and asking yourself and recording how you can improve things.

Consciously **write two pages** every day when you get up to help you clear your mind, process any negative emotions from the previous day, and start the day with a clean slate and on a positive note.

Take five minutes every day to **meditate**.

Exercise and use the time **to think** about your feelings and actions.

Share your reflections publicly on your social media, blog, or vlog **to hold yourself accountable**.

... and Examined

Have a look at your Lifestyle Map and **self-reflect**:

- *Am I looking after my bodily needs?*
- *Am I prepared to face the day when I awaken in the morning?*
- *Am I making the most of my time?*
- *Am I allowing things outside of my control to stress me out?*
- *Do I invest enough time and energy in my relationships?*
- *Am I succeeding in my objectives?*
- *If I recreated my Lifestyle Map again, **what would I do differently?***



Building New Habits

- ✓ **Start small:** *'Make it so easy you can't say no'.*
- ✓ **Focus on who you want to be**
- ✓ **Practice consistently**
- ✓ **Track the process**
- ✓ **Work on environment**
- ✓ **Make it attractive**
- ✓ **Celebrate successes**
- ✓ **Adapt the habit**

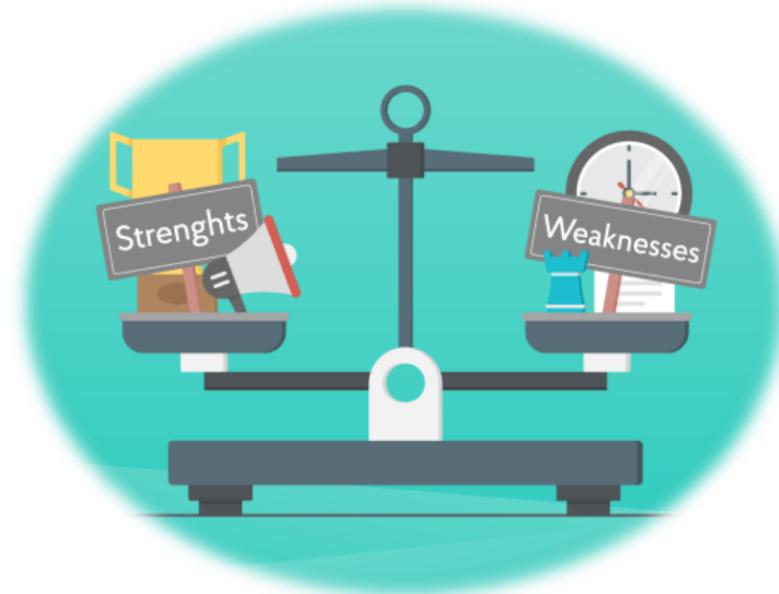


2. Identifying Capacities to Set Goals and

2.1 Self-assessment: Discovering Capacities

2.2 Setting Goals based on Strengths: Unlocking Potentials

2.3 Addressing Challenges of Today (Time, Information, Change, and Stress Management)



What do you feel **very good at**?
Is there anything you would like to **improve**?

Self-assessment: Discovering Capacities

Your biggest personal strength would be something that comes very easily for you.

