



Digital Training Programme for

LABOUR MARKET INTEGRATION



Co-funded by
the European Union

TABLE OF CONTENTS

I	Welcome
II	About the project
IV	About the Digital Training Programme
1	Module 1 - European Labour Market Standards & Skill Recognition
2	1.1. The European Labour Market
5	1.2. European Labour Law
6	1.3. Integration of migrants in the labour market
7	1.4. Skills and education recognition to practise specialised professions
9	Activities
17	Module 2 - Skills Identification
18	2.1. Importance of being aware of own skills
21	2.2. Self-assessment, self-awareness, and self-confidence for successful labour market integration
22	2.3. Soft, Hard and Transversal skills: How to identify them and how they can be transferred to different jobs and contexts
26	2.4. Techniques to identify skills
29	Activities
34	Module 3 - Skills Development
35	3.1. Digital skills: How businesses and policymakers can respond to future demand in the labour market
36	3.2. Soft Skills Are Essential To The Future Of Work
38	3.3. The Most In-Demand Technical Skills – And How To Develop Them
40	3.4. Cognitive skills that matter, how to improve them
42	Activities
46	Module 4 - Opportunity Identification
47	4.1. Identifying suitable job opportunities and markets
49	4.2. Evaluate the prospects of the work position
50	4.3. Matching skills and education with job opportunities
53	4.4. When is the right time to say enough?
56	Activities



TABLE OF CONTENTS

61	Module 5 - Job Search Training
62	5.1. Where to find job opportunities
63	5.2. How to build a network
65	5.3. Popular opportunities for migrants
66	5.4. More than a job description!
67	Activities
87	Module 6 - Application Training
88	6.1. CV Writing Techniques
88	6.1.1. Top tips to remember before starting to write your CV
89	6.1.2. Things to remember once writing your CV
91	6.1.3. 10 steps to a successful CV
92	6.1.4. 5 CV format tips that will get you more interviews
94	6.2. How to elaborate a CV
94	6.2.1. The must-have sections for your CV
95	6.2.2. What to include in your CV
96	6.2.3. Breaking Down Key Elements of your CV
97	6.2.4. Tips on how to write the perfect CV
99	6.3. Planning for a job interview
99	6.3.1. How to prepare for a job interview - Part 1
100	6.3.2. How to prepare for a job interview - Part 2
101	6.3.3. Tips for Making a Successful Interview Plan
102	6.3.4. 10 step guide on how to prepare for an interview
104	Activities
116	Module 7 - Alternative paths
117	7.1. How to become a freelancer in Europe
123	7.2. Planning your business idea and drafting your business plan
127	7.3. Starting your own company in an EU country
129	7.4. How to fund your business
132	Activities



WELCOME

Hello and welcome to our digital training programme for labour market inclusion! We are thrilled that you've chosen to join us on this journey towards supporting migrants in achieving greater opportunities in the job market.

Our programme is designed to empower and equip participants like yourself with the necessary skills, knowledge, and resources to enhance employability and overcome the challenges often faced by migrants in finding meaningful and sustainable employment.

Throughout this training, we will explore various aspects of the labour market, including job search strategies, resume writing, and interview skills.

We believe that everyone deserves equal opportunities, and we are committed to supporting you in achieving your goals in the labour market. Navigating the labour market can be challenging, especially for migrants. However, together we can build a more inclusive society, where everyone's talents and contributions are recognized and valued. We are excited to be a part of your success story!

Let's embark on this transformative experience together and work towards creating meaningful opportunities for labour market inclusion.

*Best regards,
The NAVI-MIG team*



Co-funded by
the European Union



ABOUT THE PROJECT

The NAVI-MIG project was created with the aim of contributing to the inclusion and integration of newly arrived migrants.

The main objectives of the project are:

- Contribute to enabling migrants to navigate the new country of residence on their own with greater self-confidence and autonomy through the NAVI-MIG app.
- Provide a roadmap to migrants who have recently (within the last 2-3 years) arrived in a new country of residence to help them get orientated and settled quickly with the help of the NAVI-MIG application.
- Provide an overview and quick and easy access to key public services such as welfare and healthcare services, integration programmes, language teaching, vocational training, among others.
- Decrease migrants' barriers in utilising existing services by offering training on the NAVI-MIG application. Also provide an initial support network through a one-to-one mentoring programme based on the individual needs of the target group.

The NAVI-MIG project results are:

1. Mobile application NAVI-MIG - a roadmap for migrants in Europe

2. Mentoring program for migrant inclusion

3. Digital training program for labor market integration

4. NAVI-MIG digital inclusion platform

5. NAVI-MIG manual for sustainable project results



Co-funded by
the European Union



PARTNER ORGANISATIONS

The Navi-Mig project and this Digital Training Programme is brought to you by 8 expert organisations, who are working together to deliver the best learning resources.



CÁMARA OFICIAL DE COMERCIO E INDUSTRIA
DE TERUEL

Spain

www.camarateruel.com



AUSTRIAN ASSOCIATION OF INCLUSIVE
SOCIETY (AIS)

Austria

www.inclusivesociety.at



LEARNING FOR INTEGRATION BY

Finland

www.lfi.fi



RIGHTCHALLENGE - ASSOCIAÇÃO

Portugal

www.rightchallenge.org



INNOVATION HIVE

Greece

www.innovationhive.eu



GESTIÓN ESTRATÉGICA E INNOVACIÓN

Spain

www.geinnovacion.com



GRANTXPERT CONSULTING LIMITED

Cyprus

www.grantxpert.eu



THE SQUARE DOT TEAM

Belgium

www.thesquare.team



Co-funded by
the European Union



ABOUT THE DIGITAL TRAINING PROGRAMME FOR LABOUR MARKET INCLUSION

For the successful integration of migrants, it is crucial that they are included in the labour market. However, migrants who arrive in a new country may face some barriers when trying to enter the local work force, often ending up working in jobs below their qualification levels.

The digital training program for labour market integration aims, therefore, to support migrants in getting their educational and professional skills validated or recognised and receive adequate training to enter the local labour market. It includes 7 modules.

Module 1: European labour market standards & skill recognition

Module 2: Skills identification

Module 3: Skills development

Module 4: Opportunity identification

Module 5: Job search training

Module 6: Application training

Module 7: Alternative paths

Each module is comprised of an introductory video, articles, learning activities and supporting resources to support you in acquiring the knowledge and skills you need to successfully enter the EU labour market.



MODULE 1

EUROPEAN LABOUR MARKET STANDARDS & SKILL RECOGNITION

The European labour market is a complicated ecosystem that can be difficult to navigate. This module will help you understand the current state of the labour market, which countries have higher employment rates for migrants, and the skills and work fields in demand.



Given the importance of fair working conditions and respect for human rights emphasised by the EU, we will introduce the European labour law which protects employees working in any of the member states, which also applies to migrants both from other EU countries or non-EU countries. Some measures in place to support the integration of migrant workers are also presented, as well as how they can get their qualifications recognised to practise their profession in other countries.



[Watch introductory video](#)



Co-funded by
the European Union

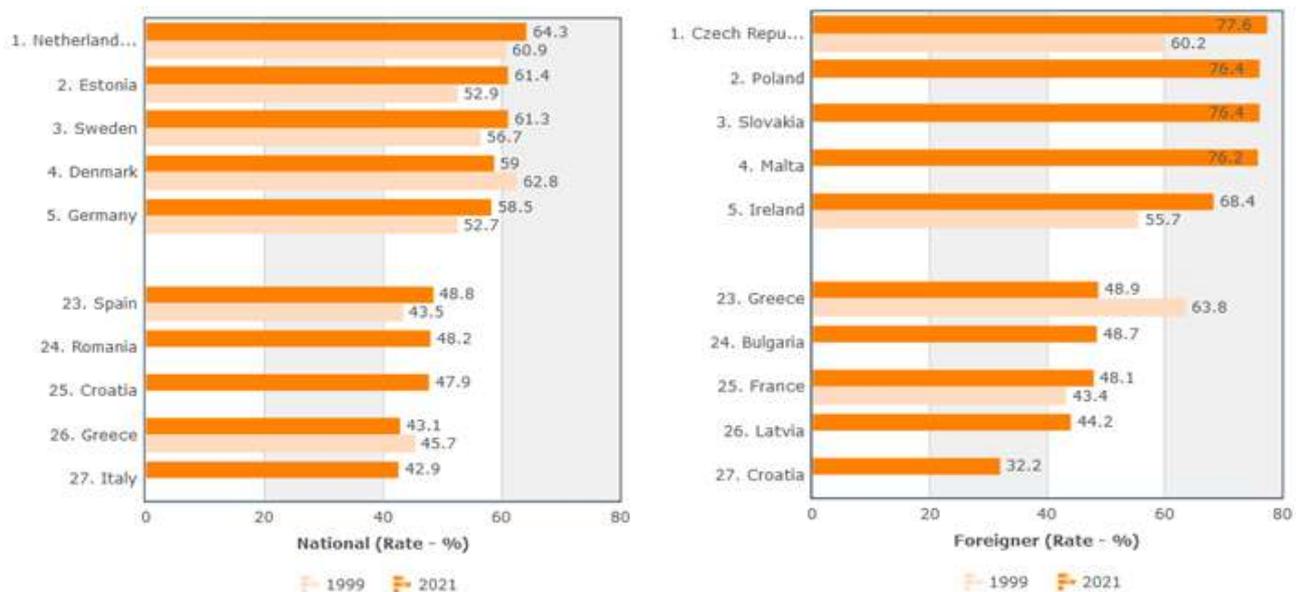


1.1. THE EUROPEAN LABOUR MARKET

Thanks to the facilitation of mobility among member countries and the pursuit of fair working conditions and economic growth, the EU has become a migration hub both for nationals of European countries and other countries. Although there are some differences among member countries when it comes to the labour market, working in the EU as a migrant is an attractive option for those who want to start a new life in a different country.

Employment rate

The Czech Republic, Poland, Slovakia, Malta, and Ireland, in order, occupy the top 5 positions of employment rate of foreign citizens, with around $\frac{3}{4}$ being employed. Greece, Bulgaria, France, Latvia, and Croatia have the lowest employment rate for foreigners, although some of these countries also have a similar employment rate for nationals, showing that this disparity is not due to the exclusion of the migrant population.



Sources/Entities: [Eurostat](#) | [NSI](#), [PORDATA](#)

(For more detailed data on all EU countries click the sources)

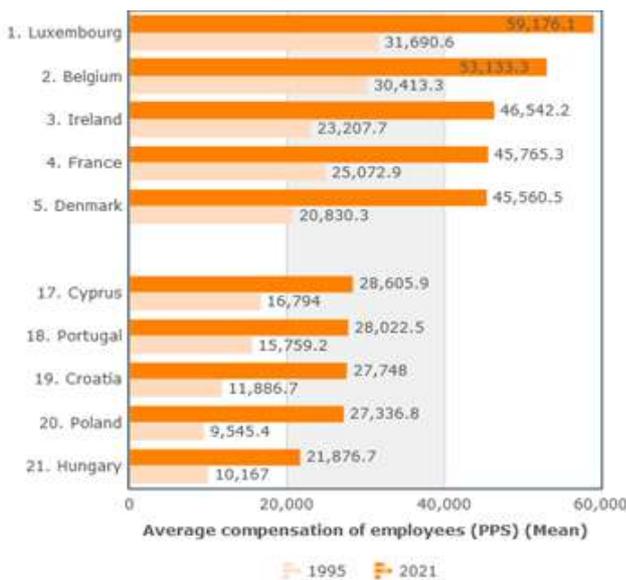


Co-funded by
the European Union



Wages

The average mean salary in the EU can go from 21,876.7€ / year (Hungary) to 59,176.1€ / year (Luxembourg). But this total can be lower when receiving the minimum wage. The countries with the lowest minimum wage are Bulgaria, Latvia, Romania, Hungary, and Croatia. The ones with the highest minimum wages are Luxembourg, Ireland, Belgium, the Netherlands and Germany.



Sources/Entities: [Eurostat](#) | [NSI](#),
[PORDATA](#)

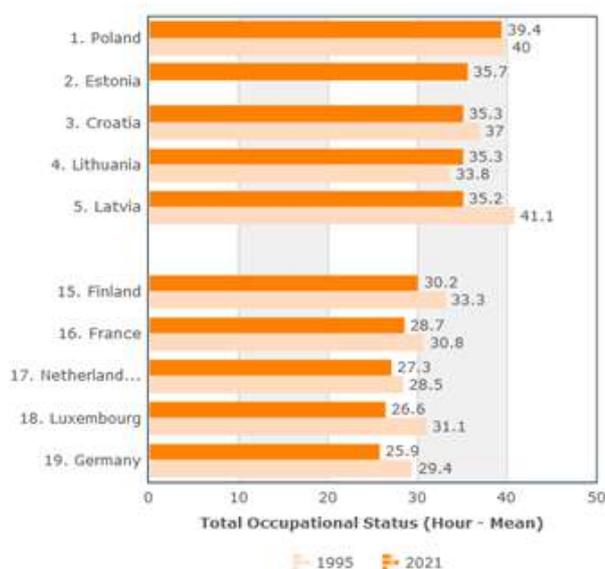


Sources/Entities: [Eurostat](#) | [NSI](#) |
[Ministries of Social Affairs, Labour or](#)
[Employment, PORDATA](#)

(For more detailed data on all EU countries click the sources)

Working time

Employees in the EU countries can work a maximum of 48 hours per week unless national law has different rules. Poland is the country with the higher average of working hours (39.4 hours/week), followed by Estonia, Croatia, Lithuania and Latvia. On the other side of the spectrum is Germany, Luxembourg, the Netherlands, and France, with an average of less than 30 hours of work per week.



Sources/Entities: [Eurostat](#) | [NSI](#),
[PORDATA](#)

(For more detailed data on all EU countries click the sources)

Click [here](#) to see more statistics about the European Labour Market.

Click [here](#) to get labour market information on a specific country.

The Future of Work

As we enter the next decade, Europe is seeing major shifts in the way work is done. Technology is changing the way we work, and it's also changing the way people do their jobs. From automation to remote work, there are a number of trends shaping the future of work in Europe. In the European labour market, the skills that are in demand are changing rapidly and the competencies that employers are most likely to look for in the near future include soft and transversal skills, such as good communication, strong work ethic, teamwork and leadership and digital skills.

According to Eurostat, which collects data on labour market conditions in the EU, there are three main areas where skilled workers are needed now: IT support, Healthcare, and Education.



Co-funded by
the European Union



1.2. EUROPEAN LABOUR LAW

The European labour law is a set of **laws that protect workers in the European Union**. The laws have been put in place to ensure that employers treat their employees fairly and provide them with safe working conditions.

Although each EU country may have their own national laws regarding employment, all member states abide by the European's Community labour law.

Overview of the law

Some of the basic laws established by the European Commission are as follows.

- Minimum wage: Every worker must be paid a minimum amount per hour, which varies depending on the country they work in.
- Working time: Every worker has the right to a certain amount of time off per week. Employees cannot be forced to work more than 48 hours per week. Most countries have a limit of 40 working hours per week. If an employee works more than their allotted time, then they will be paid overtime wages which are higher than their regular hourly rate.
- Work breaks: Employers must give their employees at least two weeks off per year (though in some countries this requirement extends up to three weeks).
- Health and safety: The employer must meet the basic health and safety requirements to prevent and insure against potential sickness or injury that can happen on the job.
- Protection against discrimination: Employers cannot choose employees based on gender, religion or belief, age, disability, or sexual orientation. There shouldn't be differences in promotion opportunities or treatment of employees



- Contracts: Employees have the right to a written contract of employment. The contract should break down all the working conditions agreed upon among the employer and the employee.

You can read more about European Labour Law [here](#).

Directives

The EU adopts many directives regarding labour law. Here are some useful examples.

Working time directive

Equal treatment in employment and occupation

Pregnant worker directive

Health and safety directive

Temporary work directive

Community Charter of the Fundamental Social Rights of Workers

When your rights as an employee in the EU are not respected, you should present a complaint at a labour inspectorate, employment tribunal, etc. in your country.

1.3. INTEGRATION OF MIGRANTS IN THE LABOUR MARKET

Migrants are an increasingly important part of the European labour market. Despite this, they face significant challenges when moving to a new country to work.

Language barriers, cultural differences and a lack of connections can all make it challenging for migrants to find work in their host country. This is especially true in countries with high immigration rates like Germany and Sweden. In order to ensure that migrants can integrate successfully



into their new communities, it's important for them to be provided with the right support at every stage of the process.

There are many different ways for governments and employers to overcome these challenges. Some countries have developed language classes specifically designed for migrants while others have introduced mentorship programs or integration courses which help newcomers settle into their new lives more easily. It is advised that when moving to the host country, you check the opportunities they have to facilitate your integration.

The European Union also has a platform that makes it possible to look for work in the member states. In the EURES platform, you can look for job opportunities by country, sector, and occupation.



[Watch video](#)

1.4. SKILLS AND EDUCATION RECOGNITION TO PRACTISE SPECIALISED PROFESSIONS

The EU has set up a system for recognising skills and education. This means that if you want to work in a member country, you can move there and practise your profession.

For citizens of another EU member state

One of the EU's core values is the free movement of the member states' nationals among EU countries. As such, there are many rules that facilitate moving to another EU country to work. When it comes to specialised professions, there can be an automatic recognition of professional qualifications. This is the case for some professions, such as general care nurses, midwives, doctors, dentists, pharmacists, architects, and veterinary surgeons. To be eligible for automatic

recognition, there are usually some requirements like a certain amount of experience or a certain number of years of studying/training. In cases where it's not possible to obtain automatic recognition, professionals can still get their qualifications recognised, but might need to pass an aptitude test and to complete an adaptation period.

Here you can check what you need to do to practise your profession in another EU country.

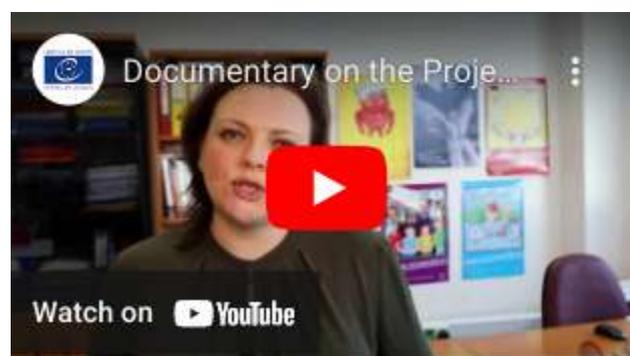
EQF: the European qualifications framework

The European Qualifications Framework was developed by the EU "as a translation tool to make national qualifications easier to understand and more comparable".

