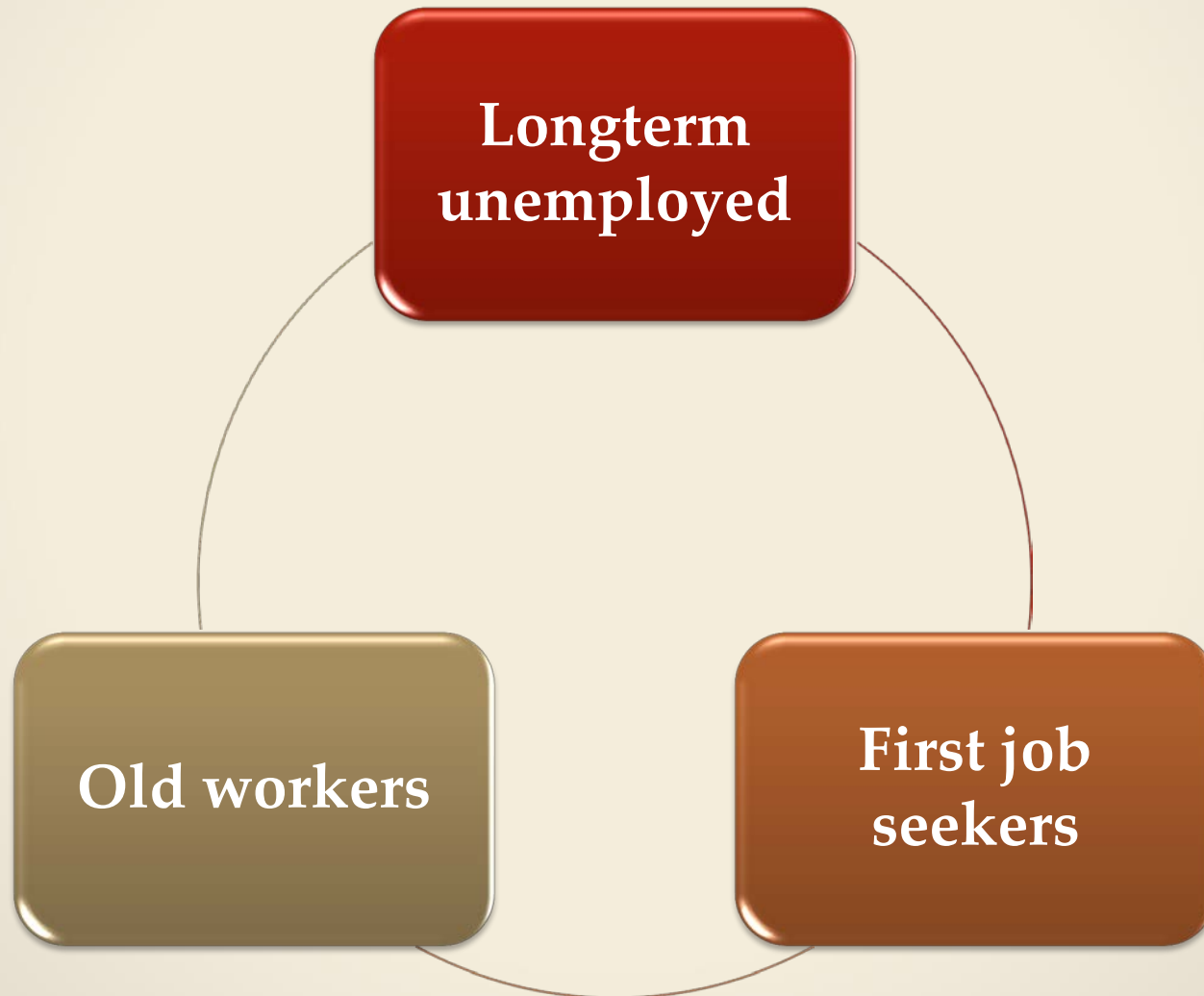


# Learning activities for unemployed in Regional Public Libaray “Petko Rachev Slaveikov” Veliko Tarnovo, Bulgaria



*4th Transnational Project Meeting Ljubljana  
14th to 17th of April 2016*

# Target groups of unemployed







# Period of the training and Number of participants

- January 25-February 12, 2016
- Participants – 49: **Male – 13, Female – 36;**
- **Age range:**

15-25	26-35	36-45	46-55	56+
4	12	10	15	8



# Module 1: “Basic computer skills for unemployed in the labor market”

Teacher: *Kaloyan Zdravkov,*  
*RPL “P. R. Slaveykov” – Veliko Tarnovo*

- **The main objective of the training:**

The course is aimed at people who have little or no ability to work with computer. The focus is for participants to learn the basic operations and not to hinder the use of the technique for general purposes

# Background:

- The course will give participants clarity on what is computer configuration and which are the most important aspects of the operation and maintenance of system and peripheral components
- The course will create skills for handling file system and various storage devices - embedded and mobile
- Learners will find new opportunities to seek for job on the Internet, also they will learn how to prepare documents with MS Word