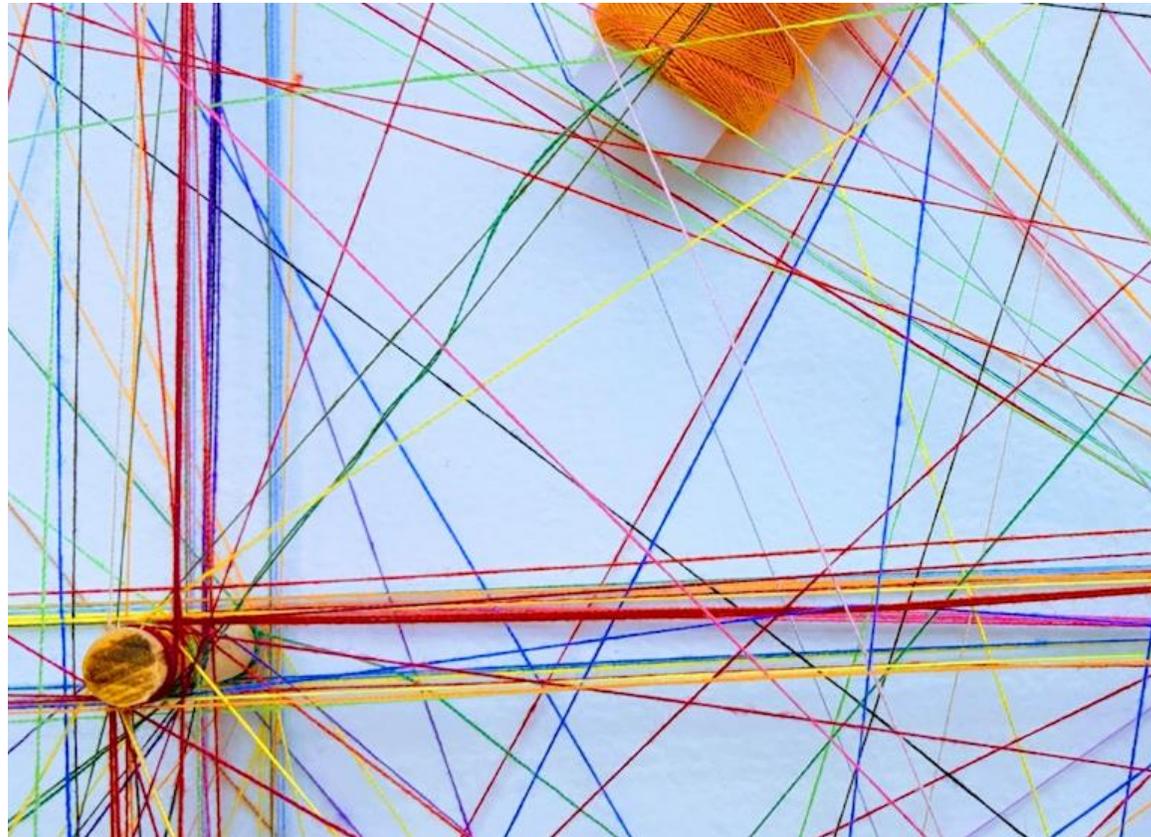


Your weaknesses hold you back from achieving many great things.

Most people actually have no clue about theirs!

They should take ownership of assessing themselves.

Individual Exercise: *Time for Skills!*



DYSAC Test

Individual Exercise: *Time for Skills!*

- *What do you think about the results of the test?*
- *Are there any other skills*
talents interests
preferences motivations of yours?
- *How have you identified them?*



Identifying your Strengths



- 1. Ask around (e.g., your family and friends).**
- 2. Look at your leisure activities.**
- 3. Remember your childhood talents and interests.**
- 4. Seriously consider any compliments you receive.**
- 5. Identify personal patterns.**
- 6. Write down what you do.**
- 7. Take an aptitude and/or personality test.**
- 8. Keep an open mind.**

Individual Exercise: 'I Feel Strong When...'

1. WORK ACTIVITIES

- a) Make a long list of work activities you did over the last few weeks.
- b) Underline any of the activities you enjoyed and thought, 'I look forward to doing that again'.

2. WORK-RELATED VERBS

- a) Go through the list of work-related verbs and circle any that would make you feel strong and energised doing them.
- b) From your circled verbs, **highlight** the ones you can possibly **USE** in your current tasks.



Individual Exercise: 'I Feel Strong When...'



3. STRENGTHS

- a) Find your top underlined and circled activities and see your **highlighted** verbs.
- b) **Combine this information** and **write 1-2 sentences describing your strength [verb] and how to use it [activity, with who]:**

A. 'I feel strong and energised when'...
I am collaborating (verb).



B. My strength is... collaborating (verb)
to provide information, support, and a trusting relationship (activity) **with the production teams** (who).

Setting Goals

- The **first step** to **unlock** your **potential**:

- *What do you want your average day to look like?*
- *If you could achieve just one more thing, what would it be?*
- *What things in life give you the most pleasure or fulfillment?*

DO IT

S M A R T

TO ACCOMPLISH YOUR GOALS

Specific
Focused,
Tangible
Outcome

What is the exact thing you are working towards?

Measurable
Clear
Definition of
Success

How will you know you accomplished your goal?

Attainable
Challenging
but Realistic

What is your next best step from where you are today?

Relevant
Worthwhile,
Meaningful

What do you really value or care about that is underlying this goals?

Time-bound

Target Date
or Time
Reference

When will you accomplish this goal by?

... aligned with Your Strengths

- Once you have identified your **strengths**, then you should **align them** with your **personal and professional goals**, which ensures that you use **your natural abilities to their fullest potential**.