The European Qualifications Passport for Refugees

The EQPR facilitates recognition of refugees' qualifications, including in cases where documentation was lost or not brought to the host country. It is based on a credible evaluation of the person's qualifications and presents their skills, education, and previous work experience.

To request the EQPR, the applicants need to create an account in the online platform.



[Watch video](#)

ACTIVITIES

Activity 1

Title: The European Labour Market - Quiz

Aim of the Activity: In this activity, you will assess your knowledge about the European Labour market

Time Required: 30 minutes

Materials Required: Device with internet connection

Steps to Complete the Task:

1. Read Module 1, Unit 1.
2. Answer the questions based on what you learned. Additional research may be needed to answer some questions.

Quiz

1. Which countries had the highest employment rate of foreign citizens in 2021?

- Czech Republic, Poland, France, Ireland, and Croatia
- Greece, Bulgaria, France, Latvia, and Croatia
- Czech Republic, Poland, Slovakia, Malta, and Ireland



2. Which countries have the highest and lowest minimum wages? Put the countries below in the correct column.

Bulgaria Hungary Ireland Romania Belgium Germany
Latvia Netherlands Luxembourg Croatia

Lowest Minimum Wage	Highest Maximum Wage



3. Which countries have the highest and lowest average of working hours? Put the countries below in the correct column.

Croatia Finland Estonia Poland France Germany
Latvia Netherlands Luxembourg Lithuania

Lowest average of working hours	Highest average of working hours

4. In the countries with the higher average working hours, an average working week can be 50-60 hours.

- True
 False

5. Which skills are expected to gain even more importance in the future?

- Leadership skills
- Communication skills
- Specialised skills in IT
- Specialised skills in the healthcare field
- Specialised skills in the educational field
- Soft and transversal skills
- All of the above

Activity 2

Title: My rights working in the EU - Quiz

Aim of the Activity: This quiz will help you understand how well you know your rights as an employee in an EU country

Time Required: 30 minutes

Materials Required: Device with internet connection

Steps to Complete the Task:

1. Read Module 1, Unit 2.
2. Answer the questions based on what you learned. Additional research may be needed to answer some questions.

Quiz

1. The minimum wage in the EU...
 - ... varies depending on the country.
 - ... is 400€ in each country.
 - ... is 1000€ in each country.

2.The usual working time in EU countries...

- ... range from 40 to 50 hours per week.
- ... has a limit of 40 hours per week in most countries.
- ... cannot exceed 6 hours per day.

3.If employees exceed the amount of working hours, they should receive overtime pay, which is usually higher than the average hourly rate.

- True.
- False.

4.Which characteristics can the employees take into account when hiring, with no grounds for discrimination?

- gender
- religion
- age
- disability
- sexual orientation
- all of the above
- none of the above

5.There are some professions that can take factors such as age or disabilities into consideration, if it doesn't allow the employee to complete the tasks required from the job (e.g.: lack of proper physical conditions for the army or police forces).

- True
- False



6. Women who get pregnant without considering when it's the best time for the employer can be laid off without compensation for damaging work operations.

- True
 False

7. Employees have the right to a written contract that breaks down all the conditions the employee and the employer agreed upon.

- True
 False

8. Temporary work is also regulated.

- True. It's regulated by the "Temporary Work Directive".
 False. Temporary workers are not protected under European Labour Law.

Activity 3

Title: Action plan for overcoming barriers to the integration in the labour market

Aim of the Activity: In this activity, you will think of potential barriers you and others may face when entering the labour market in a new country and reflect on possible measures to mitigate these barriers.

Time Required: 30 minutes

Materials Required: Device with internet connection

Steps to Complete the Task:

1. Visit the [EURES platform](#) and choose a job offer that interests you.
2. List which barriers you could find as a migrant when applying or practising this job.
3. For each barrier you identified, write down specific measures you can take to overcome it.



Example

Job offer: Office clerk in Germany

Potential barriers: lack of business vocabulary

Measures:

1. look up language courses on Business German nearby or online
2. Sign up and take the course

Activity 4

Title: Skills and education recognition – Quiz

Aim of the Activity: This quiz will help you practise your knowledge about the recognition of qualifications in the EU.

Time Required: 30 minutes

Materials Required: Device with internet connection

Steps to Complete the Task:

1. Read Module 1, Unit 4.
2. Answer the questions based on what you learned. Additional research may be needed to answer some questions.

Quiz

1. In some cases, specialised professionals from an EU country moving to another member-state can get automatic recognition to practise their profession.

- True
 False

2. Those who are not eligible for automatic recognition can get their qualifications recognised through a different process, such as completing an aptitude test and an adaptation period.

- True
 False



3. Nationals from non-EU countries need to go through a non-automatic recognition process.

- True
 False

4. The EQF (European Qualifications Framework) is a set of online tools to help with creating CVs, cover letters, and also help users to find jobs and courses in the EU.

- True
 False

5. Which tool facilitates the recognition of refugees' qualifications?

- The Skills and Qualifications Charter for Refugees
 The European Qualifications Framework for Refugees
 The European Directive for Skills Recognition

Additional resources/Further reading

- [European Qualification Passport for Refugees](#)
- [Inclusion of non-EU migrants](#)
- [Labour market information](#)
- [Recognition of Qualifications and Competences of Migrants](#)
- [The European Qualifications Framework](#)
- [The future of work in Europe](#)

MODULE 2

SKILLS IDENTIFICATION

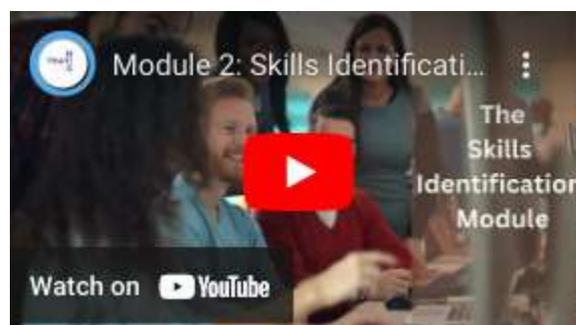
We all possess different skills which are either innate, that is, we are born with them, skills that cannot be easily taught, or skills we acquire during our life cycle. The combination of these skills is what separates us from others as well as makes us unique.

In order for someone to be able to work in specific jobs and specific

positions, he or she should mostly possess a combination of skills, which are necessary to practice the specific job position.

It is therefore very important to know ways to recognize our skills and to be able to say with confidence that we are the right candidates for the specific position.

The 'Skills Identification' module focuses on the importance of recognising/identifying one's skills and ways and techniques to identify those skills that will help for a successful labour market integration.



[Watch introductory video](#)



Co-funded by
the European Union



2.1. IMPORTANCE OF BEING AWARE OF OWN SKILLS

Being aware of yourself, being aware of your strengths and weaknesses will help you identify your own skills. The identification of those skills will help you find a job that is appropriate for you.

Self-awareness helps you set goals for yourself, realise where there is a room to grow, and your strengths helps you feel confident in your ability to improve on your weaknesses.

Self-awareness improves your communication, confidence, and job performance (Sutton et al., 2015).

According to Tasha Eurich (2018), self-awareness can be divided into two categories or types: internal self-awareness and external self-awareness.

Internal self-awareness is about how well you see yourself and your strengths, weaknesses, values, etc., while external self-awareness is understanding how others view you with those same factors.

The Four Self-Awareness Archetypes

This 2x2 maps internal self-awareness (how well you know yourself) against external self-awareness (how well you understand how others see you).



Retrieved from: <https://hbr.org/2018/01/what-self-awareness-really-is-and-how-to-cultivate-it>

If you have a good self-awareness, you can unlock your personal potential in the labour market and make better career choices.



In order to find out if you have a good self-awareness, you need to ask yourself and answer the following questions:

- What motivates me?
- What are my weaknesses?
- How do I manage conflict at work?
- Can I handle criticism?
- How do I cope with stress?
- What triggers my stress?
- What makes me feel good about myself and inspires me?
- Am I easily unsettled?
- Do I relate well to others?

5 Ways to Cultivate Self-Awareness



CREATE SPACE AND TIME

- Connect with yourself daily
- Avoid digital distractions
- Carve out solitude



PRACTISE MINDFULNESS

- Pay attention to your inner state as it arises
- Try mindful walking, eating, listening



JOURNAL YOUR AWARENESS

- Process your thoughts through writing
- Record your inner states



PRACTISE LISTENING

- Pay attention to speaker
- Observe emotions and body language
- Don't judge or evaluate



GAIN A DIFFERENT PERSPECTIVE

- Ask for feedback

PositivePsychology.com

SELF-AWARENESS DEVELOPMENT

Self-awareness means being aware of different ingredients of one's self including traits, habits, characters, and emotions.

HOW TO DEVELOP SELF-AWARENESS?

MEDITATION

Meditation is the best practice of enhancing your moment-by-moment awareness.



RECOGNIZE YOUR STRENGTHS AND WEAKNESSES

Strengths considered those points in which we are good but in case of weaknesses a vice-versa. So the main motto of all is to work on our weaknesses and convert them into strengths.



KEEP DAILY JOURNALING

By doing this you will get more associated with your Thoughts and Emotions and this will help you to analyze your performance



MAKE TIME FOR YOURSELF

Try to find the best 15-20 minutes in 24 hours a day and start self-talk, focus on life goals. In Life, no one is a good friend of yours except you.



GET REGULAR FEEDBACK

If you get the right advice from the right person at the right time it will help you become a more self-aware person



Reference - <https://www.balvinder.org/self-awareness-development-and-types/>

Retrieved from: [What Is Self-Awareness And Why Is It Important?](#)

Retrieved from: [Self-Awareness Development and Types](#)

2.2. SELF-ASSESSMENT, SELF-AWARENESS, AND SELF-CONFIDENCE FOR SUCCESSFUL LABOUR MARKET INTEGRATION

Self-awareness is composed of emotional self-awareness, accurate self-assessment, and self-confidence. Possessing the above, can contribute positively to successful integration into the labour market.

Self-assessment should be the first and most important step in your job search process and it should determine the career direction that you choose to pursue. Knowing what you are good at, what your strongest and weakest skills are, what you like to do, and what is important to you. The aforementioned points will help you 'market' yourself to potential employers. Following the next steps will help you evaluate yourself.

- Know yourself – Make a list of skills you have.
- Identify job interests – Think about what you really like to do.
- Know what you want from your job
- Know what you like
- Your ideal job

Self-confidence is the trust in your ability to reach a goal. It is a skill that makes you believe in yourself, trusting you are capable of achieving any task, despite all odds and difficulties. People who are self-confident may be more willing to take on new challenges as well as taking responsibility for their actions or failures. For many people, self-confidence also brings a sense of happiness. When you feel confident, you can get more energised and inspired to take actions for chasing your goals.

Self-confidence is an ability and as such it can be practiced, trained, and developed. To build self-confidence you need to go through a complete self-awareness process. Some steps you could take during the self-confidence building process:

- Do not accept failure
- Stop the negative self-talk
- Start doing self-affirmation
- Control your emotions
- Practice self-assessment

In the end, if you do not believe in yourself, no one will.

2.3. SOFT, HARD AND TRANSVERSAL SKILLS: HOW TO IDENTIFY THEM AND HOW THEY CAN BE TRANSFERRED TO DIFFERENT JOBS AND CONTEXTS

Soft skills, **hard skills** and **transversal skills** are three different types of skills which if we put them together, they make up the skills that one can possess.

Soft Skills: these are interpersonal skills that cannot be easily taught such as communication, listening, and empathy.

Hard Skills: these are skills you gain through education or some form of training and are usually job or industry specific, such as software or machine usage.

Transversal (transferable) Skills: these are skills that can be applied in various situations.

Soft skills and transversal skills are not the same thing. Some soft skills can be transversal skills but not all transversal skills are soft skills.

UNESCO defines transversal skills as: 'Skills that are typically considered as not specifically related to a particular job, task, academic discipline, or area of knowledge and that can be used in a wide variety of situations and work settings (for example, organisational skills)'.

These are the skills that help employees to adapt to change throughout their careers.

Six categories of transversal skills:

- Critical and innovative thinking
- Interpersonal skills
- Intrapersonal skills
- Global citizenship
- Media and information literacy
- Others

Some examples of transversal skills are shown on the figure below:



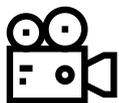
Retrieved from: [Career development tools](#)

Transversal or transferable skills can be easily transferred from one job to another. Team working, communication, ethics, problem solving are some examples of the many transversal skills that if someone possesses them, they can be easily transferred from one job to another, with any different context and working environment.

How to maintain a good mix of hard and soft skills

Soft skills are very important in the modern workplace. They are harder to quantify, but nowadays they are more important than they used to be in the past. However, you have to possess a mixture of soft and hard skills in order to be an ideal candidate for a job.

As mentioned above, soft skills cannot be easily taught. It may seem that soft skills are something inherent, but both soft and hard skills can be taught. Some skills can be learned through training on the job, such as, communication, time management, and leadership.



Watch Hard Vs Soft Skills Video [here](#).



Hard Skills VS Soft Skills



What are the differences? Which is more important?

The main differences between hard skills and soft skills are 1) how you obtain them and 2) how you apply them in the workplace. Hard skills are usually obtained through hands-on experience or education. On the other hand, soft skills are more akin to personality traits that you have naturally developed throughout your life. Hard skills include specific, technical knowledge needed for a job. Soft skills tend to be interpersonal. **Both are important for career success.**

Hard Skills

Soft Skills

Definition



Hard skills, or technical skills, are learned through education or hands-on experience. These are concrete, measurable abilities that are often specific to a job.

Soft skills, or people skills, are traits and abilities that you develop throughout your entire life. Soft skills speak to how and why you are motivated to do certain things.

Examples



- Foreign languages
- Adobe Creative Suite
- Healthcare-related certifications or licenses
- Programming languages (JavaScript, etc)
- Website development
- Content development
- Copywriting
- Copyediting
- Budgeting
- SEO marketing
- Statistical analysis
- User interface (UI) design
- Proofreading

- Communication
- Critical thinking
- Adaptability
- Creativity
- Problem-solving
- Organization
- Willingness to learn
- Leadership
- Dependability
- Work ethic
- Teamwork
- Time management
- Decision-making



Learn more: <https://insightglobal.com/blog/hard-skills-vs-soft-skills/>

Retrieved from: [Hard Skills vs. Soft Skills: What Are They?](https://insightglobal.com/blog/hard-skills-vs-soft-skills/)



Co-funded by
the European Union



2.4. TECHNIQUES TO IDENTIFY SKILLS

A very useful technique that can be used to help you identify your skills is SWOT Analysis. SWOT stands for: **S**trengths, **W**eaknesses, **O**pportunities, **T**hreats.

SWOT Analysis is a technique that you can use in order to identify your strengths, your weaknesses, opportunities, and threats. The analysis is often presented as a matrix with four distinct quadrants. Each quadrant represents each element of the analysis.

SWOT ANALYSIS



Retrieved from: [SWOT Analysis](#)

A series of questions can be asked and answered in order to break down, analyse and identify the important four elements that mentioned above.

Strengths

- What advantages do you have that others don't? (Soft and hard skills, certifications, training)
- What do you do better than anyone else?
- What do other people (and especially your boss) see as your strong point?
- Which of your achievements are you most proud of?

Weaknesses

- What weakness do you think you have? Where do you fall short of others?
- What tasks do you usually avoid because you don't feel confident doing them?
- What will people around you see as your weakness?
- Are you completely confident about your education and training so far? If not, where do you feel that you are weaker?

Opportunities

- Is the industry you are interested in growing? If so, how can you take advantage of the current market?
- Do you have a network of strategic contacts to offer you good advice?
- Are there further education and training opportunities in the field you are interested in?

Threats

- Can any of your weaknesses become a threat?
- What can get in the way of your plans?
- Is there competition?

Below there are some steps that can be followed and used as a technique in order to recognise whether there are knowledge and skills gaps and how to fill those gaps.

The following steps will help you identify where skills and knowledge gaps exist, establish some of the ways you can gauge your own current skills and knowledge levels and how to take steps to fill those gaps.

The first step is to focus on yourself and establish where gaps exist in your own knowledge. New skills and knowledge are constantly needed because industries constantly evolve.

The second step is to try to improve your skills and knowledge. Maybe it is needed to take the time and invest in your education. To do research in order to find a training or an education programme that covers the topics you identified in your skills gap analysis.

The above steps will help you be competitive and ready to seize opportunities in your integration into the labour market.



ACTIVITIES

Activity 1

Title: Self-assessment, self-awareness, and self-confidence exercise

Aim of the Activity: To engage in the process of self-discovery and self-assessment.

An ideal job consists of all the elements essential to a person's happiness and fulfilment. Ask yourself what elements you want in your ideal career and consider including the answers to the following questions.

Source: Gomelskaya, J. (2012). Self-Assessment as a Critical Part of the Job Search Process.

Time Required: 10 minutes

Materials Required: None

Steps to Complete the Task:

Answer the questions below.

1. What you love to do (activities that give you a feeling of joy and fulfilment)
2. Your unique gifts and talents, your aptitudes
3. Skills that you have and wish to utilise (or further develop) in your next job
4. Fields of interest/industries in which you want to work
5. Work values (what is most important to you in your workplace?)
6. Your essence, your natural qualities
7. Life mission, vision, spiritual path
8. What kind of people do you prefer to work with/for?
9. Salary/benefits/schedule/other factors
10. Working conditions/environment/location



Activity 2

Title: Identifying your transversal skills

Aim of the Activity: To identify your transversal skills and have a list of your most impactful transversal skills.

As you are applying to jobs, look for opportunities where you can convey your transversal skills either on your resume or during your job interview.

Source: Coursera. (2022). Transferable Skills: How to Use Them to Land Your Next Job.

Time Required: 30–40 minutes

Materials Required: List of skills (available below)

Steps to Complete the Task:

1. **Identify 10 skills** from the list that you most exhibit.
2. Write down all the **ways you have used each skill** in both your professional and personal life. Try to be as comprehensive as possible, making sure to include all the ways you embody the skill.
3. Identify the **5 skills that have been most impactful** for you in your professional or personal life.
4. Write down **key achievements** for each skill on your shortlist.
5. Rank your five skills from **most impactful to least impactful**. The purpose here is not to judge your skills but instead to have a clear sense of what skills have served you well so far.

