

# 4<sup>th</sup> Transnational Project Meeting

Ljubljana

14<sup>th</sup> to 17<sup>th</sup> of April 2016

**TOP 1**  
**Learning activities for unemployed**

Reports (8 minutes)



AUSTRIA

# Summary Report of our Workshops

*LeWis*  
*Learning Centre*

Wissensturm  
Linz  
Austria



## Workshop 1:

# *How to learn successfully*

7.7.2015

- **Type of activity:** Workshop
- **Target group of unemployed:** Less educated and migrants: need additional support to learn; this activity was chosen to improve the participant's learning skills
- **Participants:** 11 Total, 5 Male / 6 Female | 15-45 Years

## Workshop 2:

# *A successful job-interview*

27.9.2015

- **Type of activity:** ICT-based Workshop
- **Target group of unemployed:** Less educated and migrants The aim was preparing for a successful job interview and internalizing the correct phrasing of the German language & correct behaviour
- **Participants:** 11 Total, 3 Male / 8 Female | 15-45 Years



## Workshop 3:

*„Who’s speaking?“*

*– a perfect job call!*

18.12.2015

- **Type of activity:** ICT-based Workshop
- **Target group of unemployed:** Less educated and migrants: Support for an important step on the way to get a job. Additional speaking skills and phrases for telephone calls regarding a job interview.
- **Participants:** 12 Total, 0 Male / 12 Female | 15-45 Years

## Workshop 4:

# *How to use the internet for your job search*

15.1.2016

- **Type of activity:** ICT-based Workshop
- ***Target group of unemployed:*** Less educated and migrants: Strategies for internet research: Suitable job; education requirements, correct CV and where to find a job.
- **Participants:** 16 Total, 5 Male / 11 Female | 15-55 Years



# Experiences

## *Positive*

- very motivated participants
- breaking the language barrier
- keep on coming to the library to use materials

## *Negative*

- basic language skills hinder progress
- not enough trainers
- not all are familiar with computers and IT in general



# FEEDBACKS

WAR LUSTIG

Was fun

Hat mir sehr gefallen  
Gefällt mir gut.  
I liked it a lot.

Alles gut  
Diese Kurs sehr schön und lehrreich

Everything great  
This class is very nice and  
the teacher is good

Sehr  
Praktisch  
Very  
practical :)

Kursatmosphäre  
ist  
toll



Great Atmosphere!



# Summary of Feedbacks

## The participants were pleased about:

- The new input regarding skills concerning job searching.
- The activities and the way of running the workshop.
- The instructions, which have been clear and understandable.

## The participants had only one complaint:

- They wished for additional breaks in the future

## Additional comments included:

- The interest of the participants to keep on working on the matter they learned was very high.
- This new offer from Volkshochschule-LeWis was really appreciated and they want us to continue this way.
- They don't easily get this kind of support, so they were rather grateful.

# Photo-Gallery



*Workshop 1:  
How to  
learn  
successfully*



# Photo-Gallery



**Workshop 1:**  
*How to  
learn  
successfully*



# Photo-Gallery



**Workshop 2:**  
*A successful  
job-  
interview*



# Photo-Gallery



**Workshop 2:**  
*A successful  
job-  
interview*



# Photo-Gallery



Workshop 3:  
*„Who’s speaking?”*  
*– a perfect job call!*



# Photo-Gallery



Workshop 3:  
*„Who’s  
speaking?”  
– a perfect job  
call!*

# Photo-Gallery



**Workshop 4:**  
*How to: Use  
the internet  
for your job  
search*



# Photo-Gallery



**Workshop 4:**  
*How to: Use  
the internet  
for your job  
search*





We'll keep on working!

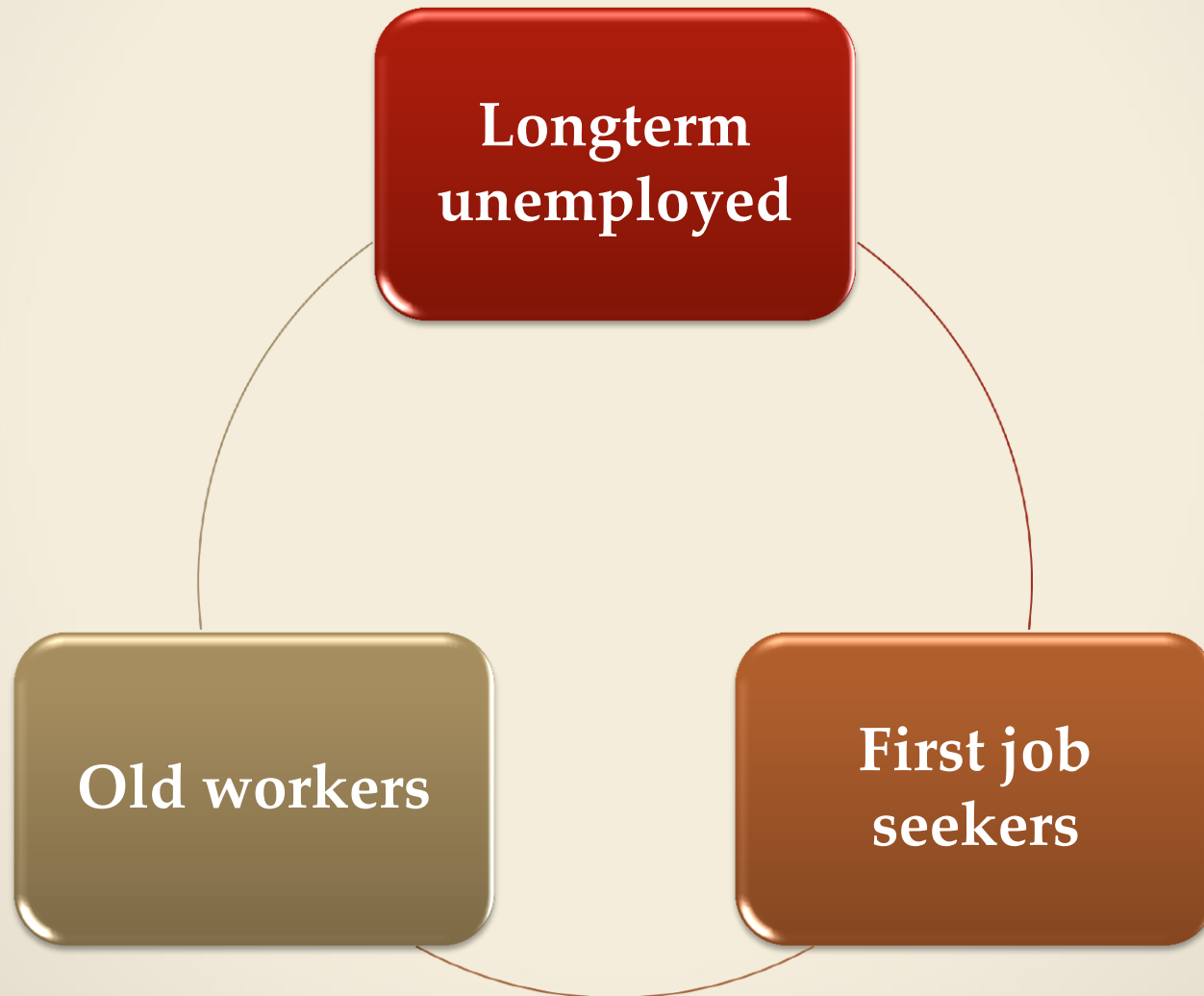
**BULGARIA**

# 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, Svetoslav Stefanov*  
*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"

Teacher: *Kalina Ivanova, Natalia Tsanova*  
RPL "P. R. Slaveykov" – Veliko Tarnovo

- **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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*Hunting*  
with Help of Librarians

# 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!**

<http://www.libraryvt.com/>

E-mail: [prs@libraryvt.com](mailto:prs@libraryvt.com)

**FINLAND**



# SUMMARY REPORT OF LEARNING ACTIVITIES

## **Vantaa City Library; Tikkurila and Länsimäki libraries**

- Job seeking course for long-term unemployed
- Word processing and CV course for long-term unemployed
- CV course for long-term unemployed
- Word processing course for unemployed immigrant women