Take a moment to consider your current goals, daily tasks, and ongoing projects. Think how your identified strengths can help you reach these goals more efficiently and also find areas where your strengths can be most beneficial.

- *For example, if you excel in communication, you might use this strength to improve team collaboration or to lead more effective meetings. If problem-solving is your forte, look for challenges within your projects where you can apply this skill to find innovative solutions.*

Individual Exercise: *Knowing your Strengths - Orienting your Goals*

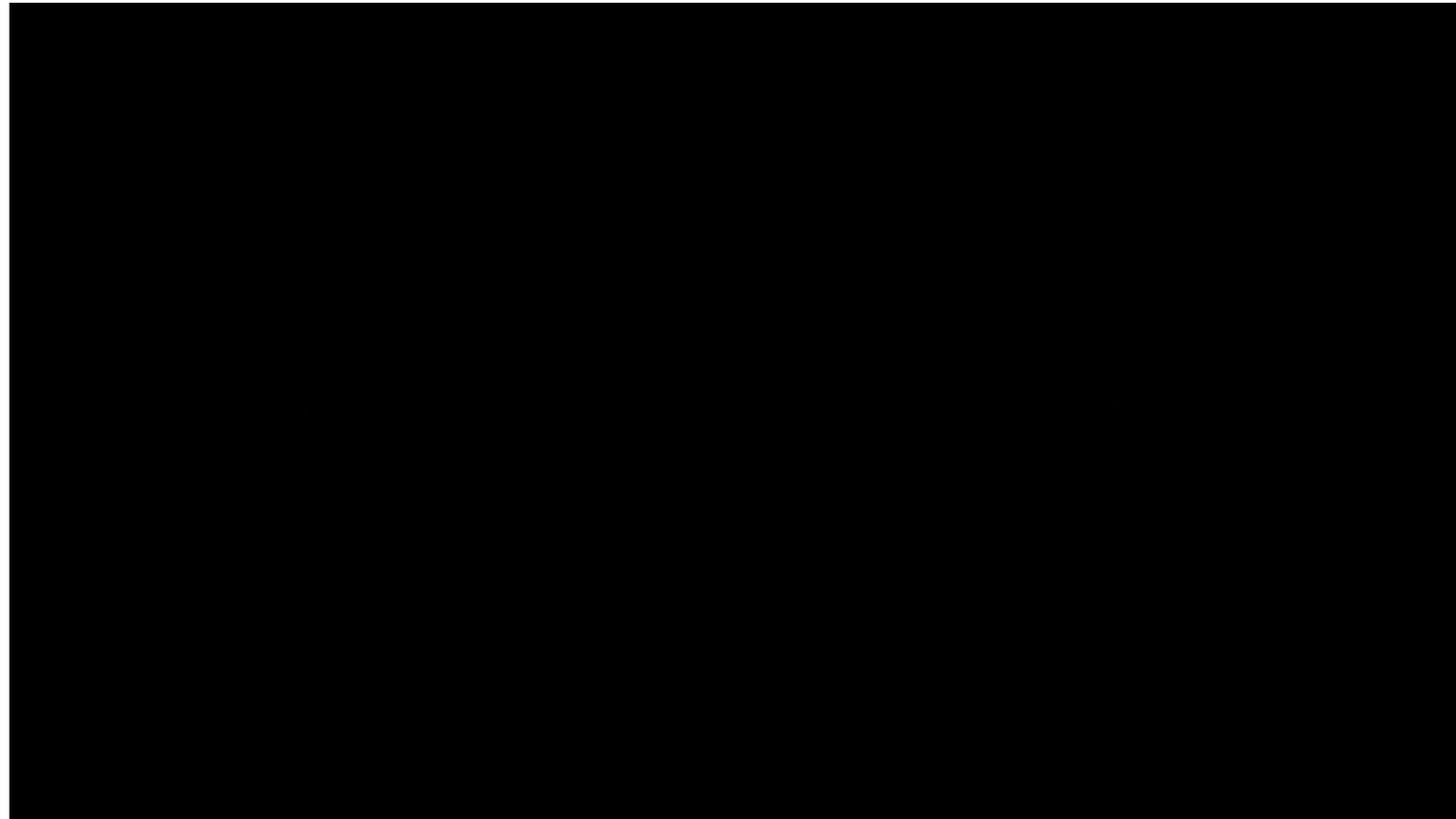
Based on the strength that you have identified by examining your last work activities and how you felt about it:

- Develop two SMART goals for a healthier lifestyle of yours.