Congratulations! You now have a list of your most impactful transversal skills. As you are applying to jobs, look for opportunities where you can convey your transversal skills either on your resume or during your job interview.

LIST OF SKILLS

Attention to detail	Data analysis	Ability to think quickly	Supervising	Critical thinking
Collaboration	Classifying	Facilitating group discussions	Dependability	Problem solving
Cooperation	Evaluating	Providing feedback	Flexibility	Teamwork
Instructing others	Record keeping	Counselling	Diligence	Adaptability
Decision making	Researching	Empathy	Quick learner	Defining needs
Management	Synthesizing	Developing Rapport	Patience	Imagining alternatives
Public Speaking	Coordinating	Interviewing	Persistence	Conflict resolution
Organisation	Delegating	Listening	Responsible	Salesmanship
Negotiation	Planning	Mentoring	Results-oriented	Enlisting help
Punctuality	Budgeting	Communication	Teaching	Leadership



Activity 3

Title: Skills Assessment

Aim of the Activity: Find out about careers that might be right for you by taking the following assessment.

Source: National Careers Service. UK. Skills Assessment.

Time Required: 10–20 minutes

Materials Required: Questionnaire

Steps to Complete the Task:

Complete the questionnaire in order to get the results.

Activity 4

Title: Interpersonal Skills Self-Assessment

Aim of the Activity:

Based on the answers you provide you will get a score for your:

- listening skills
- emotional intelligence
- verbal communication
- communicating in groups

compared to other people.

Source: Skills You Need. UK. Interpersonal Skills Self-Assessment.

Time Required: 10–15 minutes

Materials Required: Questionnaire

Steps to Complete the Task:

Complete the questionnaire in order to get the results.



Additional resources/Further reading

- [Building Self-Confidence Through Self-Awareness](#)
- [Eurich, T. \(2018, January 4\). What self-awareness really is \(and how to cultivate it\). Harvard Business Review.](#)
- [Evaluate yourself](#)
- [Hard Skills vs. Soft Skills: What Are They? \(With Examples\)](#)
- [How to assess hard and soft skills effectively.](#)
- [How to Assess Your Current Skills Level and Identify Knowledge Gaps](#)
- [How to Carry Out a Personal SWOT Analysis](#)
- [How to Do a SWOT Analysis](#)
- [Know yourself. Get a better job](#)
- [Personal SWOT analysis](#)
- [Personal SWOT analysis with example| Most asked question in interview](#)
- [Scouri, Cleo. \(2022\). CAREER YOUTHSELF\[PowerPoint slides\]. Presented at Accelerate Youthself event, Larnaca.](#)
- [Self-Assessment as a Critical Part of the Job Search Process](#)
- [Self-Awareness: 7 Ways to Develop It + the Benefits](#)
- [Skills gap analysis template](#)
- [Soft skills vs Hard skills](#)
- [Sutton, A., Williams, H. M., & Allinson, C. W. \(2015\). A longitudinal, mixed-method evaluation of self-awareness training in the workplace. European Journal of Training and Development, 39, 610–627.](#)
- [Transferable skills](#)
- [Transversal competences](#)
- [Transversal skills](#)
- [Transversal skills: What are they and why are they so important?](#)
- [What is self-awareness?](#)



MODULE 3

SKILLS DEVELOPMENT

In this module, we will explain the importance and the types of skills development for the labour market. These skills play a critical role given the development of the technologies in all sectors, ensuring this evolution fosters shared, sustainable prosperity will likely hinge on how well societies prepare the workforces of tomorrow. The development of skills can contribute to structural transformation and economic growth by enhancing employability and labour productivity and helping countries to become more competitive. This results in more and better jobs for the current workforce and more public and private investment in the education and training system. This, in turn, increases the employability and productivity for both the current and future workforce. The four skills that will be mentioned in this module are: digital skills, socio-emotional skills, technical skills and cognitive skills.



[Watch introductory video](#)



Co-funded by
the European Union



3.1. DIGITAL SKILLS: HOW BUSINESSES AND POLICYMAKERS CAN RESPOND TO FUTURE DEMAND IN THE LABOUR MARKET

Digital technologies like artificial intelligence (AI), the internet of things (IoT) and cloud computing are fundamentally reshaping the world of work. The digitization of business is influencing how and where we work, and the jobs we will do in the future. Some traditional roles will vanish altogether, replaced by automation; others will see AI and machine learning being used in tandem to make humans more productive and insightful. The trend towards the digital workplace provides rich opportunities for employers and employees, but there are obvious challenges to meet and overcome along the way. Business leaders will face stiff competition to hire and retain the best talent. Keeping track of labour market trends related to digital technology and skills will be crucial. Regulators and governments, on the other hand, must invest in supporting the workforce to develop the necessary digital skills to thrive in future labour markets — identifying the most important competencies and the occupations that require them. Education systems will also need to adapt to ensure a digital-ready workforce emerges from schools, colleges and universities. The analysis of online job postings identifies at least five areas where digital skills will play a key role: Advanced data analytics, cybersecurity, programming, automation and IoT, digital business and sales skills. In order to succeed in the era of AI and IoT, business, employers and employees will need to invest in wide-ranging reskilling efforts and changes in work practices. Workers will have to transition from roles in decline, into new, thriving jobs at the core of the digital workplace. A key part of the transition process will be to map out declining and emerging roles and transition workers from the former to the latter. The new report leverages the granular information contained in online job postings to create pathways



from occupations in decline to others that are thriving in the labour market. But while some career moves may be easier than others, the fast pace of technological change in the workplace requires organisations to find strategies for reskilling and upskilling that span the full duration of an employee's career. Policymakers, educators and companies will need to support individuals in skill development and, when needed, career transitions. Short and targeted training paths and micro-credentials, for example, can provide adults with learning opportunities tailored to meet their needs. It's important to recognize the time and financial barriers that many might face when retraining. To attract and retain talent, companies need to offer their staff more than a desk and a pay cheque. Employees now expect a more holistic career experience, including meaningful work that aligns with their values. They also demand a schedule that allows them to stay healthy and spend time with their loved ones. The remote working practices enabled by digital technology and established during the pandemic will continue to evolve. Companies need to ensure they too evolve and keep pace with these new trends in a labour market that increasingly relies on digital skills.



[Digital skills: How businesses and policymakers can respond to future demand in the labour market](#)

3.2. SOFT SKILLS ARE ESSENTIAL TO THE FUTURE OF WORK

Digital technologies like artificial intelligence (AI), the internet of things (IoT) and cloud computing are fundamentally reshaping the world of work. The digitization of business is influencing how and where we work, and the jobs we will do in the future. Some traditional roles will vanish altogether, replaced by automation; others will see AI and machine learning being used in tandem to make humans more productive



and insightful. The trend towards the digital workplace provides rich opportunities for employers and employees, but there are obvious challenges to meet and overcome along the way. Business leaders will face stiff competition to hire and retain the best talent. Keeping track of labour market trends related to digital technology and skills will be crucial. Regulators and governments, on the other hand, must invest in supporting the workforce to develop the necessary digital skills to thrive in future labour markets — identifying the most important competencies and the occupations that require them. Education systems will also need to adapt to ensure a digital-ready workforce emerges from schools, colleges and universities. The analysis of online job postings identifies at least five areas where digital skills will play a key role: Advanced data analytics, cybersecurity, programming, automation and IoT, digital business and sales skills. In order to succeed in the era of AI and IoT, business, employers and employees will need to invest in wide-ranging reskilling efforts and changes in work practices. Workers will have to transition from roles in decline, into new, thriving jobs at the core of the digital workplace. A key part of the transition process will be to map out declining and emerging roles and transition workers from the former to the latter. The new report leverages the granular information contained in online job postings to create pathways from occupations in decline to others that are thriving in the labour market. But while some career moves may be easier than others, the fast pace of technological change in the workplace requires organisations to find strategies for reskilling and upskilling that span the full duration of an employee's career. Policymakers, educators and companies will need to support individuals in skill development and, when needed, career transitions. Short and targeted training paths and micro-credentials, for example, can provide adults with learning opportunities tailored to meet their needs. It's important to recognize the time and financial barriers that many might

face when retraining. To attract and retain talent, companies need to offer their staff more than a desk and a pay cheque. Employees now expect a more holistic career experience, including meaningful work that aligns with their values. They also demand a schedule that allows them to stay healthy and spend time with their loved ones. The remote working practices enabled by digital technology and established during the pandemic will continue to evolve. Companies need to ensure they too evolve and keep pace with these new trends in a labour market that increasingly relies on digital skills.



Soft Skills Are Essential To The Future Of Work

3.3. THE MOST IN-DEMAND TECHNICAL SKILLS – AND HOW TO DEVELOP THEM

The term “technical skills” spans the huge variety of “hard” skills that are necessary for many jobs and industries. And lots of them have nothing to do with IT. Technical skills vary enormously from industry to industry, but they essentially boil down to the skills and competencies needed to perform job-specific tasks, whether digital or physical. They’re the practical skills required to do a job successfully, in other words. So, if you're a nurse, your technical skills will include inserting IVs, reading patient charts, and all the other tasks wrapped up in delivering patient care. The nature of work is changing, and technology is playing a greater role in almost all professions. Yet, even as more and more tasks become automated, there's still enormous value in technical skills. In fact, in the complex, hybrid workplaces of the future – where tasks and goals are accomplished through a blend of machine and human power – it is believed that technical skills will become more



valuable than ever. So, what sort of skills will be most in demand in our rapidly evolving workplaces? Obviously, technical skills in coding, AI, and data science are already in high demand. But looking beyond IT and technology, some of the essential technical skills for 21st-century work are likely to include: customer relationship management, project management, social media management, Video and other content creation, product development and product lifecycle management, technical writing, or being able to explain complex subjects in plain English, data literacy, or being able to effectively use and make sense of data, mechanical maintenance. The specifics will vary, of course, but generally speaking, you develop technical skills through a combination of training, education, on-the-job learning, and good old-fashioned experience. A good starting point is to encourage your employer to invest in the technical training needed to do your job. As part of this, consider the increasing role of technology and how new technologies might change certain aspects of your job. On top of workplace learning, you'll need to take an active, independent approach to learning if you want to keep up with the latest topics and trends in your industry. Try to embrace such self-directed learning as your personal growth time rather than another burden on the to-do list. Sign up for relevant online courses. Look at informal learning channels, like YouTube. There's a wealth of information on YouTube, and many educators have embraced it as a way to deliver informative, engaging content. Make learning social, if you can, by joining forces with other learners. Sharing the experience can help to boost accountability and make learning more fun. Learn from others in your field, perhaps through job shadowing or by working with a mentor. Spending time with an expert is a great way to pick up practical and technical skills. Finally, adopt the mindset of a lifelong learner, someone who is continually curious and keen to learn new things. This is vital because technology is



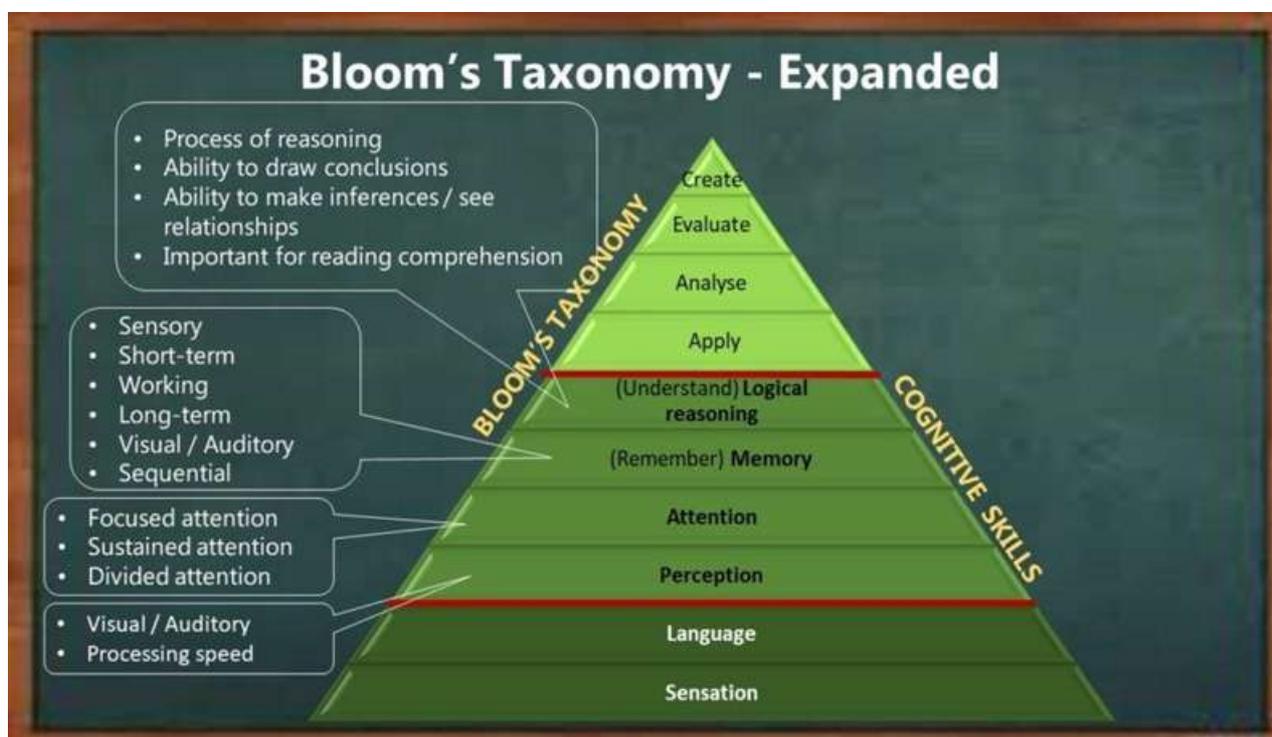
advancing at such a rapid pace that almost all jobs will change to some degree.



The Most In-Demand Technical Skills – And How To Develop Them

3.4. COGNITIVE SKILLS THAT MATTER, HOW TO IMPROVE THEM

Cognitive skills can be considered a person's tools for learning. With the right tools, one can complete tasks with ease and efficiency. One of the most common complaints among educators is that their students lack the cognitive or brain-based abilities to handle a curriculum. Although this is anecdotal at best, teaching cognitive skills is overlooked at all levels of education.



- **Perception:** is interpreting what is sensed. Visual perception is the cognitive component of interpreting visual stimuli. Simpler said, visual perception is what the brain does with what the eye sees. Auditory perception is the ability to identify, interpret, and attach meaning to sound; it is what the brain does with what the ears hear. Phonological awareness, the ability to hear the individual sounds (phonemes) in words, is at the heart of reading and requires a range of auditory processing skills. Processing speed involves one or more of the following functions: the amount of time it takes to perceive information, process information, and formulate or enact a response. Another way to define processing speed is to say that it's the time required to perform an intellectual task or the amount of work that can be completed within a certain period. Even simpler, one can define processing speed as how long it takes to get stuff done.
- **Attention:** the process of perception is very much affected by attention, a phenomenon that involves filtering incoming stimuli. Human beings do not pay attention to everything in their environments, nor do they attend to all the stimuli impinging on their sense organs. Rather than becoming overwhelmed by the enormous complexity of the physical world, we attend to some stimuli and do not notice others.
- **Memory:** is how knowledge is encoded, stored, and later retrieved. There are a lot of types of memory: sensory memory, short-term memory, working memory, long-term memory, visual memory, auditory memory and sequential memory.
- **Logical reasoning:** is the process of arriving at a conclusion using a rational, systematic series of steps based on sound mathematical procedures and given statements. In logic, there are two broad methods of concluding: deductive reasoning and inductive reasoning.



16 Cognitive Skills that Matter, How to Improve Them



Co-funded by
the European Union



ACTIVITIES

Activity 1

Title: Activity to develop the soft skill of problem solving

Desert island

Aim of the Activity: Problem solving through communication and decision making

Time Required: 30 minutes

Materials Required: You don't need materials

Steps to Complete the Task:

1. The group of people have to decide what of 10 elements in the place they are situated in an island.
2. Each person has a role, and they have to decide only one thing to take with us, so these things are very needed to survive, and they must classify the things by order of importance.

The main objective is that you must reach an unanimous agreement. Thanks to this situation the people have to work in groups, and all the team should give ideas and discuss the relevance of the object and the purpose for survive.

Activity 2

Title: Dynamic for encourage reasoning

Aim of the Activity: Promoting reasoning in extreme situations

Time required: 20 minutes

Materials required: A card with a number

Steps to Complete the Task: In this dynamic of work integration, the argumentation helps workers to investigate in order to discover new



paths that lead them to a more effective performance.

Groups of a maximum of 8 people can participate in this activity. Each participant should receive a card with a number (from 1 to 8) and a form describing the case described below. Tell them that they must solve the case as a team and that they have 20 minutes to do so. The case is as follows:

8 tourists are travelling in the jungle with their guide; suddenly they are captured by a tribe of cannibals. They eat the guide and lock up all the tourists. As the cannibals have already eaten the guide, they have enough food for a week; next week they will choose the next victim.

They must decide the order in which the cannibals will eat them, and also how to escape from there.

Each one of you will adopt an assigned role (according to the number you have been given) and, from your character, each member must negotiate with the others that he or she has to be the last one standing.

Here is a suggested list of the characters:

- Singer who knows a bit about medicine
- Young and strong assassin
- Mercenary who knows how to hunt
- Elder who knows the area
- Locksmith without tools
- Sick biologist
- Lion tamer
- Interpreter who knows tribal language



Activity 3

Title: The perfect square

Aim of the Activity: This game focuses on fostering good communication and leadership skills. By asking some of the participants not to speak, this game also requires trust between team members, as they will have to guide others in the right direction.

Time Required: 15–30 minutes

Materials Required: A long rope with the ends tied together and a blindfold for each participant.

Steps to Complete the Task:

Ask participants to stand up and form a circle to hold the rope. Then ask everyone to put on the blindfold and leave the rope on the ground. Ask them to move a little away from the circle. Then ask them to come back and try to form a square with the rope without removing the blindfold. Set a time limit for them to compete. To make it even more difficult, ask some team members to remain silent. The task is to work together to form a square while blindfolded. Once the team is blindfolded, they can begin the activity. The activity ends when the team thinks that they have formed a square. Participants then take off their blindfolds and see the final result. If you have time, you can run the activity a second time and give the team the chance to do better.