## **Target groups of unemployed:**

- Immigrant women
- Long-term unemployed

## **Number of participants**

- 41




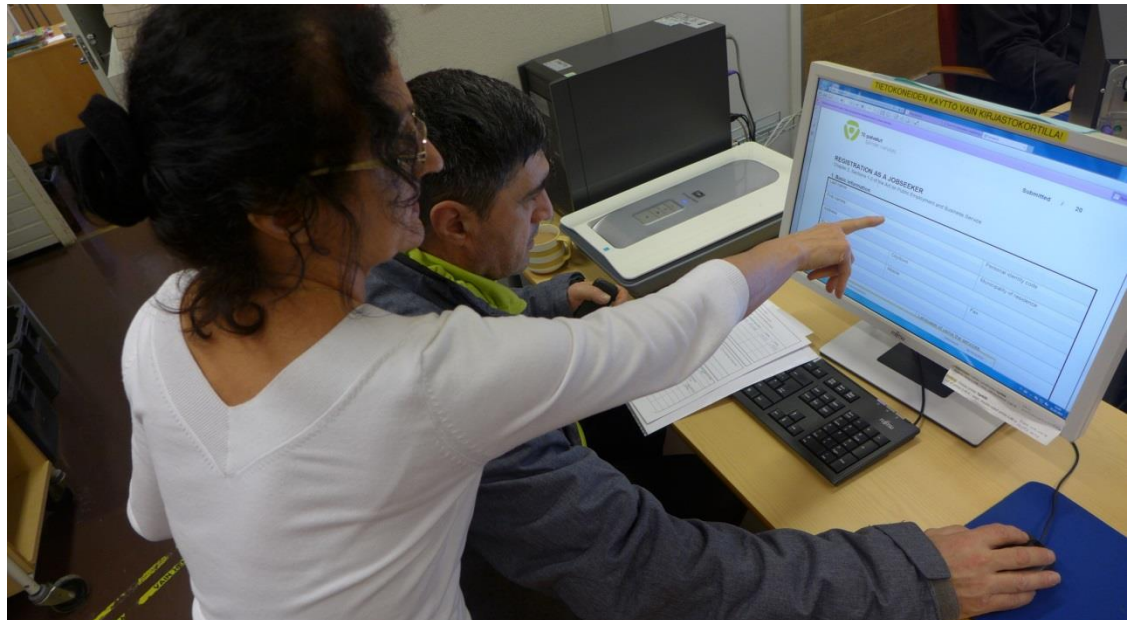
# Objectives

- To help the participants to make their own CVs
- To use job listing web sites
- To give participants better grasp of word processing
- To teach the participants how to use a word processing program like Word so they can use their skills in job hunting and work environment.



# Outcomes

- Knowledge and understanding
  - Skills
  - Attitudes and values
  - Enjoyment, inspiration, creativity
  - Activity, progression
- 



# Impact

- Better chances of employment, getting to know people with similar problems, finding support from the library.
- For many immigrant women it is important to get out of home so they have a better chance for integration.



























# Vantaa City Library/Länsimäki Library, November 2015











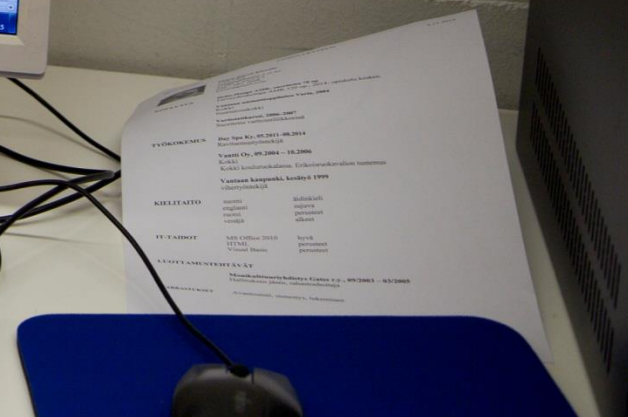
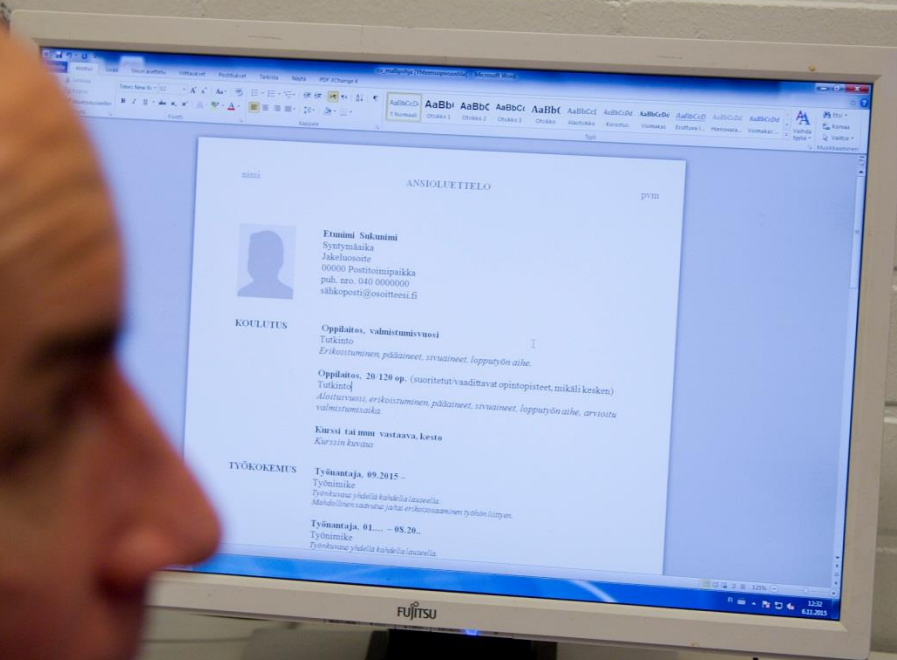
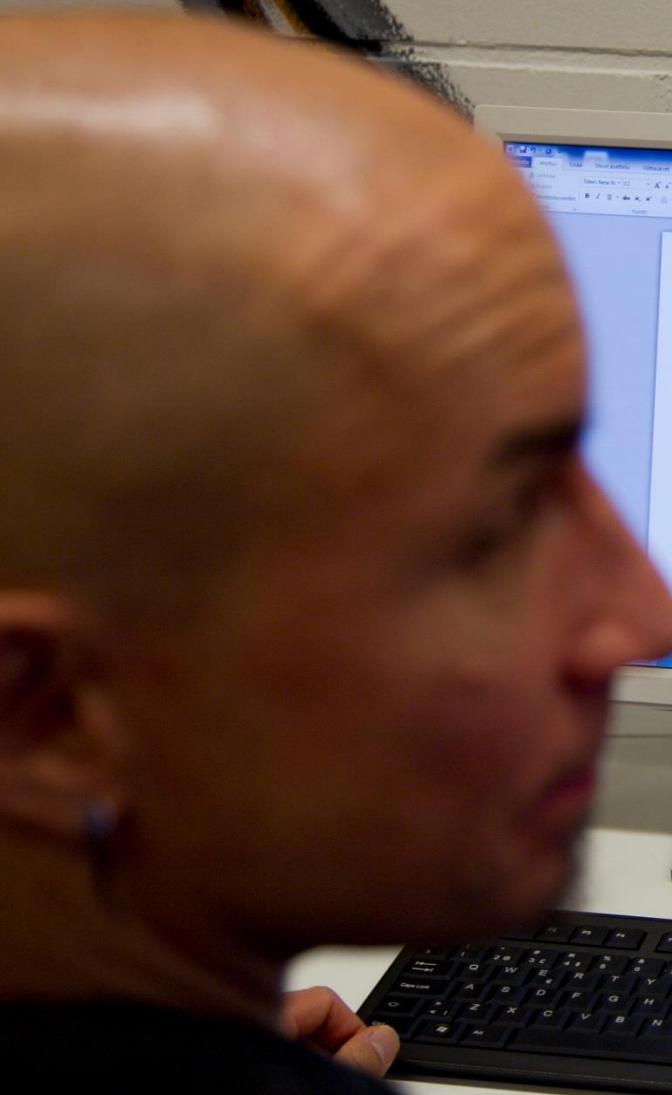
























IRELAND

# Monaghan County Library Services



**Project Update April 2016**

## Ireland



# Where is Monaghan?

Border county  
with Northern  
Ireland

Rural county





# Monaghan – Interesting Stat's

**Population** = 60, 483

**Males** = 30, 441

**Females** = 30, 042

11.5% are Non Irish

Lithuanians are largest  
group,  
followed by Polish

- **Unemployment Rate** = 20.6% (nationally 19%)