Video:

The Key to Success in Today's World

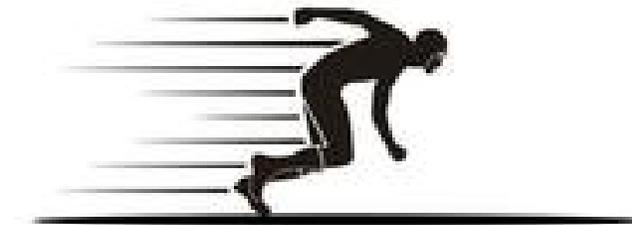
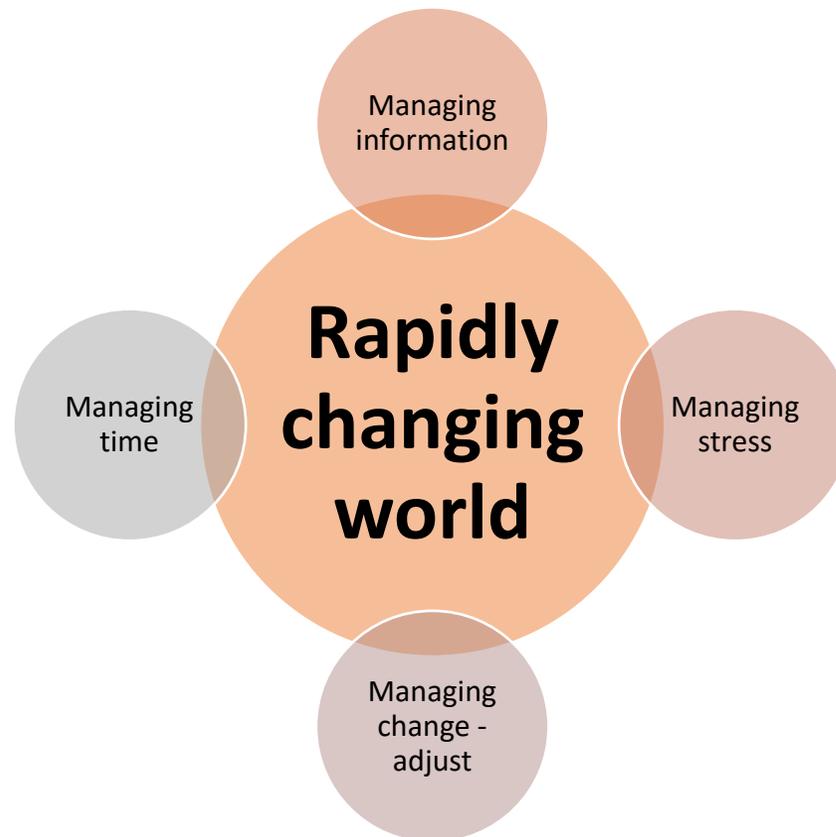


Discussion

- *What is the key to success in today's world, according to the speaker?*
- *What are some important obstacles to succeed in life today in his opinion?*
- *Could you think of any other life challenges of today's world that affect success?*
- *Could you explain how these challenges 'block' one's potential and provide some examples?*



Challenges of our Time



Time Management

- The process of consciously planning and controlling the time spent on specific tasks to increase how efficient you are.

What are your thoughts about the quest of time today?



Time Management

The '5 P's' of Time Management:
Prioritise, Plan, Prepare, Pace, Persist



1. Know How You Spend Your Time
2. Set Priorities
3. Use a Planning Tool
4. Get Organised
5. Schedule Appropriately
6. Delegate: Get Help from Others
7. Stop Procrastinating
8. Manage Time-Wasters
9. Avoid Multi-tasking
10. Stay Healthy

Prioritisation

	Urgent	Not Urgent
Important	<p>Do these tasks as soon as possible.</p> <p>Examples:</p> <ul style="list-style-type: none"> • Submit job application by 5 p.m. • Pick up sick child from school • Call plumber to fix leaking toilet. 	<p>Defer these tasks until all urgent and important tasks have been completed.</p> <p>Examples:</p> <ul style="list-style-type: none"> • Schedule dentist appointment. • Reply to coworker’s email regarding future event. • Plan family reunion.
Not Important	<p>Delegate these tasks to the appropriate people who can manage them.</p> <p>Examples:</p> <ul style="list-style-type: none"> • Help son with homework. • Pull weeds from flower beds. • Make dinner for family. 	<p>Delete these tasks or Set them aside to do later – they are often time wasters.</p> <p>Examples:</p> <ul style="list-style-type: none"> • Respond to social media comments. • Online shopping. • Finish watching TV show.