Activity 4

Title: Empathy–Building Personal Anecdotes

Aim of the Activity: Improve empathy

Time required: 30 minutes

Materials required: No materials required

Steps to Complete the Task: Share personal anecdotes that build soft skills in the workplace and help employees empathise with customers,



co-workers, and team leaders. Sometimes all it takes is a story to stress the importance of understanding, communication, and compassion. They get to see things from a different perspective and learn about others' coping mechanisms and motivations. For example, the angry customer who lashed out at you might have had a bad day. Their way of dealing with the stress was to take it out on the nearest employee. Your anecdote shows employee training participants that there are always two sides to the story. That listening to the customer's needs and trying to empathise with their situation can work wonders. You can also encourage them to submit their own personal anecdotes to the online training library. Everyone has unique insights to share based on their life experiences.

Additional resources/Further reading

- [How to build a skills development plan?](#)
- [How to Develop Your Skill Set to Advance Your Career](#)



MODULE 4

OPPORTUNITY IDENTIFICATION

Opportunity is a chance presented in an unknown time, that gives you the ability to take advantage of current situations that allows you to create value through the pursuit of certain actions. The term can be used in various situations and fields such as business, sports, career, and many



more. Possessing that ability can make a real difference, it can help you stand out from the rest in a competitive environment for example.

Opportunity identification is a key element for any working person, from a leader or a manager to a regular person looking for a job-career opportunity. It is a skill that can be taught through constant practice and by being open-minded to new challenges and perspectives.

Opportunity identification is an action commonly used by the majority of people on a daily basis. Some people might not even realise they are using it simply because of its naturality and the fact that it acts as an instinct at certain times. Although, using it to spot and identify job-career opportunities takes practice and a set of skills that have been cultivated specifically for that use. This is exactly what is going to be analysed in the continuation of the module.



[Watch introductory video](#)



Co-funded by
the European Union



4.1. IDENTIFYING SUITABLE JOB OPPORTUNITIES AND MARKETS

Nowadays, it is hard enough to find a job which covers your basic needs but it is even harder to find a job that you actually enjoy doing. More often than not, people work in jobs they don't enjoy rather than in jobs they enjoy. Sadly, settlement is the only option for some people.

If you think about it, half of our lives we spend working, that means that your chosen career path will be a long term commitment, therefore you should try to find something that you are actually passionate about. The world of work is constantly changing, and with it, so are the job opportunities and markets. It's important to stay up-to-date on these changes in order to identify new and emerging job opportunities.

With these next steps you can make that happen by determining your field of interest and expertise:

1. Check out the job market in your city/country

Having a good understanding of your city or country is crucial. You may have lofty aspirations or a keen awareness of your talents, leading you to pursue a particular field. However, it's possible that your desired field isn't well-supported in your area, or that there are very few job openings. Therefore, it's essential to conduct field research to determine the viability of your goals and adjust your plans accordingly based on the findings. This approach will allow you to make informed decisions and navigate any challenges you may encounter on your path to success.

2. Identify your current needs

Before making any career decisions, it's important to take into account several factors. Are you currently married or do you have a family to support? What are your current living expenses, and how much free time do you have available? It's crucial to assess your needs and constraints, and to identify the hours that work best for you. Additionally, it's important to determine the minimum wage you require to support your lifestyle. If you have a family, you may need to search for a higher-paying job to meet their needs, whereas a single person may be able to manage with less. By carefully considering these factors, you can make informed decisions that align with your personal and professional goals.

3. Think of your background

Your previous work experience is a valuable tool when making career decisions. Use it as a reference point to identify your strengths and interests, as well as areas that may require further development.

Consider what you enjoyed and excelled at in your past roles, as well as aspects that didn't resonate with you and you would prefer to avoid in the future. Additionally, your educational background can play a crucial role in shaping your career path. It provides a wealth of knowledge that can be put to use in a variety of ways. By leveraging your past experiences and educational foundation, you can make informed decisions that align with your strengths and interests, leading to a fulfilling and successful career.

4. Take advantage of your skills and your hobbies

Research has consistently shown that pursuing work in areas that align with your passions and interests can lead to greater success and recognition in the workplace. By leveraging your natural strengths and combining them with your hobbies and interests, you can cultivate a fulfilling and rewarding career. This approach not only allows you to tap

into your innate abilities but can also provide a sense of purpose and meaning to your work. Moreover, when you are engaged in work that you are passionate about, you are more likely to feel motivated and energised, which can lead to increased productivity and success in your career. So, it's important to take advantage of your unique qualities and interests when considering your career options.

Job identification is a continuous process that requires patience and being aware of your needs and your wants. The steps mentioned do not guarantee immediate success, they work more as a guide in order to prepare yourself for an easy identification of a suitable job opportunity that might be presented.

4.2. EVALUATE THE PROSPECTS OF THE WORK POSITION

If you're aiming to advance your career, it's important to carefully consider the potential prospects of any job position you're interested in. Evaluating the job prospects involves assessing the likelihood of obtaining the position, as well as the potential for future success and growth in the role. However, even if career advancement isn't your primary goal, it's still wise to research and assess the prospects of any job you may apply for.

The term "job prospects" typically refers to the likelihood of securing a particular job or succeeding in a particular profession. It's closely tied to the career outlook of the position in question. Jobs with better career prospects are often more competitive and sought after than those with lower prospects. In addition, a person's level of education and experience can greatly impact their career prospects, as those with

more education and experience often have more opportunities available to them.

To make informed decisions about job prospects, it's important to conduct thorough research and gather information from multiple sources. The video below offers valuable insights into how to evaluate opportunities and make smart choices when it comes to your career. By taking the time to evaluate job prospects and make informed decisions, you can increase your chances of success and fulfilment in your professional life.

The following video is trying to explain how to evaluate opportunities and make good choices:



[Watch video](#)

4.3. MATCHING SKILLS AND EDUCATION WITH JOB OPPORTUNITIES

From the early stages of our life we develop skills according to our everyday activities. It can be soft skills like verbal or written communication, critical thinking, public speaking and general manners or even develop physical skills that can be applied in various job

positions. If you, as a candidate, aim for a position that doesn't require specialised knowledge on a subject, you can grow skills that will make you stand out in an interview. Always remember to match your skills with the needed skills for the job position.

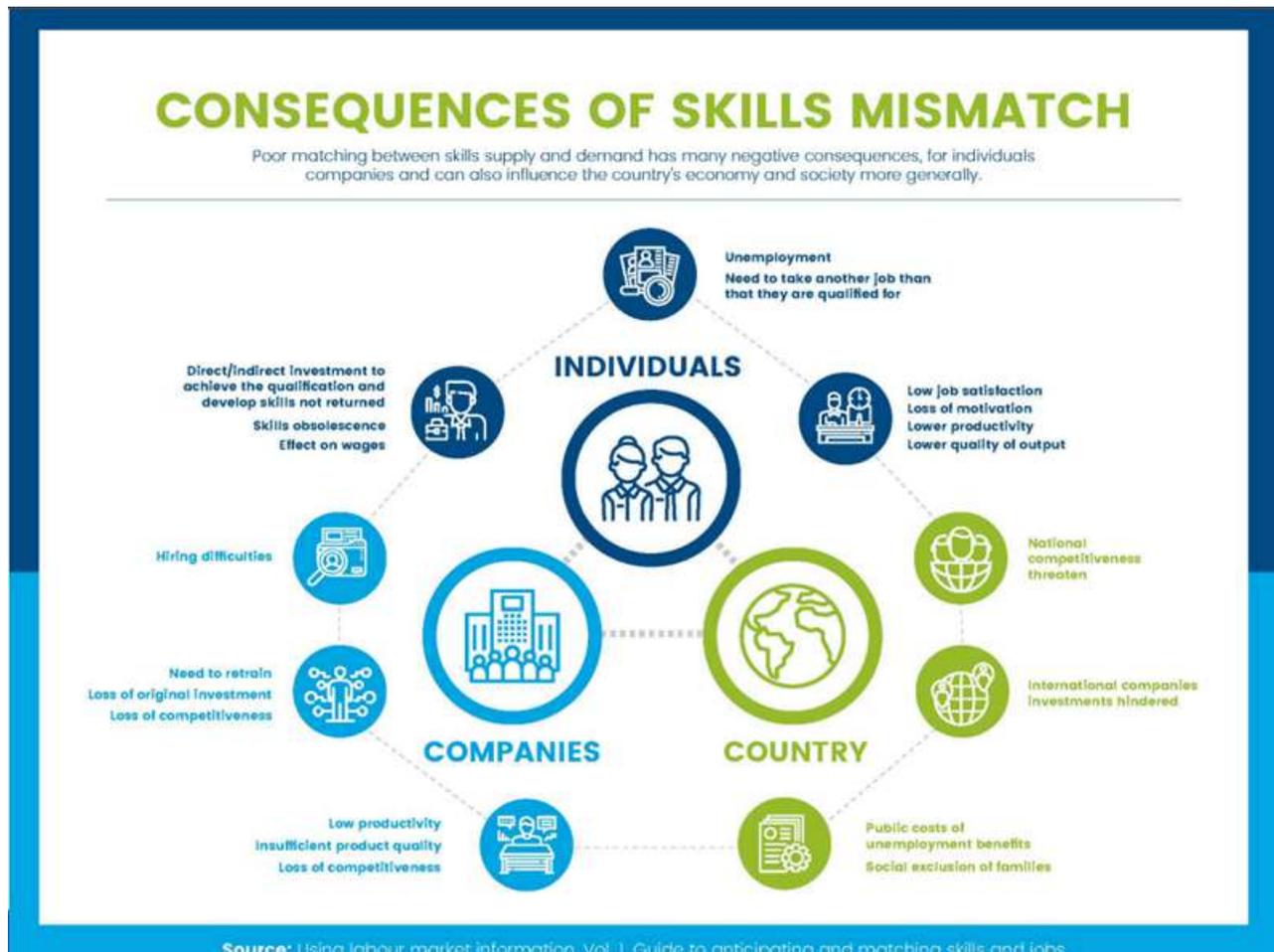
Here is a list with the most popular skills that employers are looking for:

- Multitasking
- Collaboration
- Communication
- Teamwork
- Initiative
- Professionalism
- Integrity
- Decision-making
- Creative problem-solving
- Leadership

All the skills mentioned above are great assets for any kind of position or job market. Furthermore, they are an invaluable tool for the applicants themselves to ease their transition to a new work environment. Remember that employers always seek for employees that have adjustable skills.

On the other hand, there are also those that would like to pursue a career in their field of study and not be employed in workplaces irrelevant to their field of expertise. In order to make that happen they will need to limit their job research into specific fields that are working on the subject of interest. Before making any decision, it is necessary to examine the responsibilities that come with this position. This way you can know if your skills match the job profile.

A study conducted in 108 countries observed that in over half of them, the majority of the workforce is not employed according to their educational level/field of study or matching their skills accordingly. Mismatching skills is a phenomenon quite common which can cause problems to the employees and the companies as well.



It's important to remember that the road to finding the perfect job can be a long and winding one, but persistence and determination will ultimately pay off in the end. While setbacks and challenges may arise along the way, it's crucial to stay motivated and focused on your goals. With consistent effort and a positive mindset, you can navigate the job search process and find the job position that aligns with your unique



skills, experience, and priorities. So don't become discouraged by the ups and downs of the job search journey – keep pushing forward, and success will be within reach.

4.4. WHEN IS THE RIGHT TIME TO SAY ENOUGH?

Do you feel stressed? Do you feel like you are not appreciated enough by your superiors and coworkers? All that can be a sign telling you that this work cycle has done its circle.

Don't get it wrong, under no circumstances is it easy to leave a secure job that provides you with an income. Although, you need to be able to recognize the benefits of each choice and act. There are companies that give a great deal of attention and even invest in creating a welcoming environment for employees, even if the overall job is not worth it. Making the decision to leave your job can be a difficult one, but sometimes it's necessary in order to move on to bigger and better opportunities. Here are some signs that show you it might be time to quit your job.

1. *The work environment is unhealthy.*

If you find yourself dreading going to work every day, or if your job is causing you so much stress that it's affecting your mental health, it may be time to consider moving on. Your job should be a source of fulfilment and purpose, not constant stress and unhappiness.

2. *Your values don't align with the company's values.*

If you find that the company you work for doesn't align with your personal values, it may be time to look for a new job. It's important to

feel like your work is making a positive impact and that you're working for a company that shares your values. That way it is certain that you will give your 100% and that will reflect on your work.



3. You're not being challenged.

If you feel like you've hit a plateau in your job and there's no room for growth or advancement, it may be time to move on. Feeling challenged and engaged in your work is important for both personal and professional development.

4. Your work-life balance is non-existent.

If you find that your job is consuming all of your time and you have no work-life balance, it may be time to move on. It's important to have a healthy balance between work and personal life in order to avoid burnout and maintain overall well-being.

Start looking for new job opportunities that align with your career goals and personal values. Research companies that you're interested in working for and apply for positions that you're qualified for. Leaving your job can be a difficult decision, but sometimes it's necessary in order to move forward in your career and personal life. If you're experiencing any of these signs, take some time to reflect and consider your options. With the right plan in place, a new job can lead to exciting new opportunities and personal growth.



8

HOW TO KNOW IT'S TIME TO QUIT YOUR JOB:

Warning Signs

1. WHEN YOUR BODY IS SAYING SO
2. WHEN YOU'VE MAXED OUT YOUR LEARNING
3. WHEN SUNDAY NIGHT BLUES TURNS INTO A DEPRESSION
4. WHEN YOU'VE SIMPLY STOPPED CARING
5. WHEN YOU DON'T ADMIRE THE PEOPLE ABOVE YOU
6. WHEN THE FINANCIAL STABILITY OF THE COMPANY BECOMES QUESTIONABLE
7. WHEN YOU FEEL UNDERVALUED
8. WHEN YOU READ LISTS LOOKING FOR A REASON TO QUIT YOUR JOB

WWW.CAREERCONTESSA.COM

Source: 8 Signs It's Time to Quit Your Job



Co-funded by
the European Union



ACTIVITIES

Activity 1

Title: Enrich your network

Aim of the Activity: Become better at networking by “speed networking” and a roundtable action.

Time Required: 60 minutes, depending on the numbers of the participants

Materials Required: A spacious room with chairs and tables

Steps to Complete the Task:

The main goal of the activity is to introduce the idea of networking to those that haven't really been in touch with it, by conversation.

- Gather a group of people in the same room, preferably not knowing each other.
- Arrange a desk row across the room and put chairs from both sides.
- An even number of people is required in order for pairs to form.
- Everyone takes a seat and starts communicating with the one sitting across them. The conversation should revolve around work. Are they currently employed? What is their educational status and previous working experience? It should be a conversation in which they will try to find links between them, maybe for collaboration or general support. All this should be made in a friendly and casual way.
- Afterwards, a roundtable system will take place, meaning that the participants will take a seat on their left. In this way they will have the chance to talk to everyone.

Conclusion: Once the activity is over, the participants will share their thoughts

QUESTIONS:

- Did you find it interesting?
- Did you find a link between any of you?
- Do you share common experiences?



Activity 2

Title: Become a social butterfly

Aim of the Activity: In a group of people try to get to know as many of them as possible by encouraging conversation

Time Required: 40 minutes

Materials Required: Notebook, pen, desks, chairs

Steps to Complete the Task:

Divide the group into equal smaller groups.

The goal is for the participants to learn as much as possible for each other in a short period of time (name, age, profession, origin, family status, hobbies, a.o.).

Afterwards, they will be given 10 minutes to write down as much as they can remember about each other and present it to everyone.

Conclusion: This will be a fun way to improve their communication skills or even pinpoint on their weak spots and improve them.

Activity 3

Title: Identify your ideal job according to your needs

Aim of the Activity: To become capable of understanding what is best suited for someone according to their abilities and their profile

Time Required: 40 minutes

Materials Required: A board, marker, notebook and a pen

Steps to Complete the Task:

The participants will have to think about their current needs and match them to their ideal job position.

The trainers will show them a video on how to choose the right career path according to your needs.





How to Find a Career You Genuinely Love

Afterwards, in their notebook they will divide the paper in half. The left side will be NEEDS/WANTS and the right will be JOB CHARACTERISTICS. The idea is to make them realise their needs and what they want from a job and then describe their ideal job position.

Finally, after they are done, they will share their findings with the team by writing on the white board.

Conclusion: The goal is to teach them what they should be looking for in their search for a job.

Activity 4

Title: Human Bingo

Aim of the Activity: Specify employees characteristics

Time Required: 30-40 minutes

Materials Required: Pen and paper

Steps to Complete the Task:

This activity will be human bingo.

The trainers will distribute among the participants a piece of paper with 6 squares, as shown below.

The goal is for participants to imagine themselves as an employer and fill out the squares with characteristics/communication skills that they would like their employees to have.

After the participants do that, the trainer will have a long list with characteristics that he will read. If they hear something they have, they cross it out. The first one that will cross out everything yells out BINGO and wins. Then he will have to justify why he chose those characteristics and share his thoughts with everyone.



Conclusion: This is an easy way to figure out what you must improve before going into an interview.

Participants must share their thoughts on the matter.

1st	2nd
3rd	4th
5th	6th



Additional resources/Further reading

- [Communication Skills](#)
- [Identifying Needs](#)
- [Learn to Love Networking by Francesca Gino, Maryam Kouchaki, and Tiziana Casciaro](#)
- [Matching skills and jobs](#)
- [What is Opportunity Identification](#)



MODULE 5

JOB SEARCH TRAINING

The fifth module provides an insight into being a better applicant with a broader understanding on job advertisements, recruiters, skills and various opportunities in order to inform migrants. It covers a wide range of contents properly useful for every type of migrants to be included



in the labour market. Participation in the financial society brings qualified living standards which is highly important not only individually but also in societal perspectives. Because the welfare level of a society can be only increased by putting effort to the bottom of the societal pyramid. Consequently, every country has to show at least minimum obligatory care to increase its social welfare standards which is a mainstay in order to build order in the level of contemporary civilisations.



[Watch introductory video](#)



Co-funded by
the European Union



5.1. WHERE TO FIND JOB OPPORTUNITIES?

This article provides information about most well-known and useful job searching networks. They are completely free and open to be used by job seekers in Europe and not only. These platforms operate all around the world and serve for employers as well as for employees.