- **By Gender:**

Male = 66%

Female = 34%

- **By Age:**

Under 25 = 8%

Over 25 = 92%

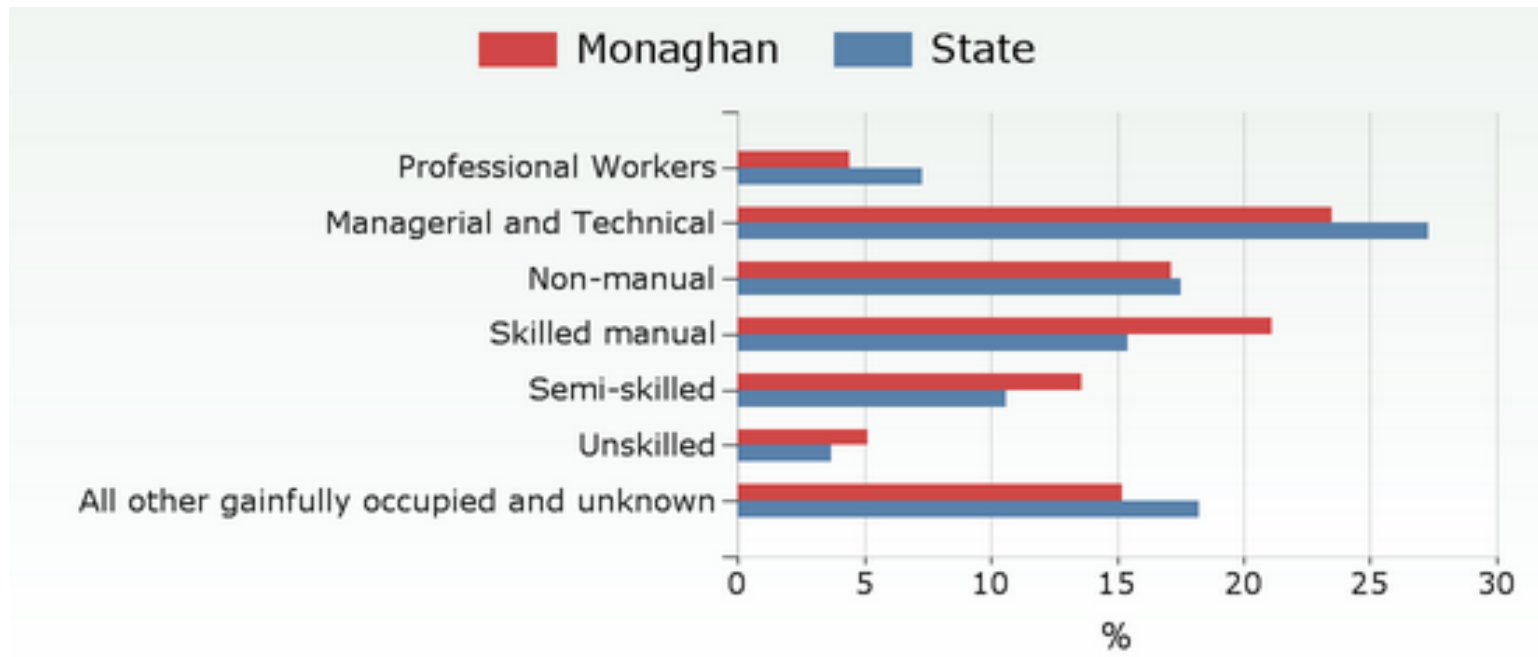
(2011 Census)

# Monaghan – Labour Force

## Social Class comparison

Of those in employment, **less than 5%** consider themselves as in a Professional job

Skilled Manual, semi-skilled and unskilled accounts for approximately **42%**, which is higher than national average (29%)



# Monaghan – Labour Force

## EDUCATION

Of those aged 15 years and over whose full-time education had ceased,

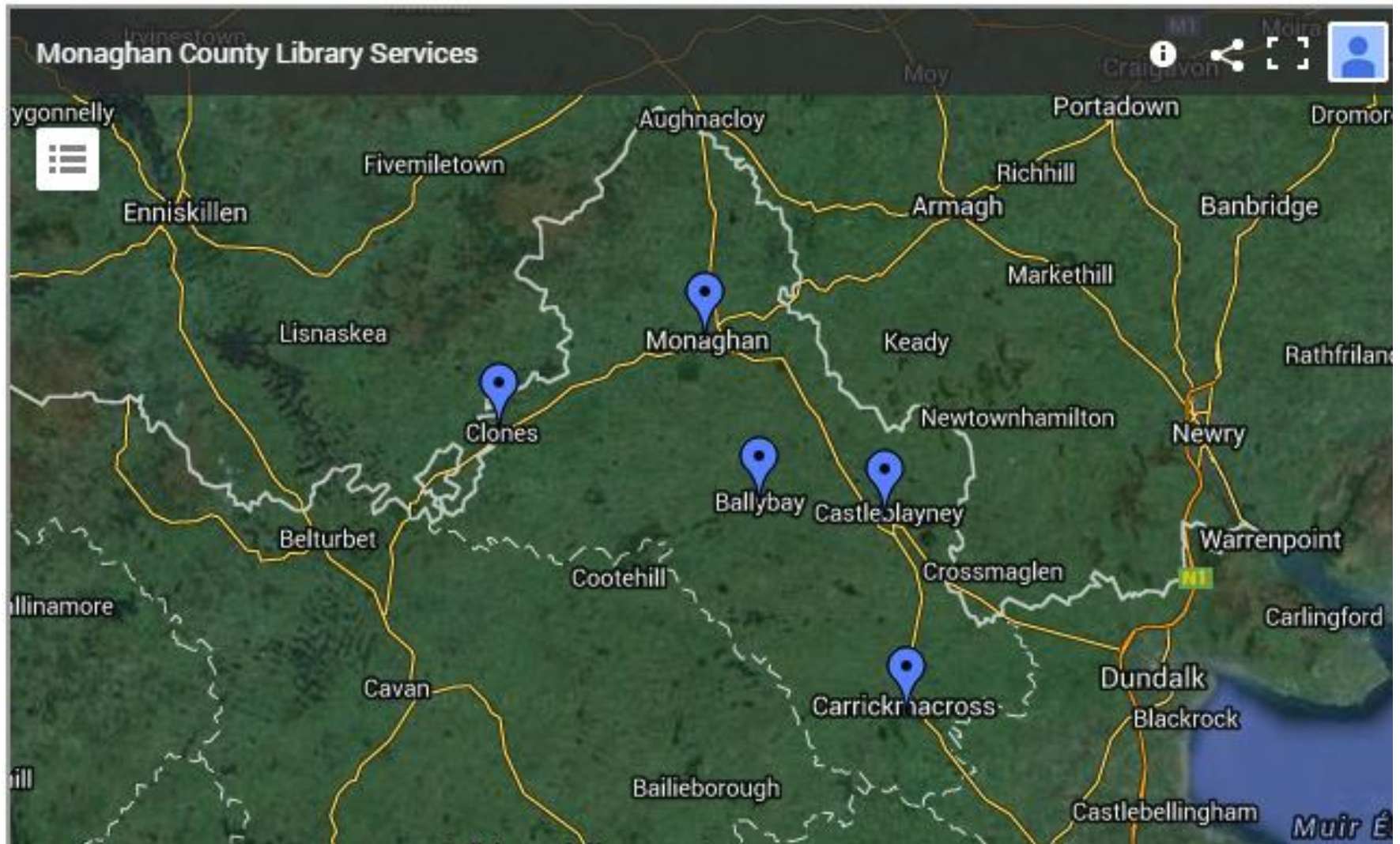
➤ **21.4%** were educated to at most **primary** level only;

➤ a further **57.1%** attained **second** level

➤ while **21.5%** were educated to **third** level.



# Our Libraries











# Library Statistics

Category	2005	2015
Items Borrowed	119448	331,638
Membership	5772	10,230
Internet	9749	32,348
WIFI	N/A	13,444
Visitors	N/A	266,597
Outreach (no of events)	N/A	1,102
Outreach (no of participants)	N/A	18,170

**Population** = 60,483

**1,500** Local History enquiries answered

**431** Computers classes taught

**4,613** Book requests

**26,126** Visits to the Library Web Page

**450** telephone queries per week were dealt with

**890** children participated in the Summer Reading Challenge to read 6 books during July/August – that a whopping 5340 books digested!

## Previous EU Projects

- **Peace I:** Storytelling Project 'Monaghan 40 Years a Growing 1965-2005'- €96,000.00 (2005-07)
- **Peace III:** Hidden Heritage of Monaghan - €172,000.00 (2009-2011)
- **Peace III:** Monaghan One Book One County - €10,000 (2012-2013)
- **Peace III phase 2:** €10,000 (2013-2014)
- **Gruntvig:** Lady Café - €18,000 (2013-2015)
- **Leader (EU/Irish Government):** Home to the little hills Genealogy Project - €55,000 (2014)
- **A number of small funded projects** under national and local initiatives i.e Dublin International City of Science 2012, literacy projects etc

# **First Steps of Project:**

## **Consultation & Research Process**

- ❖ We are a Rural County
- ❖ Consult/meet with key stakeholders
- ❖ What is already available in our area to unemployed/job seekers
- ❖ How each organisation can work together/compliment each other
- ❖ Identify areas that we can develop



# Our Key Stakeholders

- **Monaghan Education Training Board**

Provides education and training to adults

- **Monaghan Integrated Development**

Provides programmes, advice, support and training to unemployed

- **Department of Social Protection**

Payment to unemployed, provides advice, support for gaining employment or back to education

# The Library – What we can offer

Welcoming, neutral space

Access to technology

Access to materials i.e. books

Access to other resources – online, newspapers,  
journals

Access to other services – workshops, talks,  
social and cultural etc

**This message we had to get across to the other  
organisations and to the unemployed**

# So how to Engage the Unemployed?

**Liaise** with our key stakeholders

Monthly sign on at social welfare office

**‘Carrot’** to get them to engage – Competition

**Showcasing** the library services available



# The Project Activities

## Target Groups for all activities were:

Long term unemployed

Women

Older People

A total of **81** persons participated in the activities

## Project Activities were:

Competition – Introduction to using the library

10 Week IT course

6 week ipad/tablet course

Series of workshops/talks on interview techniques, CV writing,  
job searching skills

# Competition: Introduction to the library services

August – September 2015

➤ Participants had to carry out a number of tasks over a period of 8 weeks – check out a book, look up the internet etc..