Information Management

We live in the **age of information**: as our technological tools advance, so too does our ability to handle **vast amounts of data**.

- The collection, storage, management, and maintenance of data and other types of information, in a variety of formats and their distribution to more than one audience.
- This information – both electronic and physical – can come from **a range of sources**.



The New Time Management

- As information has increased, so has the amount of time we need to keep up. **Managing the flow of information is a vital part of time management.**



1. **Use tools that can find the information you need with various search engines and databases.**
2. **Check the reliability of your sources.**
3. **Crosscheck the validity of your information.**
4. **Focus on topics not the entire field.**
5. **Accept your cognitive limitations.**
6. **Digitalise your information.**
7. **Organise your information.**
8. **Backup your information.**
9. **Consider security protocols and ethical considerations.**

What is common in these Celebrity Stories?



***J.K. Rowling**, the author of Harry Potter, was divorced, on government aid, and struggling to feed her family just three years before she sold the first Harry Potter book. The manuscript was rejected dozens of times before publisher Bloomsbury bought it. Now Rowling and her books are a global phenomenon.*



*The football superstar **Lionel Messi** was diagnosed with a growth hormone deficiency at age 11. The medical costs were too much for his parents, but the sporting director of FC Barcelona heard about his plight and arranged a tryout. Messi made the team and earned the money to cover his treatments.*

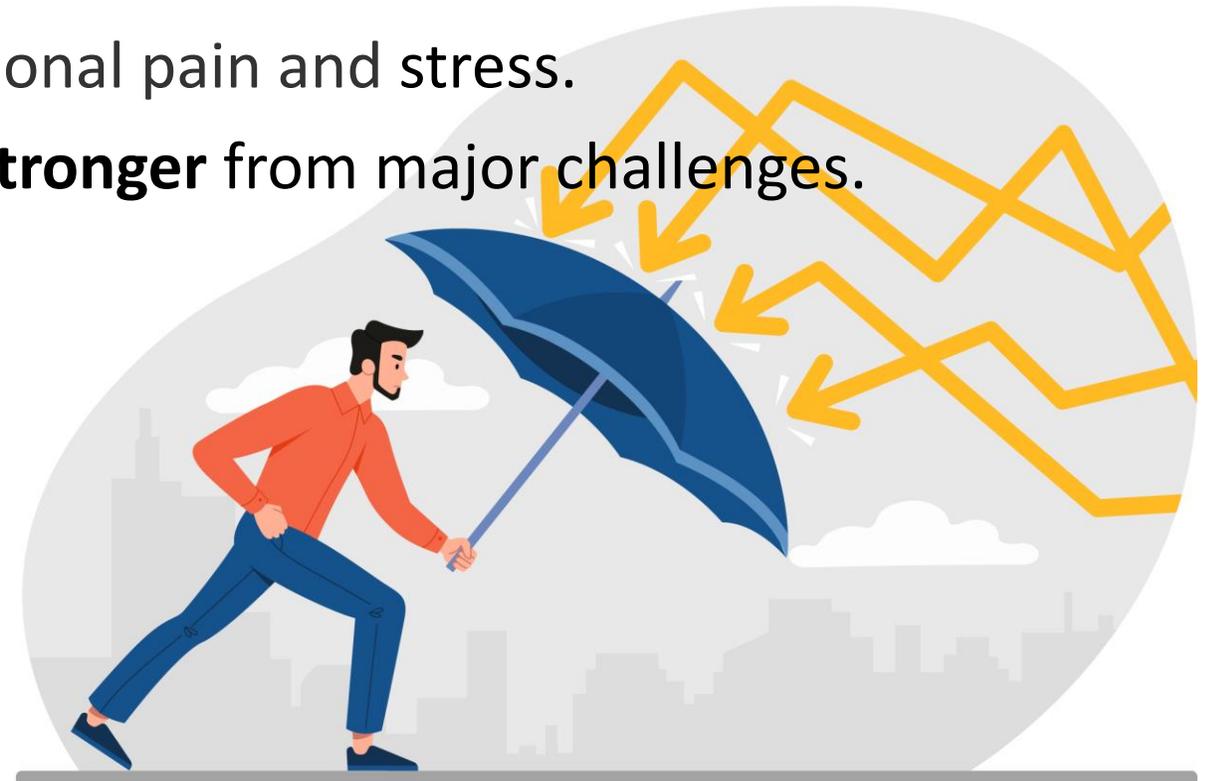
*As a child, the film actress **Emily Blunt** struggled with a stutter that silenced her in the classroom and among her peers. But a teacher's suggestion that she try out for a school play helped Blunt finally overcome her stutter.*



Resilience

- The outcome of successfully **adapting** to difficult or *challenging* life experiences.
- The process of **working through** emotional pain and stress.
- The ability to **bounce back and grow stronger** from major challenges.