In the first place, an application that goes without saying that is the world's most famous and efficient job searching network, and that is the platform of LinkedIn. The platform that is being used by almost 850 million people around the globe including CEOs, applicants, and employers, provides a plethora of choices for literally every person that gets to know the application. The seeker can find different types of work that cover a wide variety of professions and certifications that a person can have. Due to the almost unlimited job offers that are being uploaded every day at the platform that are easily accessible by anyone it can be easy for anyone to find something that fits their standards and easily apply for it. The requirements are as easy as it gets, the person responsible has to create a profile with a CV, a photo, certificates and small description about him/herself and is ready to go out there and start his job searching journey.

Another platform that is right now exploding in the world of job search is the well-known app Eurojobs. Created in 1994 and going strong until now, Eurojobs is a point of reference when it comes to job offerings around Europe and in the world. Continuously improving and providing more and more services to the users of the app. Basically the platform is a hub in which employers from Europe enter and upload their job offers to the public. Every country is separated and has its own folder in which the job offers of that country are presented, followed by general information about the job, the requirements, and, of course, the salary, and other useful information the applicant might need. One good thing about this app is that the applicant can quickly find the country of



his/her preferences, enter and start applying after creating a personal account. Another advantage is that this app provides both entry level jobs or high-skilled required positions well compensated so it covers a variety of applicants out there from starters to job seekers with great experience. And, as always, worth mentioning is the fact that in real time the platform most of the times offers around 1 million job offers to its users.

Honourable mentions of other platforms that provide jobs:

- 1) EURES > 3.000.000 job offers
- 2) JobsinNetwork > 2.000.000 job offers (almost all of them in English to help attract applicants and help with the language barriers)
- 3) EURACTIV the top offer when it comes to work offers in Europe affairs

5.2. HOW TO BUILD A NETWORK?

Building a strong network is an important aspect of personal and professional development. A network can provide support, mentorship, job opportunities, and a wealth of knowledge. Here are some tips for building a successful network:

1) Identify your goals: What kind of people do you want to connect with? What kind of knowledge and experience do you want to gain from your network? Knowing your goals will help you gather your efforts and make the most of your networking opportunities.

2) Attend events: Attend conferences, workshops, and networking events related to your industry. This is an excellent opportunity to meet new people, exchange ideas, and expand your network.

3) Connect with people online: LinkedIn is a powerful tool for building a professional network. Join groups, participate in discussions, and connect with people in your industry. You can also use social media platforms like Twitter and Facebook to connect with people and engage with them on a personal level.

4) Offer value: People are more likely to connect with you if you can offer them something of value. This can be knowledge, a referral, or simply a friendly conversation. When building a network, think about what you can offer others, not just what you can gain from them.

5) Stay in touch: Building a network is only the first step. You need to cultivate and maintain these relationships to ensure that your network remains strong. Send regular updates, ask for advice, and offer help when you can.

6) Be genuine: People can sense when you are trying to use them for your own benefit. Building a network is about building genuine relationships, so be sincere in your interactions and always treat others with respect.

By following these tips, you can build a strong network that will support you throughout your career. Remember that building a network takes time and effort, but the benefits are well worth it.



5.3. POPULAR OPPORTUNITIES FOR MIGRANTS

According to UNHCR statistics, in 2022 the number of migrants in Europe has risen to 9 million. Among economic migrants, most of them are coming from war-torn countries, the majority from the Middle East and Africa. After the Russian invasion in Ukraine, thousands of Ukrainians chose Europe for their safe stay. Besides, the humanitarian need has skyrocketed in the past years, which includes guaranteeing fundamental human rights for people in need of protection, additional measures have to be implemented for full integration. Integration of migrants is an inclusive process and efforts at both EU and national level are necessary to be made. One of the most important steps for migrants to be integrated is to have a job.

It has been noticed that most of the job opportunities that are provided by the Member States are usually related to households, accommodation, domestic work, construction, and even food service activities. Cleaners, helpers, personal care workers, and labourers in agriculture and fisheries are also among the most famous ones. This is because the arrival of the refugees in the EU and their willingness to work to start a new life lead them to work at any given job. European employers have adopted the idea that refugees are people with less experience and a lack of education. The notion of "specific opportunities" for migrants, does not mean that every migrant will work at a highly paid job, rather than giving an opportunity to enjoy the same rights as the citizens of the EU. Moreover, giving them a job that they prefer has a significant importance. To do so, Europe needs to adopt a series of programs that will help the refugees to integrate in the host communities. These programs are especially for those who didn't have a chance to study or attend university, this will help them to find what

they are keen on, what they want to do. The programs should provide all necessary and basic tools, such as lessons on how to create a CV, how to succeed in interviews, etc.

5.4. MORE THAN A JOB DESCRIPTION!

How do you analyse a job description? How long do you spend applying for a job? Most probably it is less than one minute. Unfortunately, this range of time is not sufficient to find out whether this job posting fits you or not. Reading a job description and comprehending it with all the details are just as apples and oranges. There may be a bunch of required qualifications that the recruiters look for. However, the biggest deal of their desire is in which perspective you can add value to that business or any kind of job opportunity. A job description, in principle, shed light for asking the question of how you can make the business more qualified after you get involved in it. You need to figure out the key points that are matching your qualifications. After you are done with fundamental qualification, then the rest mostly depends on your enthusiasm and confidence. In this way, you can increase your possibility of being chosen for this job opportunity. Another significant matter is to have sufficient information about the company by going to their website or finding someone working in that company on LinkedIn. Even having a short conversation can create a perfect interaction. You especially need to figure out how their working style is and what shapes their settled values. Being compatible with the company's spirit brings much more than you can imagine, because success is not only a matter of numbers. It is a matter of teamwork and solidarity. Shortly, a job description is not just an informative description. It is your first mainstay to express yourself better when you apply to your dream job.



ACTIVITIES

Activity 1

Title: Community building

Aim of the Activity:

- To identify key connections, community and social roles
- To learn how to maintain and use these connections

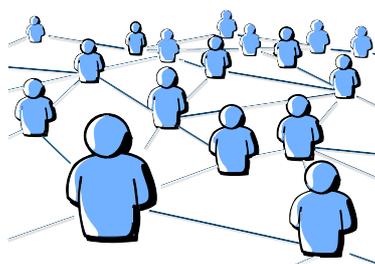
Time Required: 60 minutes. Including a 5 minute physical exercise in the beginning of the activity, and 5 minutes for discussion/questions.

Materials Required: Worksheet 1 for learners (refer to Annex), Flip-over and marker, (Portable) speaker and phone/laptop to play music.

Steps to Complete the Task:

- Begin the activity by reading the following empowering text, which will encourage your students to participate actively:

Feeling connected with other people is an important part of life. It helps us to feel that we belong somewhere, and it can make us feel loved and supported. If we share feelings like joy, happiness, sadness, and sorrow, we feel stronger and often find the strength to carry on. A "social network" consists of people who are important to you. These are the people you feel a connection with or who influence your life. It can be very difficult if you had to leave these people behind because you had to leave your home or your country. Sometimes it might not be safe to stay in touch with family and friends. Rebuilding a new social network can be hard to do if you don't know the language or the culture. Even though it may seem scary, it's very much worth the effort if you can rebuild a supportive social network.



- Inform your students that they will learn about networks today and gain insight into their own social networks. Tell them more about networks and show them the social circle image above.
- Explain that anybody may be in the network, including individuals who are still present, as well as others who play an essential role without their physical presence (for example, people you chat with on the phone or a mentor). Furthermore, raising knowledge of the many sorts of relationships (someone who gives support, friends, family, organisations, neighbours, other parents, etc.) is beneficial.
- After that, have students complete the social network circle in Worksheet 1 (see Annex). Explain that they might be individuals in their neighbourhood, relatives, friends, or people from their own country. They can be several forms of contacts. Tell them that they should begin with those who are mentally closest to them and work their way out to acquaintances.
- Allow students to draw lines between themselves and those to whom they can seek assistance. Allow them 5-10 minutes to complete that activity.
- After that, inform them that they will also learn how to network: how to approach people and maintain contacts that will be useful in their career or personal life, as well as how to improve their social skills.
- Explain that networking entails conversing with individuals you know and do not know. It is essential to exchange information about yourself and show interest in your discussion partner. Of course, you have a goal in mind when you conduct these chats, but it should not be your exclusive focus. It is also about social interaction. For example, instead of asking someone whether they have a job for you, you tell them you are searching for employment and would appreciate their opinion.
- Explain that the next action will help with communication skills.



- There is always a 'hook' you can use to start a discussion. Also, the initial impression you make is crucial! Sharing a personal experience can help the other person remember you.
- After that, grab anything from your handbag, such as a key chain, a little mirror, or a business card from a location you visited. Explain what this thing means to you, tell them about an incident it reminds you of, or use it to communicate a personal tale to the group.
- Instruct each student to take anything from their bag that they may use to tell you about themselves.
- Form groups of two and allow students to share their stories with one another for four minutes.
- Switch groups and allow learners to speak for another 4 minutes.
- Do this once more.
- Bring everyone back together in a plenary session. Allow each student to share a personal story about one of their discussion partners.
- The exercise concludes with a debriefing.

Tips for the trainer

- 1) Speaking about something personal can cause some stress or anxiety. You contribute to creating a safe space by telling something personal about yourself first.
- 2) If you notice pairs have a hard time talking about themselves, help by joining the conversation, giving tips or letting them retry so they can end the exercise with a positive outcome.
- 3) Write down the pairs you make, so you can conclude the exercise making sure each learner gets a chance to talk about someone else/is discussed by someone else.
- 4) If the group consists of an uneven number, you can make a group of 3, making sure you are free to walk around and monitor the conversations.

5) During the training, use a flip-over to write down 'new words'. Explain at the start that learners raise their hand if there's an unknown word. Try to explain this word with other words and write it down on the flip-over. Encourage learners to take notes of these words.

Debriefing

Ask the group:

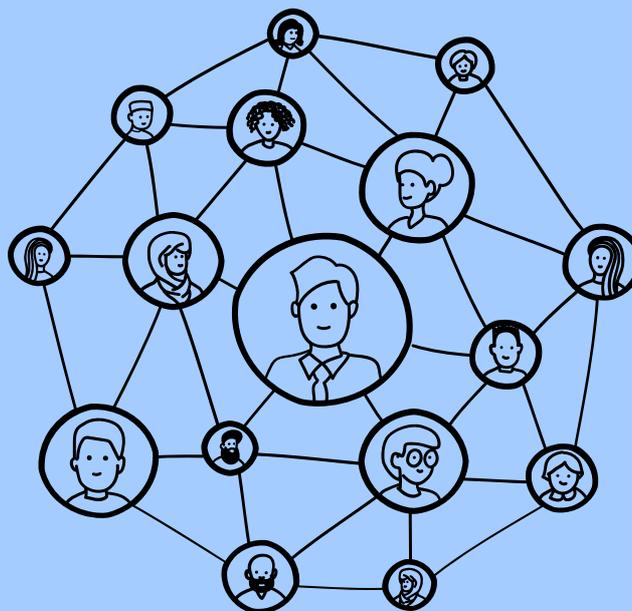
- What did you learn today?
- Do you think you will use it later; do you think it's helpful?
- Are there any things I need to explain more?

	1. Strongly disagree	2. Somewhat disagree	3. Neutral / Don't know	4. Somewhat agree	5. Strongly agree
The goals of the training were clearly defined					
There was sufficient opportunity for interactive participation					
The practices provided me with new knowledge, skills and competences					
I got most of my questions answered during the training					
The materials for the training were helpful					
I had the tools and equipment that I needed for the tasks					



WORKSHEET 1

Feeling connected with other people is an important part of life. It helps us to feel that we belong somewhere, and it can make us feel loved and supported. If we share feelings, like joy, happiness, sadness, and sorrow, we feel stronger and often find the strength to carry on. A "social network" consists of people who are important to you. These are the people you feel a connection with or who influence your life. It can be exceedingly difficult if you had to leave these people behind because you had to leave your home or your country. Sometimes it might not be safe to stay in touch with family and friends. Rebuilding a new social network can be hard to do if you don't know the language or the culture. Even though it may seem scary, it's very much worth the effort if you can rebuild a supportive social network.



Activity 2

Title: Strengths and Skills

Aim of the Activity: To better understand one's own abilities and traits

Time Required: 60 minutes

Materials Required: Worksheets as one thick paper suggested

Steps to Complete the Task:

You will assist migrants in this class in gaining awareness of their innate talents and attributes.

Some migrants are employed and are aware of their strengths. Others might not have had a job in their own country. Everyone has acquired abilities that will come in handy in later life. Knowing your strengths is crucial while hunting for a job. Also, this is the first step to writing a strong resume (Unit 5). The purpose of this program is to assist the participants in comprehending how their(life) experience may be converted into employable abilities.

We recommend referring to the following whenever possible, because it is critical to highlight it!

- Explain to your students that finding a job might be challenging, particularly if you are a foreigner. Many migrants desire to land their ideal career as soon as possible.
- Draw a dot on the flip-over and explain that this can represent the learner's situation: some students may work part-time, volunteer, or be looking for work.
- Next, draw a second dot that represents their aspiration or their objective.



- Getting from point 1 to point 2 is a huge leap that is nearly impossible for anyone.
- Instead, draw a stairway between them. Explain that the goal of this entire training unit is to assist learners in taking the initial step. This signifies 'a modest move in the right direction,' yet it is nonetheless a step.
- State that their next activity or employment will not necessarily be their ideal job. This is where you may enhance your language skills, broaden your network, acquire experience, and develop your resume. Emphasise this: when you begin seeking, look for anything that is now practical.
- After that, inform your students that the purpose of the next activity is to identify and define their strengths.
- Begin with the quality game by cutting out the cards from Worksheet 1. Have some extra empty cards on hand so that attributes may be added (refer to Annex; worksheet 1).
- Place all of the cards in the centre of the table (depending on the level and size of the group), and instruct the students to select three traits from the cards or write down a quality of themselves if they cannot locate it on the cards.
- Allow everyone to pick and assist when needed by inquiring about things they can accomplish or find essential and connecting them to traits. For example:

Things you can do: repair things → Things you find important:
being handy and being nice to people → Quality: caring/helpful

- Instruct learners to offer their three attributes to the group/professional, with an example for each.
- Allow every learner to present and invite group questions or praises.
- Allow students to write their strengths in the centre of Worksheet 3 (refer to Annex) under 'I am.'

- Following that, inform your students that the following exercise will assist them in developing a personal action plan utilising the strengths matrix on Worksheet 3. (Annex).

Your strengths matrix

- Explain the five categories of strengths to your students so that they are better familiar with them:

- I CAN (talents and skills)

Everyone has abilities and skills. Playing an instrument, jogging, being socially comfortable, speaking various languages, being an excellent student or cook, and so forth. You may not have done something in a long time. When you're looking for your abilities, it might be beneficial to remember what you used to be good at.

- I AM (characteristics, traits)

Friendly, caring, creative, humorous, patient, honest, and loyal are some examples.

- I KNOW (what have I discovered about myself)

Everyone has learned something in their lives. Your experiences have given you advantages. For example, you may be able to drive a car or cheer up someone who is down. You also gained knowledge by coping with life's challenges or issues. "I know how to take care of my health," "I know how to relax," "I know how to seek help," or "I know how to cope with my anger," for example.

- I HAVE (strengths in my environment)

You have strengths in your environment as well as qualities inside yourself. These can be people, such as a buddy who assists you or a contact who offers you hope. It can also be material: money, a house, and so forth. Cultural or spiritual sites or rituals can be sources of power as well.

- I WANT (wishes and goals)



- I WANT (wishes and goals)

Everyone has desires or ambitions. It is about things you want to do or aspire to accomplish. They provide you with energy. You can also have desires and dreams for others, such as "I want a better life for my children."

- Allow students to complete Worksheet 3's matrix. They can utilise the terms from Worksheet 2's Strengths list (refer to Annex).
- Finally, gather all learners in a plenary session to conclude the program with a debriefing.

Debriefing

	1. Strongly disagree	2. Somewhat disagree	3. Neutral/ Don't know	4. Somewhat agree	5. Strongly agree
The goals of the training were clearly defined					
There was sufficient opportunity for interactive participation					
The practices provided me with new knowledge, skills and competences					
I got most of my questions answered during the training					
The materials for the training were helpful					
I had the tools and equipment that I needed for the tasks					



WORKSHEET 1

List of qualities

CARING	PLAYFUL	SELF-CONFIDENT	SOCIAL - EASY TALKER
ORGANIZER	OPTIMISTIC	MODEST	FRIENDLY
AMBITIOUS	INTELLIGENT	CREATIVE	HELPFUL
SENSITIVE	RELIABLE	NEAT/CLEAN/ ORGANIZED	DETERMINED
VERSITILE	BRAVE	DIRECT	SUBTLE
ENTHUSIASTIC	FUNNY	INDEPENDENT	CALM
SERIOUS	GENEROUS	RESPECTFUL	PRACTICAL
LIVELY	THOUGHTFUL	STRONG/ POWERFUL	HONEST
PATIENT	OPEN-MINDED	RESPONSIBLE	SPONTANEOUS
CONVINCING	FLEXIBLE	HARD WORKING	HANDY
MEDIATOR	JOYFUL	BALANCED	ADVENTUROUS
DEDICATED	GOAL ORIENTED	GO GETTER	RELAXED
INTERESTED	GOOD LISTENER	DETERMINED	IDEALISTIC
ANALYTIC	DISCIPLINED	TOLERANT	INSPIRING
ASSERTIVE / SELF- ADVOCATING	COURAGE	TAKES INNITATIVE	RELIABLE



WORKSHEET 2

Strengths

- | | |
|--|--|
| <input type="checkbox"/> ambitious/ love of learning | <input type="checkbox"/> humorous |
| <input type="checkbox"/> authentic | <input type="checkbox"/> kind/ loving |
| <input type="checkbox"/> bilingual (or more languages) | <input type="checkbox"/> motivated |
| <input type="checkbox"/> caring | <input type="checkbox"/> optimistic |
| <input type="checkbox"/> courageous | <input type="checkbox"/> open-minded |
| <input type="checkbox"/> creative | <input type="checkbox"/> orderly |
| <input type="checkbox"/> dedicated/ committed | <input type="checkbox"/> patient |
| <input type="checkbox"/> flexible | <input type="checkbox"/> persistent |
| <input type="checkbox"/> follows directions well | <input type="checkbox"/> responsible |
| <input type="checkbox"/> friendly | <input type="checkbox"/> self-controlled |
| <input type="checkbox"/> generous | <input type="checkbox"/> team-oriented |
| <input type="checkbox"/> good time management | <input type="checkbox"/> tolerant |
| <input type="checkbox"/> good at problem solving | <input type="checkbox"/> trustworthy |
| <input type="checkbox"/> good listener | <input type="checkbox"/> versatile |
| <input type="checkbox"/> helpful | <input type="checkbox"/> well-organised |
| <input type="checkbox"/> honest | |



WORKSHEET 3 Strenghts Matrix

I want

Wishes and aspirations

I can

Talents and skills

I want

Wishes and aspirations

I have

Environmental strenghts

I know

Knowledge and experiences



Activity 3

Title: Your Goals

Aim of the Activity:

- Gain understanding of various types of objectives
- Map individual goals
- Create a strategy for personal next steps

Time Required: 60 minutes

Materials Required: Print enough handouts for the whole group

Steps to Complete the Task:

- Begin by introducing this training: This program will provide you an understanding of different sorts of objectives and teach you how to create realistic short-term goals.