➤ 14 participants



## Paths to Learning

Use Your Library and Win a free iPad worth €400!

"When I was unemployed and broke, the Library was the place I went to start turning my life around. The help available from your local library could change your life too!"

*Mark Hurley, Zag Technologies*



Monaghan Integrated Development (MID) and Monaghan County Library are offering you a 1 in 100 chance to win a free iPad.

You will also have the chance to find out about education and training courses to suit your needs.

You must be unemployed to enter. Only 1 entry per person will be eligible and only the first 100 entries will be in the draw.

To take part contact Gerard or Michael in MID on 042 9749500. Arrange a time to meet and get your entry form.

Closing date for entries is 5.00pm on Friday August 28<sup>th</sup>.

*The Social Inclusion and Community Activation Programme (SICAP) 2015 – 2017 is funded by the Irish Government and co-funded by the European Social Fund and includes a special allocation under the Youth Employment Initiative*



Ireland's European Structural and Investment Funds Programmes  
2014-2020  
Co-funded by the Irish Government and the European Union



EUROPEAN UNION

Investing in your future  
European Social Fund



Comhshaoil, Pobal agus Rialtas Áitiúil  
Environment, Community and Local Government



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Hunting  
with Help of Librarians

	Tasks	Complete
1	Take out a library book from the list overleaf	
2	Do one of the following: <ul style="list-style-type: none"> <li>• Look up a job in the Daily paper supplied in the library</li> <li>• Check out a CD or a DVD or Magazine of your choice</li> <li>• Use the free internet service in the Library</li> </ul>	
3	Return the first book and check out a second book of your choice to get the final clue	
4	Ask a member of staff to assist with completion of final clue.	



## Paths to Learning iPad Competition Entry Form

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Contact number: \_\_\_\_\_

Complete the 4 tasks below. Get the library to stamp your entry form when you complete each task.

**Return the completed form to a staff member of Monaghan Integrated Development (MID).** MID staff will be in the library on every Friday in August.

**“When I was unemployed and broke, the Library was the place I went to start turning my life around. The help available from your local library could change your life too!”**

*Mark Hurley, Zag Technologies*



## 10 Week IT Course x 3 hour workshops in 2 libraries - 60 hours of workshops (October 2015 – January 2016)

➤ Content included basic computers, Word processing, Internet, Email

➤ Also concentrating on CV preparation, online applications, online searching, online applications

➤ 19 participants



# 6 week Course of Ipad/tablet classes x 2 hour workshops in 2 libraries - 24 hours (February – April 2016)

➤Content included basic navigation skills, internet, email, downloading and uploading, social media, taking photos

➤20 participants



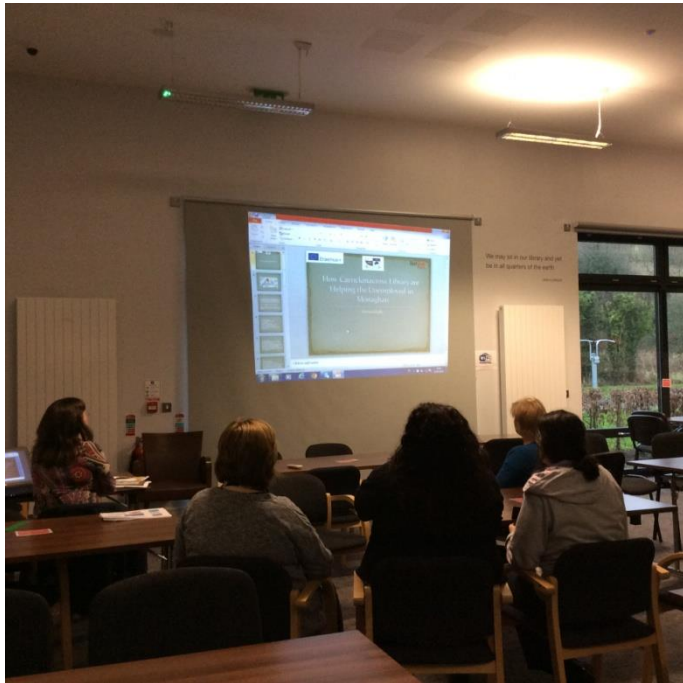


## 4 CV Preparation and Interview Skills Techniques Workshops

x 2 hours in 2 libraries - 8 hours (October 2015-January 2016)

➤ Workshop content included Basic/Introduction to the PC, Word Processing, Internet Searching, Email, Social Media

➤ 28 participants





# IT Training for Unemployed

## 10 Week Course Starting in Monaghan Library

### Friday October 2nd 9-30am - 12.00noon

**"When I was unemployed and broke, the Library was the place I went to start turning my life around. The help available from your local library could change your life too!"**  
***Mark Hurley, Zag Technologies***



Monaghan Integrated Development (MID) and Monaghan County Library are offering you Free IT Training focusing on Job seeking & CV preparation.

Training Course will be tailored to suit the needs of the group

To take part contact Gerard or Michael in MID on 042 9749500 or any Staff Member in Monaghan Library 047 81830



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# Outcomes for Learners

**Knowledge & Perception:** They have gained confidence and what is expected of them in seeking employment, what an employer is looking for.

**Skills:** They have gained the basic and necessary IT skills such as preparing documents (CV's, cover letters), using email, job profiling online, using reliable job websites. They have learnt how to prepare and adapt their CV for the job they apply for. They have gained knowledge on how to prepare for an interview, how to deal with interview stress, how to present themselves at interviews and communication skills.

**Evaluating themselves:** They have had the opportunity to evaluate themselves as to where they are now, and what other training needs they will need in order to pursue the career they want.

**Sense of Belonging/Not on their own:** By participating in the training in groups, it has given them a sense of community with others in similar circumstances, which they are not on their own. This has increased their motivation for work and to continue to seek opportunities of training etc.

Quite a number of the participants **requested additional training workshops** especially in IT. We will coordinate this in conjunction with our local stakeholders.



## Overall comments from Learners

The feedback from the learners has been **very positive**.

They were **satisfied** and **happy** with the content of the workshops, with a number of them **wanting more** training.

Many of the learners continue to come into the library to use the PC's or WIFI to **continue to develop their skills** and others have actually gone on to **other training** with the local Education and Training Board (ETB).

The use of the library as a space for the training was seen as very relaxed, nice and informal setting. Learners were very happy with the tutors of the workshops.



## What did not work so well for us?

The '**How to Use the Library Activity/Competition**' did not work as well as anticipated, and we believe it was down to asking them to carry out too many tasks, and the **need to have more one-to-one interaction** when giving out the forms to explain the activity more.

One of the **CV preparation workshops** at the beginning didn't have any attendees, because we organised it for the same morning that unemployed people are required to sign on at the local social welfare office.

**Our libraries** - We ran the workshops of this project in two of our libraries. One is a new modern library with sufficient space and rooms for running workshops, whilst the other is a smaller 1960's building, grown beyond its capacity and we can only run the workshops very early in the morning or use a room in a community building beside the library, which defeats the purpose of getting unemployed into the library to use the services.

# Suggestions for Development

## **Collaboration/Partnership:**

- We are a small rural county, population of little over 60,000
- Number of agencies already providing training/services
- Best practice is to work in partnership with these agencies in delivering future activities for unemployed
- We are investigating running monthly clinics for job seekers to drop in for advice and assistance, and this will be in partnership with the local agencies.
- We will continue to provide IT classes in partnership with the local Education and Training Board.

## **Rate of Unemployment in our County:**

- The unemployment rate is still be relatively high in our county, with 4494 people unemployed (7.4% of population of the county) at end of December 2015, of which 4046 are over the age of 25 years.
- We have a high number of either long term unemployed or older people who have become unemployed over the last number of years due to the economic downturn. We need to tailor any future programming to take these facts into account.



# Suggestions for Development

## Our Resources:

- As Information Professionals, we see ourselves best suited in **providing a good quality and up to date information service** to jobseekers, with **our collections, online resources and access to IT.**
- We will review the information in the **staff hand book** on an annual basis.
- We will seek **further training for staff** in information provision for job seekers.
- An area we need to improve in is the **promotion** of the services we provide to jobseekers and unemployed more – we will do this through local newspaper articles, social media and local networks.