1. **Physical**
2. **Mental**
3. **Emotional**
4. **Social**



Cultivating Resilience

- ✓ Nurture strong relationships for support.
- ✓ Take care of your physical health.
- ✓ Find and pursue your purpose.
- ✓ Build self-confidence.
- ✓ Maintain perspective in difficult situations.
- ✓ Embrace change.
- ✓ Develop problem-solving skills.
- ✓ Learn effective stress management techniques.



Embracing Change

- Coping with uncertainty and complexity.
- Adjusting.

Major change happens moment to moment - economically, environmentally, sociologically, politically, and organisationally. Given all this, we need to become more **comfortable with and open to change** ('changeable').

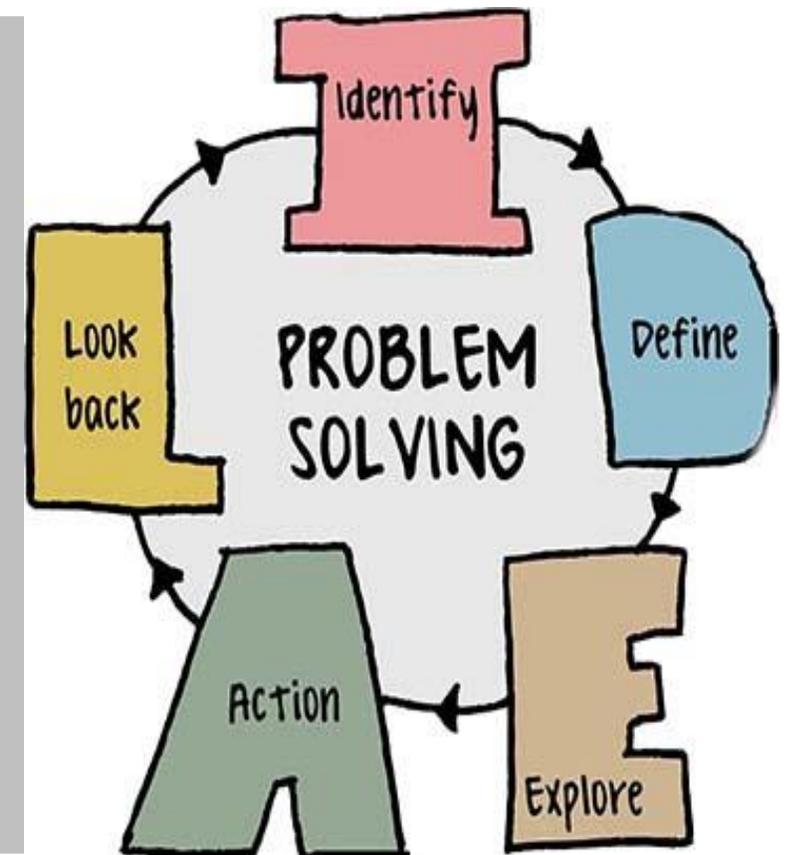
A hand is shown drawing a large, yellow, hand-drawn arrow on a dark blue chalkboard. The arrow starts from the bottom left and points towards the top right. The background of the slide is a chalkboard with some faint white lines and a hand-drawn yellow arrow.

Problem Solving

- A problem exists when there is a goal that we want to achieve, but the process by which we will achieve it is not obvious.
- Handling obstacles.
 1. Define a flow chart.
 2. Recall your past experience.
 3. Start trying potential solutions.
 4. Take some time alone.

THE TIPS

THE PROCESS



Managing Stress

Stress is the reaction to a **stressor** (a loss of a job, a sickness, an upcoming deadline, etc.). A response would be a higher heart rate, blood pressure, mental alertness, etc.