In the long run

- Explain to the students: We can distinguish between long-term and short-term objectives. We shall begin with the long term in this exercise. These can be broad objectives or ambitions, such as 'I want to graduate university,' 'I want to learn the language,' or 'I want to create my own business.'
- On worksheet 1, have each student put down a long-term aim (refer to Annex).
- Allow them to share this goal with the rest of the group.

In the short run

We shall now work backwards.

- Allow each student to consider what they want to accomplish and then plan steps back to what they can do right now. Allow them to reconsider the chances from past training - how might their selected employment help them achieve their goal?
- Ask them to consider what they need to accomplish in 5 years, 6 months, and 2 weeks to reach this objective. Try to be as precise as possible, such as 'register at this specific website for a hospitality



hygiene course' rather than 'obtaining essential qualifications to operate in the kitchen.'

- During this time, walk around and assist where needed. Learners can use the laptop to research their next steps; perhaps they need a certificate or diploma, or they need to strengthen their language skills a little more.
- Finally, gather all learners in a plenary session. Allow students to share their first step with the class. Everyone can give feedback, advice, or tips. Stimulate the network: perhaps someone can support a group member with their next move!
- Close the activity with the debriefing.

Debriefing

Ask the group:

- What did you learn today?
- Do you think you will use it later, do you think it's helpful?
- Are there any things I need to explain more?



	1. Strongly disagree	2. Somewhat disagree	3. Neutral / Don't know	4. Somewhat agree	5. Strongly agree
The goals of the training were clearly defined					
There was sufficient opportunity for interactive participation					
The practices provided me with new knowledge, skills and competences					
I got most of my questions answered during the training					
The materials for the training were helpful					
I had the tools and equipment that I needed for the tasks					



WORKSHEET 1

My long-term goal is:

1.

Go backwards, what do you need to do to reach this goal?

Step 5:

When:

Step 4:

When:

Step 3:

When:

Step 2:

When:

Step 1:

When:

The first step is to:

Who can you ask for help with this step?

Activity 4

Title: Local Employment Services

Aim of the Activity:

- To gain insight in local job opportunities through employment agencies.

Time Required: 60 minutes

Materials Required: ❖ Field activity

If meeting with an employment agency is not possible:

4 laptops, print out Worksheet 1 (refer to Annex) two times for each learner

Steps to Complete the Task:

- The goal of this exercise is to go to a local job agency. Plan a meeting with a local job agency, preferably one with whom your community works. The presentation and visit should attempt to help learners understand what an employment agency does and how they may assist them in their job hunt. If you are unable to meet with an employment agency, you can utilise this training for online job searching:
- Begin by outlining the purpose of this training: The goal of this exercise is to help you navigate the world of internet job searching. There are millions of job openings accessible online, but finding what you're searching for is an art. On a job website, you may check for openings, leave your résumé, and sign up for an email service to get notifications about matched chances. The benefits of online job searching include: the ability to search particularly within a huge pool; it is fast; it is updated daily; and it is a two-way street: on certain platforms, you can put your own CV so employers can discover you.

Using a large database

- Allow learners in groups of two to use a laptop to look for one of the larger websites listed below (refer to Annex).



- Allow each learner to look for three jobs that interest them and fit their abilities and experience. Explain the websites' search and selection tools: don't be too detailed or you'll lose out on eligible opportunities. Another thing to consider: is the employment part-time or full-time, how far away is it, and are the hours flexible?
- In Worksheet 1, have students write down the firms, job titles, and details (refer to Annex).
- Next, have each learner inform the group about one position they identified and why they believe it would meet their needs.
- After that, have each student write the prerequisites for the occupations they discovered: do they need a certain diploma, a driver's licence, and so on? Aside from a CV (Unit 5), students may need to get their graduation verified in their host country.
- Make a to-do list for learners to follow if they wish to apply for this job.

Employment agencies

- Inform the students that you will look into any work options through employment agencies. Please see Annex for a list of the most relevant job agencies in your region. Explain to the students how local job agencies operate. Many employment organisations can assist you in obtaining a suitable career. Depending on the work requirements, the employment agency recruits you for a temporary or permanent contract. This provides security since if your job terminates before the end of your contract, the agency will find you another position.
- Next, instruct learners to search for job vacancies that interest them on one of these employment agency websites, then provide them with a new Worksheet 1 template (see to Annex) and repeat the previous exercise.



- Finally, call everyone together in a plenary session to report their results.
- After that, go through some of the things individuals should remember while applying for jobs online (refer to Annex).
- Conclude the activity with a debriefing.

Tips for trainer

In case of performing the optional training:

1. Assist where you can; some students may be unfamiliar with digital technologies.
2. Attempt to gain a comprehensive understanding of the requirements of occupations that learners find intriguing, as well as the following stages. Perhaps a specialised education is required, or perhaps learners have excessive expectations about their abilities. Assist them in making their search as realistic and concrete as possible.
3. The trainer must be well-versed in the local labour market and/or employment services.

Relevant job seeking websites to be found in the localized versions

Relevant employment agencies to be found in the localized versions

Debriefing

Ask the group:

- What did you learn today?
- Do you think you will use it later, do you think it's helpful?
- Are there any things I need to explain more?

	1. Strongly disagree	2. Somewhat disagree	3. Neutral / Don't know	4. Somewhat agree	5. Strongly agree
The goals of the training were clearly defined					
There was sufficient opportunity for interactive participation					
The practices provided me with new knowledge, skills and competences					
I got most of my questions answered during the training					
The materials for the training were helpful					
I had the tools and equipment that I needed for the tasks					

Additional resources/Further reading

- [Effective Group Training Techniques in Job-Search Training](#)
- [Italy: Gamified app assists migrants with job search](#)



MODULE 6

JOB SEARCH TRAINING

It is natural for an interviewer to feel nervous but it's important to project a sense of confidence and show that he/she is the best person for the role.

This module provides an insight into being a better applicant with a broader understanding on how to elaborate a CV and how to plan for a job interview as well as CV writing techniques in order to guide migrants.

It covers a wide range of contents properly useful for migrants to be included in the labour market. This learning unit is referring to some CV writing techniques that will help and enable the applicant to achieve his purpose. The competition for every open job position out there is greater than ever. A quality CV is what is needed. From formatting and style to content and language, it's crucial that every element of the CV is flawless. The applicant will learn how to introduce themselves properly, to summarize their skills, do research, find their target roles and tailor them into their CV.



[Watch introductory video](#)



Co-funded by
the European Union



6.1. CV WRITING TECHNIQUES

6.1.1. TOP TIPS TO REMEMBER BEFORE STARTING TO WRITE YOUR CV

If you are looking for a job, a quality CV is what is needed. Here are some suggestions that will help you in creating yours:

- **Do your research:** Before you start writing your CV, find your target roles. Include the skills and experience that your desired employers are looking for. Hit the job boards, scan through lots of relevant job adverts and make a list of the most sought-after requirements for your target roles.
- **Break text up:** Huge lumps of text are unappealing for readers and make it difficult for recruiters to pick out the information they need. Make it easy for recruiters to spot your talents by breaking text up into easily readable sections. The top of your CV is very important, as it is the very first thing a recruiter or hiring manager will see upon opening it.
- **Make a big impact by selling yourself with an attractive CV profile:** Keep it short and sharp in order to hold readers' attention, summarise your most valuable skills and highlight the benefits of employing you. Incorrect spelling and grammatical errors make you look careless and disorganized. Make sure you proofread your CV carefully and get a friend or family member to proofread it too.
- **Your CV needs to be read easily:** Poor quality printing suggests that you are not paying attention to detail. Whenever possible, use good quality original prints. Your CV is a professional document, so it needs to look immaculate. You want your CV to stand out, but make sure it stands out for the right reasons, so maybe something that you need to pay attention to, as easy as it may look, are the



colors. Keep the colours conventional.

- **Use a professional email address:** Every part of your CV will be judged by employers, so it needs to always reflect your professionalism.
- **Show your impact:** When writing your CV role descriptions, it's important to show your responsibilities. But it's even better to show what impact your actions have for your employers. Avoid generic clichés and terms that may appear impressive at first glance, but they don't actually tell recruiters anything factual about you.
- **Tailor your CV towards the general type of roles you are applying to:** One quick and simple way to tailor your CV is by swapping your core skills around to reflect the requirements in the job advert. Use a simple font, thus allowing easy reading and a professional outlook. Do not use logo images. Include plenty of detail on your current or most recent role and not so much on the older ones, unless it's relevant for the position you are applying to.

6.1.2. THINGS TO REMEMBER ONCE WRITING YOUR CV

If you want to grab the hiring manager's attention and get your next job in no time, you will need to create a compelling CV. We are going to explore the most important tips you need to remember and use in order to get the best results.

- **Personalise your CV for each job:** ensure that your CV matches the job description, and that it clearly demonstrates a good knowledge of the company. Show the hiring manager that you know what job you are applying for and that you are qualified enough to take it. So make sure you carefully read the job description and get the best of all the qualifications and history you have.
- **Show your passion:** Nowadays, the competition for every open job

position out there is greater than ever. Having all the right qualifications is no longer enough to get a job. That's why you need to show that you also are passionate about this position.

- **Be specific and show your impact:** To get the best outcome, you need to use some kind of metrics to explain your impact and also how you became active in order to have that impact.
- **Be confident, include facts and figures:** Your CV's main goal is to present your job experience in the best possible way for the hiring managers. Backing your achievements up with tangible figures is a great way to quantify your value to employers. If you really want to get the best results, you need to show some real confidence in your experience and achievements.
- **Proofread:** One of the most important things you need to do before you send out your CV is checking it for any mistakes. With most employers experiencing massive volumes of applicants right now, they hire managers in order to downsize the stack of CVs they have. Giving them the excuse to dismiss your application because of avoidable errors is not going to help you secure an interview let alone a job. Please spend some extra time proofreading. Furthermore, remember to use the right font size and choose a professional font. In addition, create a compelling cover letter, be truthful and do not forget to list all the right skills that you have.
- **Use keywords and power words:** These two kinds of words are the most important. Job titles and job buzzwords will help a search engine pick out your CV from a lot, making you the right applicant.



6.1.3. 10 STEPS TO A SUCCESSFUL CV

Writing a successful CV can be a tough challenge of job hunting. Here are some tips for writing a CV that'll secure the all-important interview.

- Usually, a CV should be no more than two pages. **Keep it punchy, to the point.**
- Take the time to change your CV for each role that you apply for. Research the company and use the job advert to work out exactly what skills you should point out to them. They will appreciate the obvious effort.
- **Write a Powerful Personal Statement:** Don't just assume an employer will see how your experience relates to their job. Instead, use a short personal statement to explain why you are the best person for the job.
- **Don't leave gaps:** It literally means not to leave obvious gaps because it makes employers suspicious – and they won't give you the benefit of the doubt. If you've been out of work it can be disturbing but if you just put a positive spin on it everything can change. For instance, did you do a course, volunteer work or develop soft skills such as communication, teamwork or project management? If so, shout about it!
- **List your work experience and keep your CV updated:** Make a list with your work experience and always keep your CV up-to-date. Every time something significant occurs in your career, record it so you don't later forget something that could be important. Making a list may sound dull but by backing up your achievements with numbers it makes selling yourself much easier.
- **Minimize the risk of making mistakes:** with most employers experiencing massive volumes of applicants right now, giving them



the excuse to dismiss your application because of avoidable errors is not going to help you secure an interview. Remember to use the automatic correction system or ask for help from a familiar person or someone who has the right knowledge.

- **Tell the truth:** Blatant lies on your CV can cause you a lot of trouble when it comes to employers checking your background and references.
- **Make it keyword friendly:** If you've uploaded your CV to a job site so recruiters can find you, using keywords is very vital. Job titles and job buzzwords will help a search engine pick out your CV from a lot. If you're not sure, do a quick online search and see what words are commonly mentioned when you input your job title.

6.1.4. THE FORMAT MATTERS! 5 CV FORMAT TIPS THAT WILL GET YOU MORE INTERVIEWS

CV format is crucial to job search success. Below are some tips that can boost your CV.

- **Decrease your CV page margins:** You have narrow space when writing your CV (curriculum vitae) so you need to take advantage of every little bit of it by minimizing blank space and filling the pages with fascinating content that will convince employers to contact you. The top quarter of your CV is particularly important because it is the first thing a recruiter will see upon opening – it needs to make a big impression to keep them interested. Decreasing the page margins will allow you to fit more content into the top of the page and your CV as a whole. Some recruiters will move on to the next CV if they don't see enough of what they want at the top. Ideally your current or most recent role should be visible to recruiters in order to



be able to detect your capabilities at once.

- **Minimize contact details:** Another way not to push the content of your CV down the page and hide important content from view when first opening it is to restrain your personal details at the top. Too much detail for the early stages of a job application is not necessary. You will definitely need to put in your name, telephone number and email address so they can reach you.
- **Divide your CV's sections clearly:** Assure that your CV has a nice professional outcome and clearly separated headed sections, and that it's easy to read. If recruiters find your CV easy to read then they will like you more – it's that simple. Ensure that every module is titled appropriately and that the text for the heading is in bold and a few sizes larger than your paragraph text.
- Recruiters and hiring managers don't have time to deal with big messy paragraphs. This is why you need to **use bullet points**, it makes it easier to read your CV and pick out the information they need.
- **Assure your CV page transitions look tidy:** A page transition is when one-page ends and the next one starts. The role title is on the bottom of the first page of the CV but the details of the role do not start until the second page. It looks messy and it's a simple thing to fix. Create your CV as a Word Document and give a correct name in the CV.



6.2. HOW TO ELABORATE A CV

6.2.1. THE MUST-HAVE SECTIONS FOR YOUR CV

There are two main types of CV: The first is a Skill-focused CV – useful for career changers, school leavers or people with gaps in work history and the second one is the Work-focused CV – useful for showcasing work experience and for people progressing to the next stage in their career.

It is highly important to make your CV easy to read: Recruiters usually take 15-20 seconds to scan your CV the first time. If you make a good impression, they'll read your CV more closely.

If you wish to make your CV look good you should use a black, easy-to-read font in one size, short sentences and break up blocks of text. In order to list information you can use bullet points, have strong headings and lots of white space, keep the tone formal, avoid abbreviations, photos or images and keep your CV to two pages.

A CV must include: your name (first and last name and it should be in large and bold text) and of course contact details as a phone number and an email address that is work-appropriate. Make sure that your phone voicemail message only gives your name and a request to leave a message. In addition, technical and personal skills are required as well as relevant work experience and work and community volunteering. It is very important to mention your qualifications, your soft skills, your education and last but not least you can include references. Someone could also add an objective and personal statement, relevant achievements and interests as well as job-specific information (for example, a teacher would put their teaching philosophy in their CV). Furthermore, something optional that you may find useful is to use a job hunting profile link, such as LinkedIn or Behance or your professional website or Youtube channel link.

Some additional and also optional information would be a personal statement which gives brief details about the type of work and role you would like and the industry you want to work in. A personal statement should be short 3-4 sentences and it could include what you're currently doing for employment or education, what attracted you to the job you're applying for, your reason you're applying for this job and your career goals.

6.2.2. WHAT TO INCLUDE IN YOUR CV?

Writing a CV can be a stressful task, especially if you're starting from scratch. Even though there's no one-size-fits-all solution for the perfect CV, it should always be clearly formatted and short enough for a recruiter to scan quickly – and most importantly – tailored to the role you're applying for.

Below you can find some basic rules on how to write a CV.

Start with your personal details: It may sound obvious, but you'd be surprised how many people forget to include their name, email, contact phone number and address. To avoid any awkward moments, make sure these are clearly presented at the top of your CV.

Make a personal statement: As it's the first thing that's shown on your CV, a personal statement is an essential part of standing out from the crowd. It explains who you are, what you're offering, and what you're looking for. Aim to prove why you're suitable in one short and succinct paragraph.

Be explicit about your work experience: This section should include all of your relevant work experience, listed with the most recent first. Include your job title, the name of the organization, time in post, and your key responsibilities.



Make a list of your achievements: This is your chance to show how your previous experience has given you the skills needed to make you a suitable candidate. List all of your relevant skills and achievements (backing them up with examples), and make it clear how you would apply these to the new role.

Your educational experience and achievements should be listed along with dates, the type of qualification and/or the grade you achieved – although the specific parts of education that you include in your CV will depend on your individual situation. For example, if you have more educational achievements than work experience, placing an emphasis on this section is a good idea.

You don't always need to include hobbies and interests in your CV but mentioning relevant ones could back up your skills and help you to stand out from the crowd – not to mention giving you something to talk about at an interview. Just don't say you enjoy socialising with friends just for the sake of including something. If it's not going to add value, leave it out.

6.2.3. BREAKING DOWN KEY ELEMENTS OF YOUR CV

The purpose of creating a well-written CV is to demonstrate that you have the necessary skills (and some complementary ones) to do the job for which you are applying. Literally you are selling your talents, skills, proficiencies etc.

- **It is highly important to tailor your CV:** Browse company's website and social media accounts, look for specific requirements and include the most relevant past jobs, skills, interests, or hobbies you have. Make sure your CV is targeted to the role and employer.
- **Use active verbs when possible:** A good CV doesn't have any spelling or grammar mistakes. Check for grammar and concise



writing. Use a spell checker and enlist a second pair of eyes to check over the document.