# Additional Activities & Work Staff Awareness Training/Handbook

- This Project is a starting point to **develop new service** in Monaghan Libraries
- All library staff have obtained **awareness** training of what it is to be unemployed
- **Staff handbook** – info about all services in our county to unemployed/jobseekers produced and all library staff have received awareness training on these services
- **Info leaflet and bookmark** about library services in Monaghan to unemployed and jobseekers has been designed, printed and distributed



# Additional Activities & Work Budget/Info Stands/Website

- New dedicated **webpage** on our Council website
- Additional library **staff training** has been identified for 2016
- Dedicated **Info stands** in our libraries
- Allocated **new budget** for additional resources
- **Collaborative approach** for planning activities with our stakeholders







# Website

## Welcome to Monaghan County Library Services

The role of Monaghan County Libraries has been redefined from a place simply to borrow books to one which allows access to the world of information and supports all members of the community in their quest for knowledge, education and self development.



### Digital Resources

including ebooks, eMagazines,  
Online Newspapers & Online Courses



### Library News & Events



Branch Library Locations,  
Opening Hours & Facilities



Genealogy Resources  
& Local History Information



Monaghan County Library Services  
Online Library Catalogue  
Search, Browse & Renew



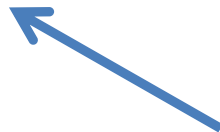
Library Printing Services  
Desktop, Laptop, Tablet  
& Smartphone Printing Solutions



Job Seekers &  
How The Library Can Help



Children's Library  
& School Library Services





# Info leaflet

## LIBRARIANS:

Library staff are always keen and willing to help you to get started on your path to employment. If you are having trouble setting up an email account, logging in to a Jobs Search Engine or just need a Pen and Paper to write down some contact details, don't be afraid to ask for a little help! Whilst your Librarian is not a Career Guidance Counsellor or Social Welfare officer, they can point you in the right direction of where you should go.

## USING THE LIBRARY SERVICES:

Adults can join the library for FREE. You can borrow up to 12 items and use the internet.

Even when the doors are shut, you can use the library 24/7 by checking out our online catalogue for resources at [www.monaghan.ie/library](http://www.monaghan.ie/library) and check out for further information on Employment and Job seeking on the website.

## RECOMMENDED WEBSITES

[www.losingyourjob.ie](http://www.losingyourjob.ie)  
[www.citizensinformation.ie](http://www.citizensinformation.ie)  
[www.welfare.ie](http://www.welfare.ie)  
[www.mid1.ie](http://www.mid1.ie)  
[www.adminjobs.ie](http://www.adminjobs.ie)  
[www.careersinhealthcare.ie](http://www.careersinhealthcare.ie)  
[www.dole.ie](http://www.dole.ie)  
[www.fas.ie/en/](http://www.fas.ie/en/)  
[www.foodjobs.ie](http://www.foodjobs.ie)  
[www.gumtree.ie](http://www.gumtree.ie)  
[www.hoteljobs.ie](http://www.hoteljobs.ie)  
[www.indeed.ie](http://www.indeed.ie)  
[www.jobs.ie](http://www.jobs.ie)  
[www.jobsearch.ie](http://www.jobsearch.ie)  
[www.myjob.ie](http://www.myjob.ie)  
[www.monster.ie](http://www.monster.ie)  
[www.nbrs.ie](http://www.nbrs.ie)  
[www.publicjobs.ie](http://www.publicjobs.ie)  
[www.recruitmentireland.com](http://www.recruitmentireland.com)  
[www.toplanguagejobs.ie](http://www.toplanguagejobs.ie)  
[www.skillstowork.ie](http://www.skillstowork.ie)  
[www.solas.ie](http://www.solas.ie)  
[www.careersportal.ie](http://www.careersportal.ie)  
[www.qualifax.ie](http://www.qualifax.ie)  
[www.qqi.ie](http://www.qqi.ie)  
[www.gettingbacktowork.ie](http://www.gettingbacktowork.ie)  
[www.gradireland.com](http://www.gradireland.com)  
[www.barclays.co.uk/lifeskills](http://www.barclays.co.uk/lifeskills)  
[www.monaghanadulteducationguidance.ie](http://www.monaghanadulteducationguidance.ie)  
[www.localemploymentservices.ie](http://www.localemploymentservices.ie)

## CARRICKMACROSS LIBRARY

### OPENING HOURS:

Monday	11am – 8pm
Tuesday	11am – 5pm
Wednesday	11am – 8pm
Thursday	11am – 5pm
Friday	11am – 5pm
Saturday	10am – 1pm

### CONTACT US:

Carrickmacross Library  
Carrickmacross Civic Centre, Riverside Rd,  
Carrickmacross, Monaghan  
Tel: 042-9661148

Email: [carrickmacrosslibrary@monaghancoco.ie](mailto:carrickmacrosslibrary@monaghancoco.ie)  
Website: [www.monaghan.ie/library](http://www.monaghan.ie/library)



Follow us on facebook and Twitter



## LIBRARY SERVICES FOR Jobseekers

How Your Local Library Can Help You in Jobseeking?