WAYS TO MANAGE

1. Recognise what causes you stress and find ways to keep away of those situations.
2. Accept that there are events you cannot control.
3. Set limits and say no to requests that would create excessive stress in your life.
4. Prioritise your goals.
5. Plan your day and stick to the plan.
6. Replace negative thoughts with positive ones.
7. Create a network of close friends and co-workers you can go to when stress starts to build.
8. Make time for hobbies and interests.
9. Eat well and reduce smoking and drinking.
10. Exercise and meditate.
11. Get good night's sleep.

Group Exercise: *Help John and Sarah!*

- *Be divided into groups.*
- *Read carefully the scenario given to your group.*
- *Discuss with the members of your team:*
 - *What challenges is John/Sarah facing?*
 - *How could John/Sarah overcome those challenges?
What techniques would you suggest that they use?*
 - *What advise would you give to John/Sarah to avoid
being in similar situations in the future?*



3. Motivating One's Self

3.1 Getting and Remaining Motivated

- *What was your **motivation** for setting goals for a healthy lifestyle?*
- *Think of another goal of yours. What was the driving force to set and try to achieve that goal?*



Motivation

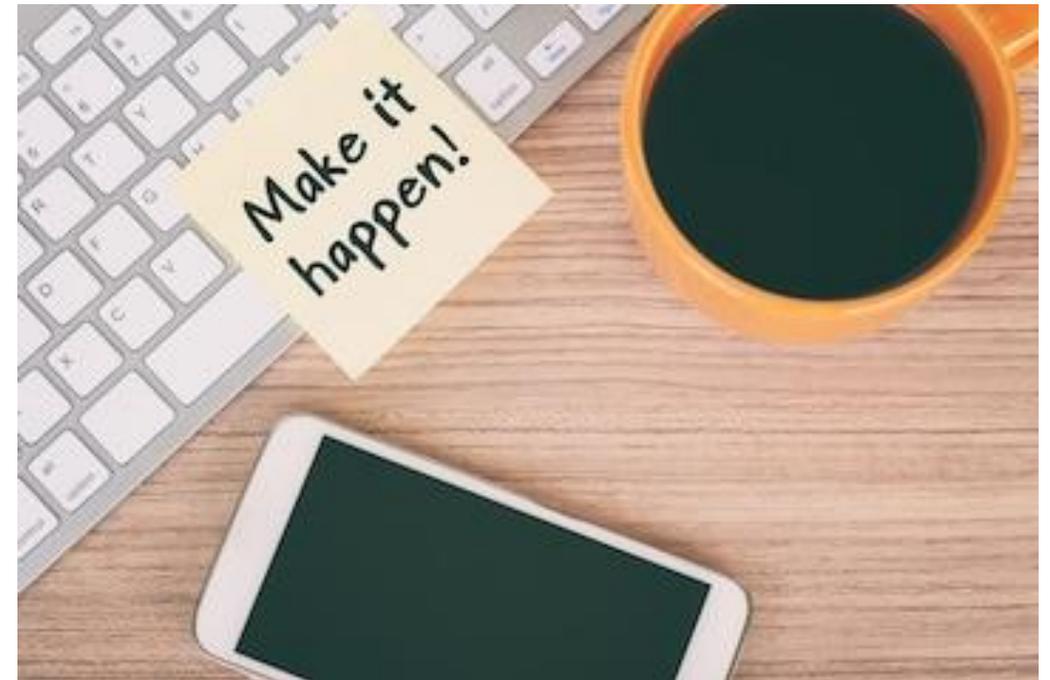
It helps you:

- ✓ Change old habits.
- ✓ Set goals to work towards.
- ✓ Cope with challenges.

It is influenced by:

- ✓ how much you want the goal.
- ✓ what you will gain from achieving the goal.
- ✓ what you will lose from not achieving your goal.
- ✓ your personal expectations regarding the goal.

The drive to achieve your goals or needs.



Motivated



- Set yourself one specific, achievable goal.
- Think about how to include that goal in your life, what you need to do to make it happen. Then, put a timeframe on it (such as one week or one month).
- Break your goal into small, easy tasks and set regular reminders to complete each step.
- Use your family and friends as support – tell them about your goals and encourage them to help keep you motivated.

Motivated

- Make your goal part of your routine by using a diary or an application for reminders.
- **Practise positive self-talk (instead of saying 'I can't', say 'I can try')**; it is important and effective in managing depression or anxiety.
- Employ mindfulness; it helps keep you relaxed and focused.
- Start a class or join a support group.
- Reward yourself when you have completed a step or goal.
- Regularly review your goals and progress. Seeing progress is a great motivator in itself and it also improves your self-esteem.
- Continue to set new goals. Think about what you want to achieve next week, next month, and next year. Tackle one goal at a time, so that you don't feel overwhelmed.