- **Create a clean, easy to read format** that takes up no more than the front and back of a single page. You need to find the balance between lighthearted creative and serious professional. Avoid 2-column formats.
- Create the right type of CV for your circumstances. Decide whether the chronological, skills-based or academic CV is right for you. Include the dates that you began and ended your term at each particular job.
- **Look for a design that is subtle, elegant** and combines the best of the old and new.
- **Brainstorm your hobbies and interests.** Unique interests or hobbies will make you stand out. Be aware of the conclusions that might be drawn from your hobbies. Hobbies and interests that paint a positive image and imply a passive, solitary personality.
- **Avoid generic, overused phrases.** Instead, use words and terms that demonstrate all of these skills.
- **Don't lie or exaggerate on your CV or job application.** Not only will you demonstrate your dishonesty to a potential employer, but there can be serious consequences too.
- **Make sure your email address sounds professional.** If your personal address is inappropriate, create a new account for professional use.

6.2.4. TIPS ON HOW TO WRITE THE PERFECT CV

If you want to play it safe, a traditional CV, highlighting your key achievements that are relevant to the role is still the best way of securing a job. First of all, **you need to be relevant:** Make sure that your CV is targeted to the role and employer. Assure that you have the



proper background for the specific job. **Mind your language**, use clear, certain words that mean something (or select terms that reveal specific features). **Pay attention to detail**, that is for a credible assessment, prefer someone you have worked with and consider trustworthy.

Keep it short, you may need to remove some unrelated experience and previous experience and be more precise. Some say the traditional two-page limit is the best way, but it depends on the sector and the seniority you're going for. It is also very important to **be accurate**, use auto-correct and ask feedback from others to check your errors.

Make sure it reflects you, pay attention to the appearance of your CV as it is vital to be clear, neat, and reflecting a professional. Look for a design that is subtle, elegant.

Feel free to include personal details but not too personal or too many. For example, it is important for the employer to know if someone has a parental leave.

Include interesting hobbies. You may also include activities or hobbies that reflect aspects of your personality and are appropriate for the job role. **It is not forbidden nor obligatory to include a photo or a video**. Actually, using a video is increasingly common for younger, creative people. Sometimes, rather than saying you're creative, prove it.

Some employers still welcome a cover letter, so include one or references as required when you submit your application. If you have questions, it would be better to contact the hiring team to gauge what they would like.

6.3. PLANNING FOR A JOB INTERVIEW

6.3.1. HOW TO PREPARE FOR A JOB INTERVIEW - PART 1

If you have been called for an interview then you deserve congratulations as it means you have stood out from other people, and the employer wants to get to know you better. A successful interview depends on a number of things, including your CV and of course your performance on the day of the interview.

First of all, **you are likely to be asked if you know the company you applied to**. Before attending there, you should visit the company's website to see what they do, what their vision is, who their team is, etc. This is a common question now, although many candidates neglect to prepare for it.

Another way you can prepare more, reduce your stress and increase your confidence is to **find common interview questions**. Once you find them, have a friend or relative ask you and answer them accordingly, as if you were in a normal interview. This will boost your confidence and self-esteem at the time of the interview. Of course, there are questions which are individualized for each company, and you probably won't find them online. These might be "tell us your favorite movie or what your favorite food is". In this case you will obviously be unprepared and all you have to do is answer honestly and comfortably. Besides, nothing will be judged by answering such questions.

In addition, **do not neglect or hesitate to ask your own questions**. It is far more effective and positive to show interest the moment you are asked if you have a question, rather than not expressing any question at all. Therefore, prepare some questions from your side, such as the detailed day-to-day of the role, necessary skills and vision of the role and the company, etc. Also, don't forget to start on time, at least ten minutes before the interview time.



Finally, **do not neglect your appearance** and make sure you are presentable and elegant, without exaggeration. They don't need a lot of accessories or heavy make-up. With all these tips, you have plenty of options to choose from!

6.3.2. HOW TO PREPARE FOR A JOB INTERVIEW - PART 2

There are many tips that will help you increase your chances of securing a job. For example, it's a good idea to **visit the website of the company you're applying** to find out what they do in the «About Us» section. On this page but in different sections, you will be able to learn more about the company team as well as the person who will be interviewing you. You can **visit their LinkedIn account** to learn more. In addition, you can **practice asking questions and answering them out loud** so that you feel less anxious during the interview and feel more prepared. You can find such questions online as most of them are common. Of course, there are also questions that each company asks separately.

Also, a **detailed analysis of the job description** is extremely important, as you can identify what the employer needs and tailor your resume accordingly to highlight relevant skills and make you look more qualified for the position (e.g. skills, certifications, experience, etc.). In this regard, it is advisable to keep in mind some real-life examples that you will present to the employer. This way, you will be prepared for something like this, and you will be less stressed when they ask you. In addition, **if you find an acquaintance who knows the company** in some way, **do not hesitate to ask them more**, so that you have an extra advantage over other candidates. Something also very useful is to **conduct an interview with a friend or relative** as you would if you were conducting a regular interview. The first impression is formed by

your resume, which should be well thought out and appropriately formatted for the position you are interested in. This does not mean that you should add something that is not true simply to be considered more appropriate and to stand out from the crowd. What should be done is to highlight the skills that you have that fit the position.

Your appearance and dress also play an important role. Choose something simple and elegant, without exaggerations in accessories and make-up. Pay attention to body language, look calm, determined, and excited. Show interest about the position and the company and convince them that you are suitable for this job.

6.3.3. TIPS FOR MAKING A SUCCESSFUL INTERVIEW PLAN

Preparation is the key to a successful job interview. The preparation includes the correct writing of your resume, i.e. shaping the content emphasizing the characteristics related to the position you are interested in (only true information), as well as your performance on the day of the interview.

It's also a good idea to **find out who is interviewing you**, so you can look up some information about them and be more prepared in terms of the person you'll be dealing with (e.g. personal and professional values and visions, etc.). LinkedIn is an effective way to find leads.

It is equally important to **read the job description very carefully** to see if it is really a good fit for you. Are the responsibilities ideal for you? Will they provide the skills, development and experience you are looking for? Do you as an individual have everything needed for the position? These and other similar questions play a decisive role. Also, by reading the role very well, you will be able to structure your resume properly.

Research the company you're interested in, so you're prepared if they ask you questions. This will be useful because you will learn more



about the company's identity and find out how well it meets your expectations. Information can be found on the company's website, specifically in the category "about us" and "our team", but also other similar ones.

In addition, something that is extremely helpful practice for an interview **is to prepare for the questions you are going to be asked**, which you can find online. Prepare by answering the most common questions to boost your confidence and of course think about what questions you would like to ask the interviewer. This will show interest and definitely make a good impression, setting you apart from the rest. Usually, most candidates, when it comes time to ask the interviewer questions, have nothing to say. **An important role is played by your appearance, and neat clothing.** For example, don't wear heavy make-up or use too many and excessive accessories. Also bring a notebook, a pen, your hard copy CV and generally anything that is asked of you. **You need to show organization and consistency.** Arrival time is very important as you should **make sure to arrive at least ten minutes early.** Also, study the route so you don't waste time on it.

6.3.4. 10 STEP GUIDE ON HOW TO PREPARE FOR AN INTERVIEW

It is very important and positive that you have been invited for an interview because it means they have approved your CV and want to get to know you better. So, you have achieved the first objective.

First, **explore the company you are interested in working for** by visiting their website and reading the content. It will be very positive to know exactly where you are going, and exactly what this company deals with. At this point you can find out information about the person who is going to interview you and it will definitely play an important role. This



will help you understand if it is a good fit for you, but it will also set you apart from other candidates.

Learn more about the development prospects offered by the company. Find out what their vision is and see if it's right for you. This way you will be prepared for relevant questions. **It is important that you have thought of some questions that you would like to ask when asked.** This way you will show interest.

In addition, it is important to **practice the questions that the interviewer may ask you.** You can find such questions online as most of them are common. This will boost your confidence. You can practice with your friends or family as if you were conducting a real interview. Also, another smart way to stand out is to **prepare the questions you are going to ask the interviewer.** Don't neglect this stage like most people do because you will show great interest and stand out. **Don't forget to sleep well, arrive earlier than the appointment and dress appropriately.** Also, locate the exact location the day before so you don't waste time on it.

Finally, **the day before, go over your notes again,** to remind yourself of everything that is necessary. All these tips will really help you and stand out from the rest of the candidates, which means your chances of getting the job increase significantly.

ACTIVITIES

Activity 1

Title: Check your CV writing techniques

Aim of the Activity: Comprehension of the article

Time Required: 3-5 minutes

Materials Required: Device with internet connection

Steps to Complete the Task:

Read the questions and choose the correct answer

Quiz

1. What is the first thing you need to do when writing a CV?

- Write your name and contact information correctly with legible letters.
- Find the target roles and include the appropriate skills and experience.
- Find an appropriate photo for your CV.

2. How would a recruiter quickly spot the information he is interested in?

- In a simple-all in text.
- In a text with separate parts.
- By using many punctuation marks, as exclamation mark.

3. What is necessary for a quality CV?

- Use a simple font, include more information for your recent role, avoid cliches.
- Use good quality original prints, use a professional email address, use computer autocorrect system.
- All the above.



4. How should you keep your text?

- Keep it short and sharp.
- Keep it messy.
- Make it long.

5. How will you tailor your CV?

- Towards the general type of roles, you are applying to.
- Whatever is easier for you.
- According to your preferences.

Activity 2

Title: CV - True or CV - False?

Aim of the Activity: Remember important techniques

Time Required: 3-5 minutes

Materials Required: Device with internet connection

Steps to Complete the Task:

Read the statements and choose the correct answer (True or False)

	TRUE	FALSE
1. You should be confident, and include facts and figures in your CV.	<input type="checkbox"/>	<input type="checkbox"/>
2. You should tailor your CV, adapting it to every job you apply for.	<input type="checkbox"/>	<input type="checkbox"/>
3. Having all the right qualifications is enough to get a job.	<input type="checkbox"/>	<input type="checkbox"/>
4. It is not so important to check your CV for any mistakes before you send it out.	<input type="checkbox"/>	<input type="checkbox"/>
5. You should carefully read the job description and get the best of all the qualifications and history you have.	<input type="checkbox"/>	<input type="checkbox"/>

Activity 3

Title: Circle the correct answer!

Aim of the Activity: To easily remember the 7 format tips

Time Required: 3-4 minutes

Materials Required: Device with internet connection

Steps to Complete the Task:

Read the article, find the sentences, and circle the missing word

1. Increase Decrease Eliminate

_____ your CV page margins.

2. Minimize Maximize Delete

_____ contact details.

3. Grammatically Safely Clearly

Divide your CV's sections _____.

4. punctual bullet grammar

Use _____ points.



5. tidy messy inappropriate

CV page transitions look _____.

6. Word Excel PowerPoint

Create your CV as a _____ document.

7. File Name Restore

_____ the CV file properly.

Activity 4

Title: CV True or CV false

Aim of the Activity: Comprehension of the text

Time Required: 3-4 minutes

Materials Required: Pen or pencil

Steps to Complete the Task:

Read the article and choose if the statement is true or false.

	TRUE	FALSE
1. Recruiters usually take 20 minutes to scan your CV the first time.	<input type="checkbox"/>	<input type="checkbox"/>
2. Use a colourful, easy-to-read, long sentences.	<input type="checkbox"/>	<input type="checkbox"/>
3. A CV must include your name and of course contact details.	<input type="checkbox"/>	<input type="checkbox"/>

	TRUE	FALSE
4. It is not so important to mention your qualifications or your soft skills.	<input type="checkbox"/>	<input type="checkbox"/>
5. In order to list information, you can use bullet points and have strong headings.	<input type="checkbox"/>	<input type="checkbox"/>

Activity 5

Title: Check your CV writing skills - Quiz

Aim of the Activity: Comprehension of the text

Time Required: 3-5 minutes

Materials Required: Pen or pencil

Steps to Complete the Task:

Read the questions and choose the correct answer.

Quiz

1. What is the first thing you need when writing a good CV?

- To make sure you know your goal.
- To remember to write all your previous experience.
- To write your education in detail.

2. How to present your CV?

- Choose an unclear and less professional font.
- Make a long, unordered CV, just to seem extended.
- Keep it short and easy to read.



3. What information should be included?

- All kinds of information and as many hobbies and interests as you can.
- Name, professional title and contact details.
- Your friends personal contact details in case of emergency.

4. What should you write about your work history, experience and achievements?

- Set out your previous roles, experience, volunteering, placements or internships.
- Your most recent role should not be of the most importance to your prospective employer.
- List all of your relevant and irrelevant skills and achievements.

5. What should you pay attention to when it comes to education?

- To put all your education chronologically right.
- To include specific parts of education according to individual situations.
- To remember all your educational experience.

Activity 6

Title: Circle the correct answer!

Aim of the Activity: How to write a CV

Time Required: 3-4 minutes

Materials Required: Pen or pencil

Steps to Complete the Task:

Read the sentences and circle the correct answer.



1. irrelevant relevant close

When writing a CV, highlight your key achievements that are _____ to the role.

2. last next specific

Assure that you have the proper background for the _____ job.

3. detail education contact information

Pay attention to _____, that is for a credible assessment.

4. related future unrelated

You may need to remove some _____ experience.

5. not too far too much more

Feel free to include personal details but _____ personal.

6. inappropriate unsuitable appropriate

You may also include activities or hobbies that are _____ for the job role.

7. not to to avoid

If you have questions it would be better _____ contact the hiring team.

Activity 7

Title: Interview preparation; True or False.

Aim of the Activity: Memorize some job interview techniques.

Time Required: 3–5 minutes

Materials Required: Pen or pencil

Steps to Complete the Task:

Read the article and choose if the statement is true or false.

	TRUE	FALSE
1. Practicing asking questions and answering them out loud can make you feel less anxious.	<input type="checkbox"/>	<input type="checkbox"/>
2. By reviewing the job description, you can consider what the company is seeking in a candidate and tailor your resume accordingly.	<input type="checkbox"/>	<input type="checkbox"/>
3. Conducting an interview with a friend or relative as you would if you were conducting a regular interview will not help you.	<input type="checkbox"/>	<input type="checkbox"/>
4. You can add to your resume anything you want in order to be considered more appropriate even if it is not true.	<input type="checkbox"/>	<input type="checkbox"/>
5. Your appearance and body language are also important.	<input type="checkbox"/>	<input type="checkbox"/>



Activity 8

Title: Test your knowledge about the interview preparation.

Aim of the Activity: Understand how to prepare a successful interview plan.

Time Required: 3–5 minutes

Materials Required: Pen or pencil

Steps to Complete the Task:

Read the questions and choose the correct answer.

Quiz

1. Preparation is the key to a successful job interview. What may it include?

- Correctly writing your resume, finding out information for the interviewers and getting prepared.
- Preparing your bag properly with the necessary supplies.
- Finding an extreme outfit.

2. How can you structure your resume properly?

- By asking others how they did it.
- By reading the job role very well.
- By copying a resume from the internet.

3. Where can you find the information for the company you are interested in?

- On the latest business column of the newspaper.
- On your friends' networking and social media.
- On the official website of the company, in the category "about us".

4. Why should someone ask questions on the day of the interview?

- It will show interest and make a good impression.
- Out of curiosity.
- Because you have nothing to say.

5. How can you show organizational skills and consistency?

- By bringing anything that is asked of you and by arriving at the scheduled time.
- By wearing the latest fashion trends regardless of the appointment time.
- By presenting them all your ideas of how the job must be done.

Activity 9

Title: Circle the correct answer below.

Aim of the Activity: Understand the importance of preparation.

Time Required: 3-4 minutes

Materials Required: Pen or pencil

Steps to Complete the Task:

Read the article, find the sentences and circle the missing word.

1. Explore Reject Eliminate

----- the company you are interested in.

2. Be negative Dismiss Learn

_____ about the development prospects offered by the company.

3. Do not prepare Think of Make up

_____ some questions that you would like to ask.

4. on forget neglect

Be well rested and _____ time.

5. Don't search Ignore Practice

_____ the questions that the interviewer may ask you.

6. Avoid Prefer Choose

_____ excesses in makeup and accessories.

7. Do not look up the Find the Remember the

_____ exact location the day before.

Additional resources/Further reading

- [CV library](#)
- [Curriculum Vitae Writing Tips \(with examples\)](#)
- [How To Introduce Yourself In An Interview! \(The BEST ANSWER!\) - YouTube](#)
- [How to write a CV](#)
- [How to Write a Curriculum Vitae: CV Guide & Tips for 2022](#)
- [Make a job winning resume](#)
- [Writing a CV](#)
- [Top 20 Demand Planner Interview Questions and Answers for 2022 - YouTube](#)
- [Top 20 Planner Scheduler Interview Questions and Answers for 2022 - YouTube](#)
- [TOP 21 QUICK ANSWERS TO JOB INTERVIEW QUESTIONS! - YouTube](#)



MODULE 7

ALTERNATIVE PATHS

This module introduces some alternative career paths - instead of being employed by a company, migrants in Europe also have the possibility to become freelancers or to start their own business. In this module, we introduce the pros and cons of working for yourself, the benefits and risks of starting a business and the competences and resources it requires. We also provide detailed advice on developing your business idea and business plan, as well as advice on how to start your business in the EU and ideas for funding your business.



