

Employability methodology

Guideline for Workshops' Sessions

Session 1: SELF-DISCOVERY

Personal competences and tools for job search

AIM

Discover individual attitudes and aptitudes for training and employment.

WHAT WE ARE GOING TO WORK

- What am I? What do I want to be? Where am I? Where do I want to get to?
- Presentation letter and CV application

ACTIVITIES

- Theoretical guide through a Power Point: “Who am I?” “Where am I?”. Find out the characteristics and personal qualities of each of the users.
- Theoretical guide by a Power Point “*Positioning myself in the Labor market*”: *self-analysis* and presentation letter (cover letter). Analyze the conditions and limits which are required to access training and employment. Get a global vision of the future possibilities of each of the users. Get a basic knowledge how to present themselves in the labor market and/or training.
- Cognitive speed test and are you a skilled person and different perceptions (“9 persons” and “Grandparents”): work the personal qualities of the candidate.
- “*Rich Uncle*” Dynamic: Work how to write application letters for a job, symbolically, to describe himself/herself.

Total duration: 4 hours

Session 2

Tools for job search

AIM

Provide users with basic knowledge for job search.

WHAT WE ARE GOING TO WORK

- The Curriculum Vitae: Start the preparation showing different types of CV. Evaluate the need of a correct presentation.
- *Word* use and email: Start informing about the use of email to job search.

ACTIVITIES

- Theoretical guide by using Power Point: “*CV preparation*” and “*Recommendations and CV material*” and how to make a CV in PDF.
- Role playing: selection of personnel among different CVs to make them understand the need of an appropriate presentation. Make a dynamic with the candidates in which they belong to department recruiters. Participants should select candidates for an interview among different sent CVs (CV with coffee stains, wrinkled, with too much information, with little information, right ones). This activity aims participants can understand the need of a good CV presentation and also the importance of a cover letter.
- Activities: We make our CV and learn how to create an email teaching them to attach a document (usually our CV).

Total duration: 5 hours

Session 3

Tools for job search

AIM

Prepare users to face a job interview.

WHAT WE ARE GOING TO WORK

- Job interview: Work the social skills to face a job interview. Prepare users in different types of interviews which they can do in the future.
- Communication skills: Work verbal and nonverbal communication to understand what the participants can transmit without transmitting. Introduce them to appropriate communication skills to face the job search.

ACTIVITIES

- Theoretical guide by using the Power Point: “*Job Interview*”
- Role playing job interviews: Simulate, with the participants, different types of interviews (individual and group activities) with actors assigned to each participant, presenting different situations.
- Dynamic film watching *The Methodus* (inspired by the work of the Gronholm method by Jordi Galceran). Using this film, we will analyze the processes and attitudes of each candidate in the selection process.
- Communication skills: Theory using the Power Point “Non-verbal communication” and explanations about it (material for the teacher in Word “Non-verbal communication”) and non-verbal communication DVD.

Total duration: 4 hours

Session 4

Employment resources (Access to training and employment). Use of the Internet.

AIM

Inform and advise users of the different possibilities to find training and employment.

WHAT WE ARE GOING TO WORK

- INAEM (Spain), (Employment office in each country which manages the supply and demand). Employment offices, training resources, job listings, work agencies directed to the youth.
- Newspaper use, municipal bulletins for the youth. Learn to read job offers, and evaluate if they can apply for the job advertised or on the contrary to ignore it. Learn to analyze an advertisement and the use of the phone.

ACTIVITIES

- Theoretical guide through the Power Point: *“Newspaper advertisements”* and *“Interview arranging process”*.
- Theoretical explanation about *“Phone use recommendations”* for job search, applying for a job interview ...
- Access by the Internet to different training resources in the city and enrollment
- Filling in forms or job applications through the web or in paper.
- Updated Newspaper and bulletins. Learn how to identify advertisements and information to take into account. Each participant selects a press advertisement with a real offer of employment which he/she can apply for due to their professional profile. Each participant prepares a cover letter and their CV adapted to that job.
- Role playing: A press advertisement is selected from the previous dynamics. The dynamic of recruitment is done choosing the most appropriate CV for the advertised job. Finally we perform the dynamics of job interviews, giving each participant a role to play in the simulation.

Total duration: 3 hours

Session 5

Access to the labor market.

AIM

Know the situation of the labor market where the users want to access.

WHAT WE ARE GOING TO WORK

- Types of contracts, salaries and pay slip. Teach them the contracting system which the users will have to face. Make them know what items compose a contract of employment and a pay slip.
- Benefits and allowances: Knowledge of the system in each country, what kind of benefits or assistance the participants can access after a period of employment or a period of unemployment, etc.
- Workers' rights and duties. Give participants small notions of rights and duties which, as workers, will have to face in the actual labor market.

ACTIVITIES

- Theoretical guide through a Power Point: *“Access to the labor market”*
- Concept explanation using contracts and real wages.
- Employment Office applications for allowances and benefits and how to fill in them.
- Role Play about the situation of a worker and his/her boss: the dynamic consists of working on two different situations about the rights and duties of workers: the first situation, the manager is abusing the rights of his workers. In the other situation, the company takes advantage of the worker (in this second situation, the responsible of the dynamic plays the role of the manager).

Total duration: 4 hours

WORKSHOP FINAL EVALUATION: Employability Workshop Questionnaire