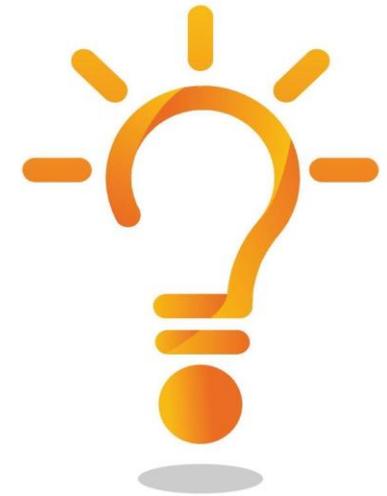
A light beige rectangular sign with the word "Stay" written in a large, black, cursive font, tilted slightly to the right.



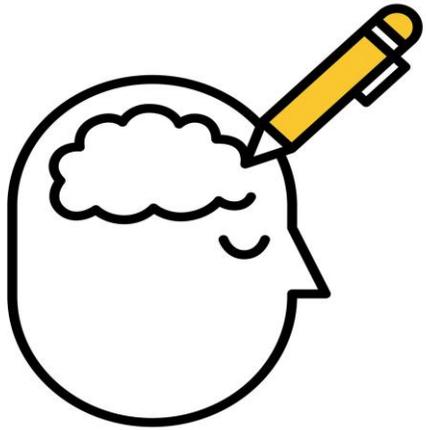
Summary-Revision and Q&A (*Topic Level*)

- ✓ What is self-concept and what other concepts referring to 'self' relate to it?
- ✓ What is self-reflection and how it relates to self-awareness and self-efficacy?
- ✓ How can one reflect upon oneself? What are the benefits?
- ✓ What is well-being and why is it important?
- ✓ What is a positive self-image and how is it developed?
- ✓ How can one identify their strengths?
- ✓ What is important to keep in mind when setting goals?

- ✓ What are some important challenges with which people are faced today?
- ✓ What are some techniques and/or tips to overcome today's challenges?
- ✓ What is resilience and how it relates to managing change and stress and solving problems?
- ✓ How motivation can help a person?
- ✓ What are some ways to get motivated and stay motivated?



Do you have any questions?



What will you keep from
today's training?

Training
Evaluation
(Topic Level)

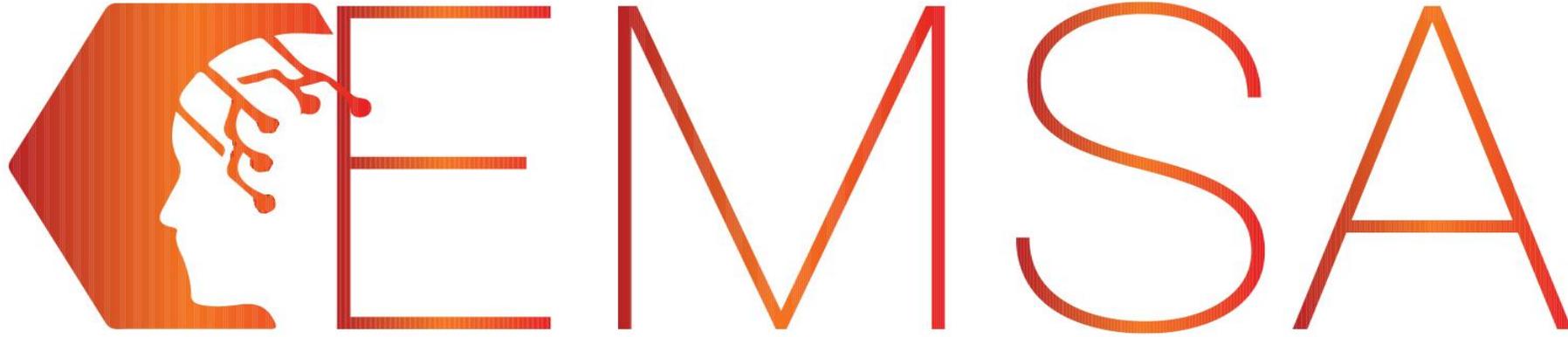


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List of Suggested Resources for Self-Directed Learning

- See Curriculum (Topic 1).



Entrepreneurial Mindset and Key Skills for All

Thank you!



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