[Watch introductory video](#)



[Watch introductory video](#)



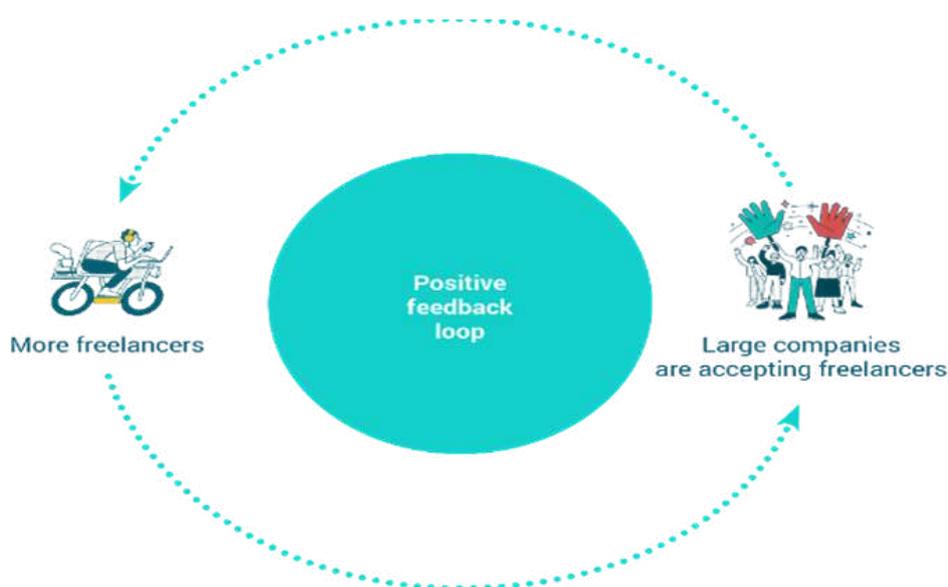
Co-funded by
the European Union



7.1. HOW TO BECOME A FREELANCER IN EUROPE

Becoming a freelancer was not much of an interesting job in the past, however with technology's rapid growth, communication around the globe has become fluently easier, several job opportunities have grown, one of which is Freelancing. In fact, fifty seven percent of freelancers are able to find a new project online within a range of 3 days only. Being a freelancer requires hard work, however with becoming a freelancer, a person may replace their full time job employment, expand their work experience, and have an additional income stream.

Everyone with a skill to offer is eligible to become a freelancer. The freelance world is filled with different skills that clients strive to find. Examples of jobs that can be freelancers are cyber security, video production, design, content writing, photography and so much more. However, in order to become a successful freelancer it is important to know the different types of freelancer jobs available in the field.



1. Independent contractors

freelancers that have project-based work and do not have an employer

2. Moonlighters

ones that have a job and take on freelancing as an addition to their day job

3. Diversified workers

they are workers that branch out through various sources of employment mixing both traditional jobs with freelance.

4. Freelance business owners

business owners that handle a team of freelancers

5. Temporary workers

although their work is based on projects, they do have an employer.

What to keep in mind?

There is basic important information that every person who's planning to become a freelancer should keep in mind. Firstly, it is very crucial to understand the basics of sales, accounting, and marketing because you are your own company, you are your own boss. Also, it is important to establish for yourself a name, therefore one should be well-aware that networking will be an important factor in being a freelancer especially that you need to get your name out there. For example, many freelancers begin with creating social media handles to use for their work and to increase networking. Lastly, first impressions with customers will be vital for the future of your career, therefore it is crucial to understand that communication is key to building good relationships.



The approach to freelancing

Freelancing can be approached in different ways, for example one approach is by beginning the journey of freelancing during your free time. Another approach is taking freelancing as a full-time career. However, both approaches include vital steps to follow in order to begin a successful freelancing job.

1. *Define your service*: it's vital to recognize that your customers are mostly looking for a solution to a problem. Therefore, as a freelancer, your service regarding what you can do regarding their problem and how you can solve it is essential to process for getting progress. For example a freelancer who designs websites, is able to offer websites, but cannot necessarily edit videos professionally.
2. *Target audience*: a lot of different jobs share a common industry, it would be greatly helpful if as a beginner freelancer you nail down the industry that could be related to your work in order to find potential clients. Furthermore, in the beginning especially it's crucial to take an active role in finding clients who will help make a name for you. Finding clients could be done by strategies of marketing, advertising and job posting platforms.
3. *Pricing structure development*: since you are your own boss, you are to decide the price of the services you offer. However, there are variables that may impact the end price such as experience, industry, project duration, project complexity, deliverables as well as project complexity. Rates that are developed as prices in the beginning tend to increase with time as you become more experienced as a freelancer.
4. *Portfolio creation*: one of the most important because your portfolio will be used as an evidence to how good you are at the service you provide. Portfolio includes past projects and past jobs done. It's an opportunity to shed a light on who you are and how passionate you are towards your work, showing people the value of your expertise.

Freelancing in Europe



Freelance is a growing trend that keeps on accelerating. Therefore, the chances to succeed as a freelancer in Europe is high. Because of the increase in the number of freelancers among Europe, freelancers are now able to travel across Europe through freelance visas or "self-employed" visas. Freelancer visas allows one to have local clients. Within a minimum monthly income to be acquired to qualify as well as a business plan/proof to proof capability. Therefore, different European countries have different rules for freelancers but with the passing of time, freelancing is made easy for people across Europe.

Where and how to start freelancing?

There are many organizations and companies which could help to get you to your starting career as a freelancer in Europe. For example, Malt is a consulting organization in France that was founded in 2013. Malt is considered a leader in the field of freelance business relations. Their team, consisting of 200 people, supports new modes of working by connecting 200,000 freelancers in the digital industry to 30,000 client companies. Such organizations can be found in many countries in Europe. Another example is Freelance Business, an organization that offers variable packages to help freelancers with taking various actions towards their careers by creating events such as:

- Speaking opportunities
- Event sponsorships
- Master classes in freelancing

In addition to the events, Freelance Business collaborates with talented freelance communities', freelance platforms as well as organizations

offering products or services to freelancers. Furthermore, Freelance Business helps to promote your services as a freelancer to a wider freelance community, giving you the exposure needed to be successfully self-employed.

Just like the two organisations mentioned above, there are plenty of organisations located in Europe that have been created for the sole reason of helping freelancers widen their network and become successful in their careers. For a beginner in the freelancing world, such organisations tend to be very helpful as they shed a light on the essential steps needed to be taken to become a freelancer. Therefore these organisations are professional and a great place to get help from for starting your journey as a freelancer.



Advantages and disadvantages of being a freelancer

Choices in life come with advantages and disadvantages. Choosing to become a freelancer, could be potentially a life-changing decision. Therefore, it is important that you become aware of the advantages and disadvantages that may follow.

Advantages of becoming a freelancer include:

- *Flexible hours and workplace* - Freelancers can work at any time that they desire, whether they are night owls or early birds, they get to choose when to get the work done because they're their own boss. Also, the place of work is their choice too. Whether they would rather work at the home office, or a coffee place. Shaking things up when it comes to their work environment as well as the time of work is flexible.
- *Control* – Freelancers control who they want to work with and therefore they are free to avoid working with some clients too. If a freelancer does not like a client, they can simply deny to do the work

for them and move on to another client. In that way, freelancers can create a circle of people that they work with that are respectful and efficient rather than unprofessional and rude.

- *Profit keeping* – as a freelancer, you no longer need to work for a flat rate, you have freedom to keep all the profit you make depending on different aspects of the project you are working on, you can choose to raise the profit and earn what is deserved.
- *You are your own boss* – you answer to your clients, all tough decisions are made by you, therefore, you won't be affected mentally by anybody bossing you around. Moreover, nobody will be able to tell you what to do and when to do it. You set your own deadlines and expect to meet these deadlines.

Disadvantages of becoming a freelancer include:

- *Workload may not be steady* – there may come times where you have many projects to work on, and other time where as a freelancer, there are no projects to work on. This could affect the profit you're expect on a monthly or yearly basis as it may not be steady.
- *You are responsible* – since you're your own boss, everything's responsibility lies directly on you. You are in charge to remember what expectations are to be met on certain dates, as well as you're expecting to put yourself out and network for catching chances for future projects
- *No employer benefits* – you no longer have paid sick days or vacation time to use. Therefore, every day you do not work, is a day you will not get paid.
- *Responsibilities increase* – freelancers have to remember to have enough money to pay for their taxes as they may not have a stable income.

7.2. PLANNING YOUR BUSINESS IDEA AND DRAFTING YOUR BUSINESS PLAN

Entrepreneurship has become an important method of employment for migrants and refugees in Europe. Starting your own business is also a great way of integrating into the community. However, there are many things to consider when starting your own business. You need to be sure that you have the appropriate residence permit needed to become self-employed, as well as the necessary professional skills and – in most cases – you also need some skills in the national language of the country. It is also important to familiarise yourself with the legislation in your country of residence, regarding permits and taxation for entrepreneurs, for example.

It is also important to have a good business idea and a detailed business plan, including knowledge of your customers and sales methods. Don't forget that there are also risks involved in entrepreneurship. Finding financing and planning it out carefully are essential.

A business idea is a concept that can be commercialised. It typically centers around a product or service that can be sold for money, according to a unique model. There are several methods for developing and testing a business idea.

Here are the steps you can follow:

1) You must define your products and services

Every business delivers something to customers. That something can be a product or service. You must clearly define the products or services your business will offer by considering the following questions:

What product or service will you offer?

What are the characteristics of your products or services?

What benefits will your products or services bring to the customers?



2) Define the market for your business Idea

You must define the market that you will serve with these products or services. It is important to consider the following:

On which market do you will offer these products and services (your own country, specific countries, internationally)?

Who will be the customers of these products or services? What are the important features of your customers?

How will you reach your customers / your market?

3) Consider your competition

You should also pay attention to your competition, as business can be very competitive.

What are the five most significant market players in your market or industry? How do they offer their products?

What are the benefits of their products or services?

4) Define resources required for your business idea

Last, you need to define what kind of resources you need in order to start your business. Consider the following:

What human resources will you need? (e.g. employees, suppliers etc.)

How much financial resources will you need?

What material resources will you need? (e.g. place of business, materials)

What information resources will you need?

How can you access these resources?

Preparing your business plan

Once you have polished your business idea, you can start working on your business plan. A business plan describes in detail how your business will reach its objectives.



The traditional business plan is usually long, even 20-30 pages.

A lean business plan is short, about 1 page. This is suitable for funding applications or if you want to introduce your business to potential funders or stakeholders.

A traditional business plan consists of the following:

Executive summary

A brief introduction to your company. Mission statement, basic information about your product or service, leadership, employees, location and financial information.

Company description

Here you can provide detailed information about your company, listing your target group / consumers, organization, management, etc. What makes your company special and what expertise do you have? You need to explain the strengths of your company here, especially if you are submitting your plan to potential funders.

Market analysis

Here you need to have some research into your industry and the target market. You should also research your competition and consider what they do and why it works, and then explain how you plan to do it better.

Organization and management

The structure of your company and who will run it. Here you can explain the legal structure of your company, and also include an organizational chart and information about your key employees.



Service or product line

Here you describe what you sell or what service you offer. Define the customer base and explain the benefits and the product lifecycle. If your innovation includes intellectual property, like copyright or patent filings, explain these as well.

Marketing and sales

Here you explain your marketing strategy, mainly how you will attract your customers and justify how it will be successful. Be very thorough.

Funding request

If you're asking for funding, this is where you'll outline your funding requirements, what you will use the funding for and how.

Financial projections

These add to your funding request. The goal is to convince the reader that your business is stable and will be successful. Include forecasted income statements, balance sheets, cash flow statements, and capital expenditure budgets for the next five years.

Your business plan should reflect your own unique business idea – however, it can be useful to get inspiration from others. You can find examples of business plans online, for example here:

- [Write your business plan](#)
- [18 Best Sample Business Plans & Examples to Help You Write Your Own](#)

7.3. STARTING YOUR OWN COMPANY IN AN EU COUNTRY

As an EU citizen, you are entitled to set up your own business (as a sole trader or company) in any EU country, Iceland, Norway or Liechtenstein. You can also set up a subsidiary branch of an existing EU-based business that is already registered in one EU country.

Requirements for starting your own company

The requirements vary depending on the EU country, but EU encourages its member countries to facilitate setting up new companies, for example by meeting the following:

- setting up in no more than 3 working days
- costing less than EUR 100
- completing all procedures through a single administrative body
- completing all registration formalities online
- registering a company in another EU country online (through the national contact points)

You can also get support and information from the Points of Single Contact mentioned above, which provide national information for your country and help you with practical issues, such as licenses, qualifications, labour laws and public procurement rules, among others.

You must also consider the type of company you want to start. Common types of companies within the EU include:

- Sole proprietorship
- Partnerships
- Limited liability company (LLC)
- Corporation
- Corporation – non-profit

You can read more about different company types in different countries e.g.: [List of legal entity types by country](#).

How to find funding and support for your business

There are several projects dedicated to help startup businesses in the EU, such as the following:

- [Startup Europe](#) strengthens networking opportunities between high tech startups, scaleups, investors, accelerators, corporate networks, universities and the media.
- [Startup Europe Partnership](#) is an integrated pan-European open innovation platform that helps the best EU scaleups grow.
- [InvestEU Portal](#) brings together investors and project promoters on a single EU-wide database of investment opportunities.

In addition to national funding, you can find European funding opportunities through these sources. We will also discuss funding in more detail in the following article.



7.4. HOW TO FUND YOUR BUSINESS

You also need to think about how to fund your business.

The EU has several different funding programmes that you can apply for, depending on what type of business you are starting. The two different types are direct funding and indirect funding.

Here you can access the different kinds of funding that the EU offers for businesses: [Access to EU Finance](#)

Direct funding

The allocation of direct funding capital is managed by the European Institutions. There are two types of funding available: grants and contracts. You can apply for grants and contracts managed by the European Commission on the [Funding and Tenders portal](#).

Grants are given to projects relating to EU policies, usually given to a business or related associations (business associations, business support providers, consultants, etc.) who promote the interests of the EU.

Contracts are issued by EU institutions to buy services, goods or works that they need for their operations – such as studies, training, conference organisation or IT equipment.

Indirect funding

Indirect funding is managed by national and regional authorities and comprises nearly 80% of the EU budget, mainly through 5 big funds that come under the umbrella of the [European Structural and Investment Funds](#).



The funds are:

- European Regional Development Fund – regional and urban development
- European Social Fund – social inclusion and good governance
- Cohesion Fund – economic convergence by less-developed regions
- European Agricultural Fund for Rural Development
- European Maritime and Fisheries Fund

Apply for funding

To access EU grants, you should apply via the relevant regional or national authorities (known as managing authorities) in the member state where you are registered.

Read more about how EU funding works.

Support for small businesses

When you have a business set up in an EU country, you can contact Enterprise Europe Network to ask for advice, support and opportunities for growing your business internationally.

Enterprise Europe Network

About microfinance - loans below €25,000.

EU microfinance support

The EU's Executive Agency for Small and Medium-sized Enterprises (EASME) supports small business, programmes run by EASME.

Support for small businesses in Europe

The European Commission helps businesses expand outside the EU.

Small business success stories

EU policy on improving access to finance for small businesses, EU policy on loans and guarantees, venture capital, crowdfunding, private investment and growth stock markets, EU rules and initiatives in financing small businesses, financial instruments available for small businesses, practical advice for businesses looking for finance.

Access to finance for small businesses

EU regional policy, funding programmes, accessing regional funds.

Small business competitiveness in structural investment funds

EU policy on improving access to finance for small businesses, EU policy on loans and guarantees, venture capital, crowdfunding, private investment and growth stock markets, EU rules and initiatives in financing small businesses, financial instruments available for small businesses, practical advice for businesses looking for finance.

Access to finance for small businesses

EU regional policy, funding programmes, accessing regional funds.

Small business competitiveness in structural investment funds

ACTIVITIES

Activity 1

Title: Create your business idea

Aim of the Activity: To create a viable business idea

Time Required: 60 minutes

Materials Required: Computer / writing programme / pen and paper

Steps to Complete the Task:

Do some research online into the areas of business you are interested in and determine your business idea. It may be a good idea to write a list of 5-10 business ideas and then consider all the points mentioned in this article, and decide which one is viable.

Activity 2

Title: Create your business plan

Aim of the Activity: To create your own business plan

Time Required: 90-120 minutes

Materials Required: Computer / writing programme / pen and paper

Steps to Complete the Task:

Read the steps to writing your business plan. Start doing research into your business idea and its business sector, and write your plan. Keep it simple (less than 1 page per question), you can always elaborate later.

Activity 3

Title: Freelancing role play

Aim of the Activity: To learn how to pitch an idea and to understand what are the relevant skills needed for the job

Time Required: It depends on the size group.

preparation: 40 minutes

presentation: 10 minutes per participant



Materials Required: paper

Steps to Complete the Task:

In different papers, write down professions such as web developer, writer, caterer, ect. Assign every role to every participant and ask them to prepare a presentation to introduce to a potential client, costs and how to attract clients.

Afterwards, they will present and try to convince the group about their idea.

Activity 4

Title: Reinforce your business

Aim of the Activity: The participants will reflect on the strengths and weaknesses of a business, enhancing their critical-thinking and self-analysis.

Time Required: 90 minutes

Materials Required: paper and pc or mobile phones

Steps to Complete the Task:

First, introduce to the participants the table of SWOT analysis (you can find an example here: [SWOT analysis](#))

Distribute different roles and name of real companies. Then, give to the participants 20 minutes to research on the company and other 30/40 minutes to fill out the table of SWOT analysis.



Additional resources/Further reading

- [15 Pros and Cons of Freelancing](#)
- [19 Advantages and Disadvantages of Freelancing. \(2020, December 11\). A Piece On The Side.](#)
- [Amin, F. \(2015, June 25\). 10 advantages and disadvantages of becoming a freelancer. LinkedIn: Log In or Sign Up.](#)
- [Being Freelance in Europe: Everything You Need to Know About Freelancing Market – Freelance Business Community. \(2021\). Freelance Business Community – Helping the Freelance Economy Prosper.](#)
- [Cope, S. \(2021\). How To Become a Freelancer in 2022: The Complete Guide. Upwork.](#)
- [Deering, S. \(2015, November 7\). Everything You Need to Know About Working as a Freelancer. Undercover Recruiter.](#)
- [European Commission. Finance and support.](#)
- [European Commission. Single market and standards.](#)
- [Johnson, A. \(2022, November 22\). 27 Europe Visas for Freelancers, Remote Workers & Digital Nomads. Where Can I Live](#)
- [Key Pros and Cons of Freelancing Every Self-Starter Should Consider. \(2022, April 1\). Rock Content](#)
- [Manager, C. \(2021, January 29\). Advantages & disadvantages of freelancing – Locus Workspace. Locus Workspace](#)
- [Manual for Entrepreneurs. IntegrAction project.](#)
- [Nasrudin, Ahmad. 2021. Business Idea: Sources and Criteria for a Good Idea.](#)
- [Six stages to develop business ideas. Chron.](#)
- [What makes a good business idea? Workspace.](#)
- [Wikiwand.](#)
- [Write your business plan. US Small Business Administration.](#)
- [Your Europe.](#)





Co-funded by
the European Union

Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or the European Education and Culture Executive Agency (EACEA). Neither the European Union nor EACEA can be held responsible for them.