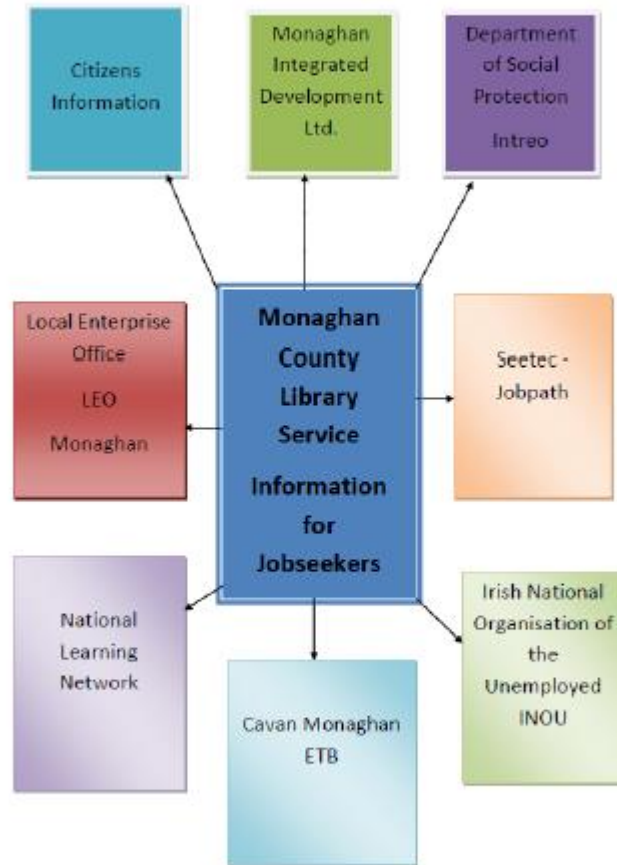


**Launch of  
information  
leaflet with  
Mayor of  
County  
Monaghan  
and LinkinJob  
Project Team**



**link<sub>IN</sub>job**  
*Hunting*  
with Help of Librarians

## Monaghan County Library Services



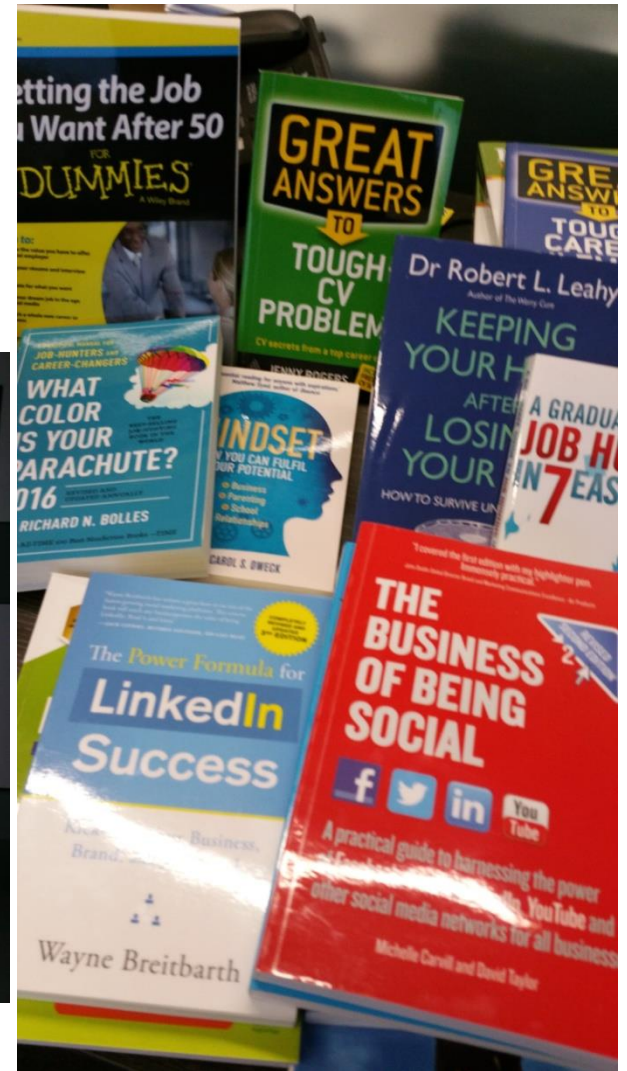
### Useful Websites

[www.losingyourjob.ie](http://www.losingyourjob.ie)  
[www.citizeninformation.ie](http://www.citizeninformation.ie)  
[www.welfare.ie](http://www.welfare.ie)  
[www.midi.ie](http://www.midi.ie)  
[www.adminjobs.ie](http://www.adminjobs.ie)  
[www.careersinhealthcare.ie](http://www.careersinhealthcare.ie)  
[www.dole.ie](http://www.dole.ie)  
[www.fss.ie/en/](http://www.fss.ie/en/)  
[www.foodjobs.ie](http://www.foodjobs.ie)  
[www.gumtree.ie](http://www.gumtree.ie)  
[www.hoteljobs.ie](http://www.hoteljobs.ie)  
[www.indeed.ie](http://www.indeed.ie)  
[www.jobs.ie](http://www.jobs.ie)  
[www.jobsearch.ie](http://www.jobsearch.ie)  
[www.myjob.ie](http://www.myjob.ie)  
[www.monster.ie](http://www.monster.ie)  
[www.nixers.ie](http://www.nixers.ie)  
[www.publicjobs.ie](http://www.publicjobs.ie)  
[www.recruitmentireland.com](http://www.recruitmentireland.com)  
[www.toplanguagejobs.ie](http://www.toplanguagejobs.ie)  
[www.skillstowork.ie](http://www.skillstowork.ie)  
[www.soles.ie](http://www.soles.ie)  
[www.careersportal.ie](http://www.careersportal.ie)  
[www.qualifax.ie](http://www.qualifax.ie)  
[www.qqi.ie](http://www.qqi.ie)  
[www.gettingbacktowork.ie](http://www.gettingbacktowork.ie)  
[www.gradireland.com](http://www.gradireland.com)  
[www.barclays.co.uk/lifeskills](http://www.barclays.co.uk/lifeskills)  
[www.monaghanadulteducationguidance.ie](http://www.monaghanadulteducationguidance.ie)  
[www.localemploymentservices.ie](http://www.localemploymentservices.ie)

This booklet has been compiled by staff of Monaghan County Library Services for reference purposes. Its sole purpose is to assist library staff in providing information to the public on job seeking and education. It will be available to download from [www.monaghan.ie](http://www.monaghan.ie) and [www.linkinjob.eu](http://www.linkinjob.eu) for use. Information is correct at time of publication.

Date of publication: January 2016

# Our Jobseekers Special Collection





# Conclusion

Library staff have always been helping the unemployed and jobseekers.

However through this project it has enabled us in County Monaghan to develop a new service in a more structured and collaborative manner.

We have learnt a lot from our partners in Europe which will be invaluable in further developing this service.



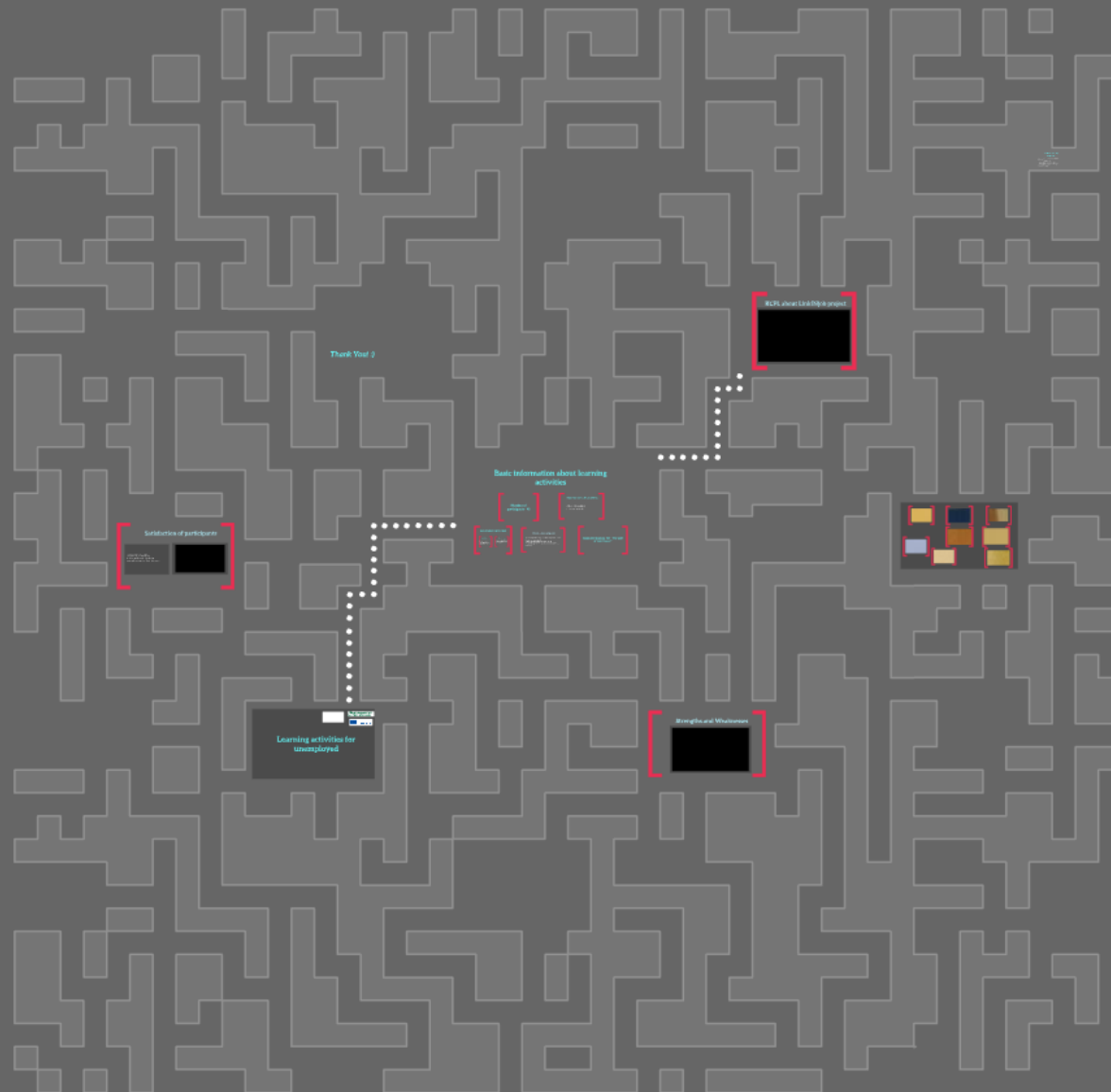
# Thank You!

**“When I was unemployed and broke, the Library was the place I went to start turning my life around. The help available from your local library could change your life too!”**

***Mark Hurley, Zag Technologies***

LITHUANIA





Thank You! :)

KCPIL about LinkINJob project

Satisfaction of participants

Basic information about learning activities

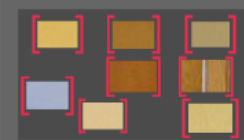
Number of participants: 40

Target group of unemployed

Learning activities

Work-based learning

Work-based learning



Learning activities for unemployed

Strengths and Weaknesses



# Learning activities for unemployed



# Basic information about learning activities

**Number of participants - 48**

### Target groups of unemployed:

- first job seekers;
- less educated;

### Sort of integrated training:

Self-motivated job seeker with experience and appropriate self-representation, personal presentation and job focus considerations. Informational sources for finding a job, possibilities at Facebook and LinkedIn would include in searching for a job, plus, if self-image, collection of photos, benefits of portfolio.

Creating a curriculum, writing and working a motivational letter, creating an ideal job profile on a social website like LinkedIn, interactive tool Prezi for making and presenting slides, creating a portfolio on a Wix platform.

**Titles of 4 study programs:**

- Self-Motivation and preparation for job interview;
- Sources of Finding a Job;
- Making presentations on the internet;
- Creating a profile on the internet; Social Websites and Blogs.

## Integrated training "ICT - The Guide of Your Career!"



# Integrated training "ICT - The Guide of Your Career!"

## Titles of 4 study programs:

- Self-Motivation and preparation for job interview;
- Sources of Finding a Job;
- Making presentations on the internet;
- Creating a profile on the internet; Social Websites and Blogs.



# Target groups of unemployed:

- first job seekers;
- less educated;

**Number of  
participants - 48**

# Sort of integrated training:

## Theoretical lectures

Self-motivation job interview with employer and appropriate self-representation, personal properties and job format coordination, informational sources for finding a job, possibilities of Facebook and LinkedIn social websites in searching for a job, plan of self-image, collections of slides, benefits of portfolio;

## Practical tasks

Creating a Curriculum Vitae and writing a Motivational letter, creating an individual profile on a social website LinkedIn, interactive tool Prezi for making and presenting slides, creating a portfolio on Wix platform.