# Objective:

After completing the course, participants will be able to:

- Manipulate files and folders, work with flash memory, CD, mobile drives
- Work with peripherals (printer, scanner, projector)
- To create MS Word document and process with an existing one, to make formatting and alignment of text elements and to insert and position objects
- To look for sites offering jobs, to make registrations; to be able to compile CVs and cover letters



# Educational process:

- ***Introduction to Computer Configuration*** - components, peripherals, connectivity, service, potential problems
- ***Operating system*** - file system and navigation, launching programs, setting the working environment
- ***Work with MS Word*** – program interface, key features, case studies, additional functionality
- ***Work with Internet*** – information search, e-mail creation, registration in sites for job search





- **Activity planning:** 4 parts of 4 courses
- **Duration of activity:** 32 hours – 26 training hours and 6 hours for coffee breaks and lunch
- **Size of group:** 49 participants for 4 courses (an average of 12 participants per course)
- **Material resources:** Computers for all participants, flip chart, stationery and multimedia
- **Recommendations:** To increase the duration of the training for participants to better learn the material and train through practical exercise



# Module: "Information and communication technologies"

Feedback: What best reflects your opinion on the learning activity?

	Very dissatisfied	Fairly dissatisfied	Neither satisfied nor dissatisfied	Fairly satisfied	Very satisfied	Did not respond
Content	0	1	1	18	28	1
Difficulty	0	0	0	23	21	5
The Trainer	0	0	0	8	39	2
The learning material	1	0	2	9	35	2
The atmosphere in the learning activity	0	0	1	6	39	3



# Module: "Information and communication technologies"

Feedback: How much you agree or disagree with the following statements:

Statements:	Strongly disagree	Slightly disagree	Neither agree or disagree	Slightly agree	Strongly agree	Don't know	Did not respond
The learning activity has raised my expectations	1	1	2	9	35	0	1
The new knowledge I have gained can be used in practice	0	2	2	8	34	3	0
Participation in the learning activity increases my chances for employment	2	1	4	5	32	5	0



## Module 2: "Professional orientation and motivational training and integration in the labor market"

- **Type of activity:** Improving communication skills
- **Background:** All theoretical aspects of these free modules were linked with visuals - presentation or display of the experience and skills through experience - participation in social role models specified by the participants.  
**Practical tasks for work** - output of goals, description of difficulties in achieving the objective; analysis of situations, structuring of resume and cover letter

# Objective:

- skills that will be built or developed;
- analyzing the current situation;
- recognition of the difficulties that affect professional development or job;
- analyzing what we know and how to do best;
- summarizing skills;
- skills to prepare CV, cover letter for appearance before the employer;
- how to prepare an attainable goal and action plan



# Educational process:

- With the participants it was achieved:
  - Developing **knowledge** of career planning and skills;
  - Increasing **motivation** to work;
  - **Communication skills** that are leading for successful job interview;
  - **Strengthening personal resources** - upgrade personal skills and supporting the process of personal growth;
  - **Supporting** professional orientation and professional guidance;
  - **Analyzing the situation** on the labor market;
  - **Improvement** of practical skills for searching and finding a job.

- **Activity planning:** 3 parts of 3 courses
- **Duration of activity:** 16 ours – 12 training hours and 4 hours for coffe breaks and lunch
- **Size of group:** 39 participants for 3 courses (an average of 13 participants per course)
- **Material resources:** Computers for all participants, flip chart, stationery and multimedia
- **Recommendations:** Each participant was able to build their CV in electronic format and structure their cover letter as part of the portfolio

# Module: “Professional orientation and motivational training and integration in the labor market”

## Feedback: What best reflects your opinion on the learning activity?

	Very dissatisfied	Fairly dissatisfied	Neither satisfied nor dissatisfied	Fairly satisfied	Very satisfied	Did not respond
Content	0	1	1	10	26	1
Difficulty	0	2	1	15	18	3
The Trainer	0	0	1	2	33	3
The learning material	0	1	0	11	26	1
The atmosphere in the learning activity	0	0	1	5	31	2



# Module: “Professional orientation and motivational training and integration in the labor market”

Feedback: How much you agree or disagree with the following statements:

Statements:	Strongly disagree	Slightly disagree	Neither agree or disagree	Slightly agree	Strongly agree	Don't know	Did not respond
The learning activity has raised my expectations	0	0	2	6	28	0	3
The new knowledge I have gained can be used in practice	0	0	2	6	28	0	3
Participation in the learning activity increases my chances for employment	1	0	3	6	24	0	5



# Suggestions for improving:

*As a general opinion and desire of the participants is the proposal to have more training of a similar nature, as well as to increase their duration to be able to examine more tools and services for self-improvement and self-presentation.*



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# Pictures from the training





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# Training of Library staff: Improving communication skills and dealing with difficult customers







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**THANK YOU  
FOR YOUR ATTENTION!**