

SESSIONS EMPLOYABILITY WORKSHOP

Session 1.

Personal competences and tools for job search (1)

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

Activities:

Theoretical guide through a powerpoint: Who am I? Where am I?

Theoretical guide through a powerpoint *Positioning myself in the work market: self-analysis* and presentation letter (cover letter)

Cognitive speed test and are you skilled and different perceptions (9 persons, and grandparents)

Rich Uncle Dynamic

Session 2.

Tools for job search (2)

- The Curriculum Vitae
- Uso de Word y correo electrónico
- *Word* use and email

ACTIVITY

Theoretical guide through the powerpoint *CV preparation and recommendations and CV material* and CV pdf.

Activity: selection of personnel among different CVs to get to understand the need to make a nice presentation.

We make our CV / We learn how to create an email / To attach a document (usually our CV)

Session 3.

Tools for job search

- Job interview
- Communication skills

ACTIVITY

Theoretical guide through the powerpoint *Job Interview*

Role playing job interviews. Different situations.

Film watching dynamic The *Methodus* and process analysis and attitudes...

Communication skills: Theory through a non-verbal communication powerpoint and explanations on it (material for the teacher in Word (non-verbal communication) and non-verbal communication DVD.

Session 4.

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

- Employment offices, training resources and job listings, work agencies addressed to youth
- Newspaper use, municipal bulletins for youth
- Learn to value an ad and the use of the phone

ACTIVITY:

Theoretical guide through the powerpoint: *Employment Office Newspaper Ads*, interview arranging process

Explanatory sheet Phone use recommendations

Access through internet to different training resources in the city and inscription. Filling in forms or job applications through the web or in paper.

Updated Newspaper and bulletins. Learn how to identify ads and information to take into account.

Role playing responding to an ad, group dynamic with different roles to interpret.

Session 5.

Access to the labour market.

- Types of contracts, salaries and wages
- Benefits and allowances
- Workers' rights and duties.

ACTIVITY:

Theoretical guide through a powerpoint *Access to the labour market*

Explicación de conceptos mediante contratos y nóminas reales.

Concept explanation through contracts and real wages.

Employment Office applications for allowances and benefits are filled in.

Role Play about the situation of a worker and his boss

Workshop final evaluation