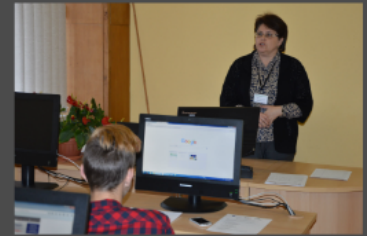


# Theoretical lectures

Self-motivation job interview with employer and appropriate self-representation, personal properties and job format coordination, informational sources for finding a job, possibilities of Facebook and LinkedIn social websites in searching for a job, plan of self-image, collections of slides, benefits of portfolio;

# Practical tasks

Creating a Curriculum Vitae and writing a Motivational letter, creating an individual profile on a social website LinkedIn, interactive tool Prezi for making and presenting slides, creating a portfolio on Wix platform.













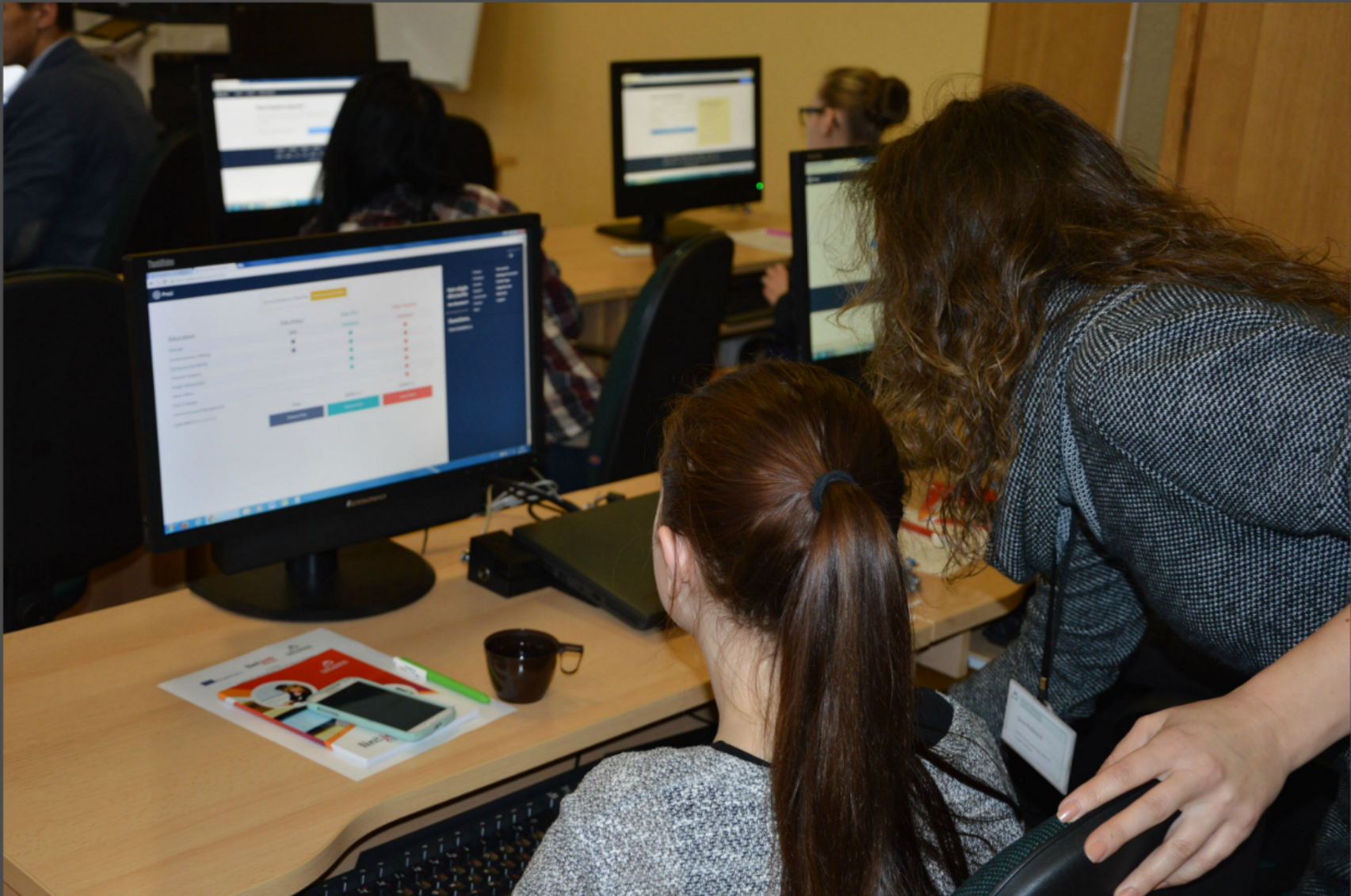








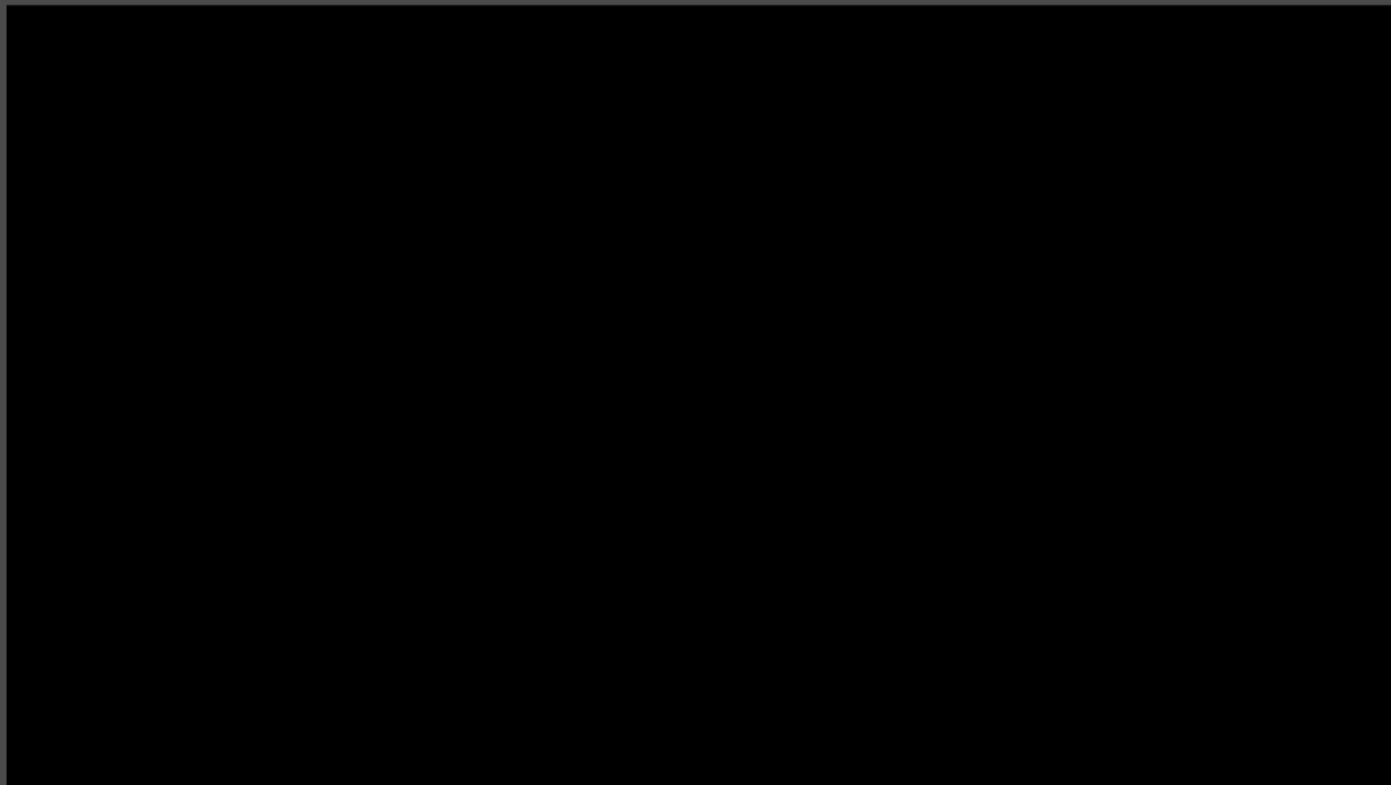




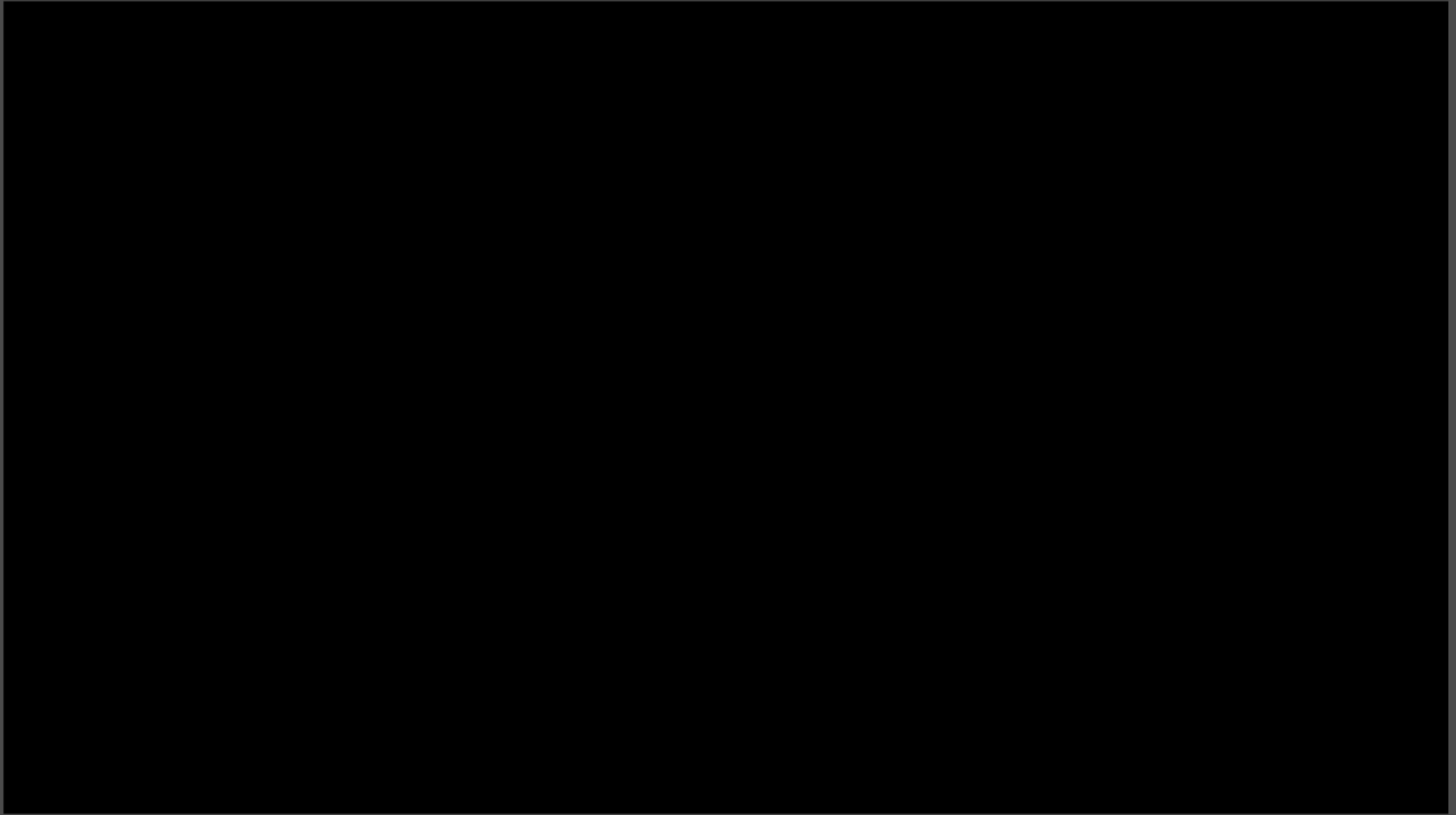




# Strengths and Weaknesses

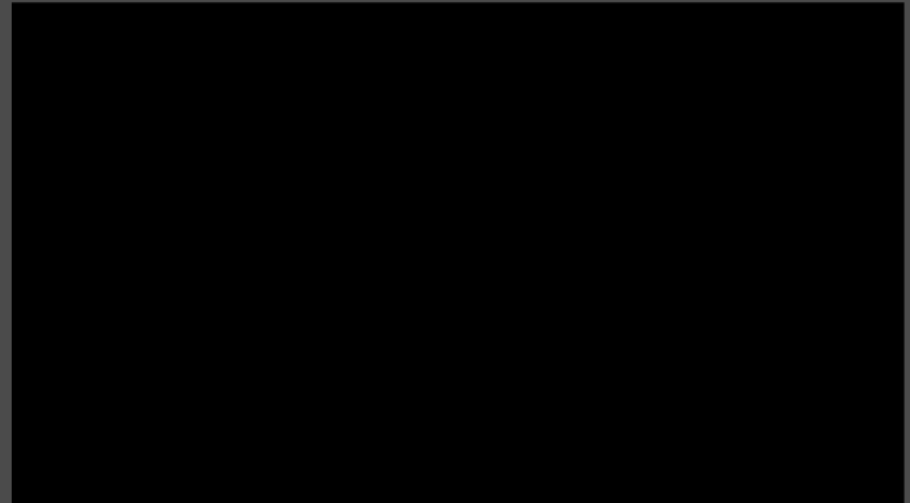


# Strengths and Weaknesses



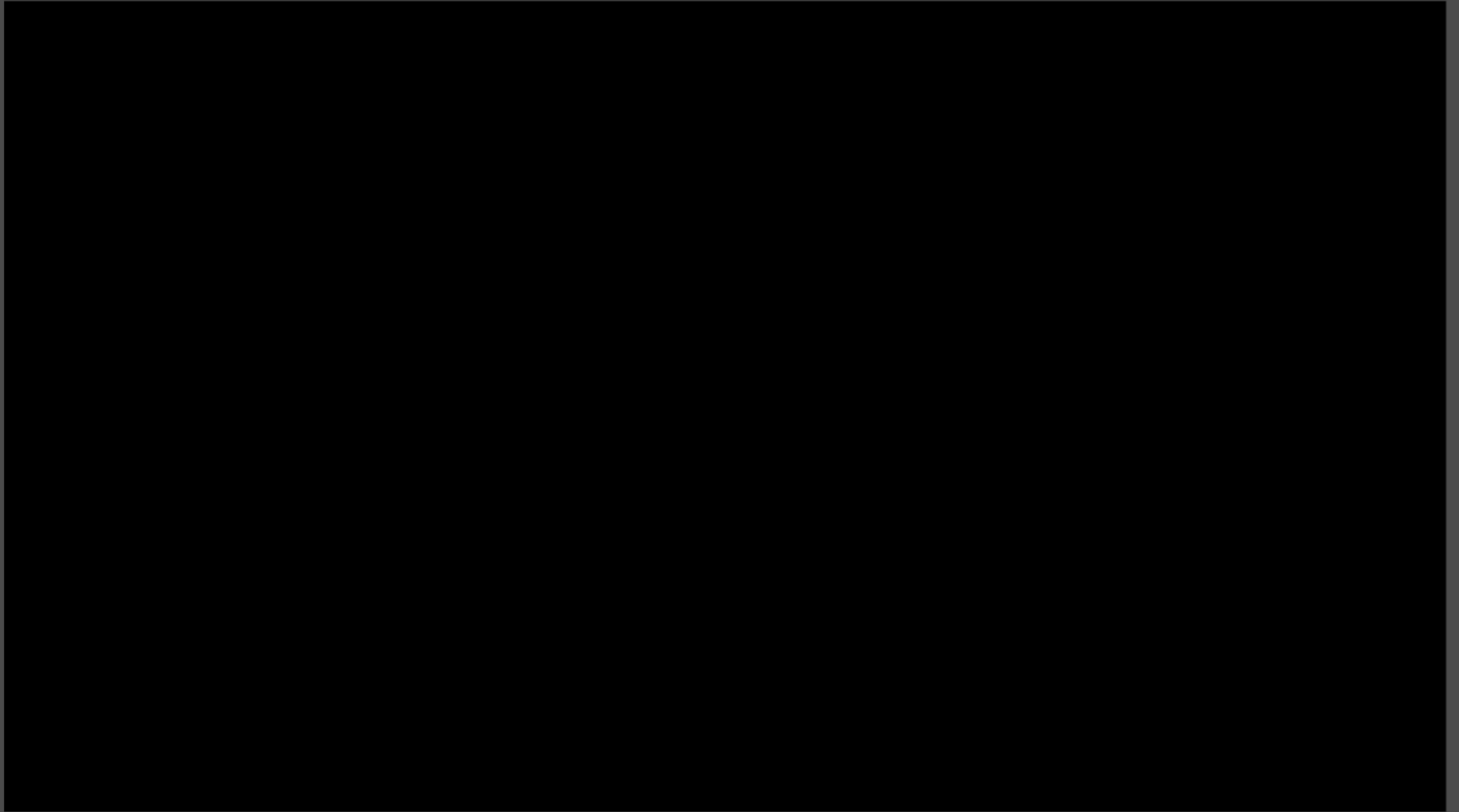
# Satisfaction of participants

Participants valued three criteria as the best – teaching atmosphere, material and teachers.

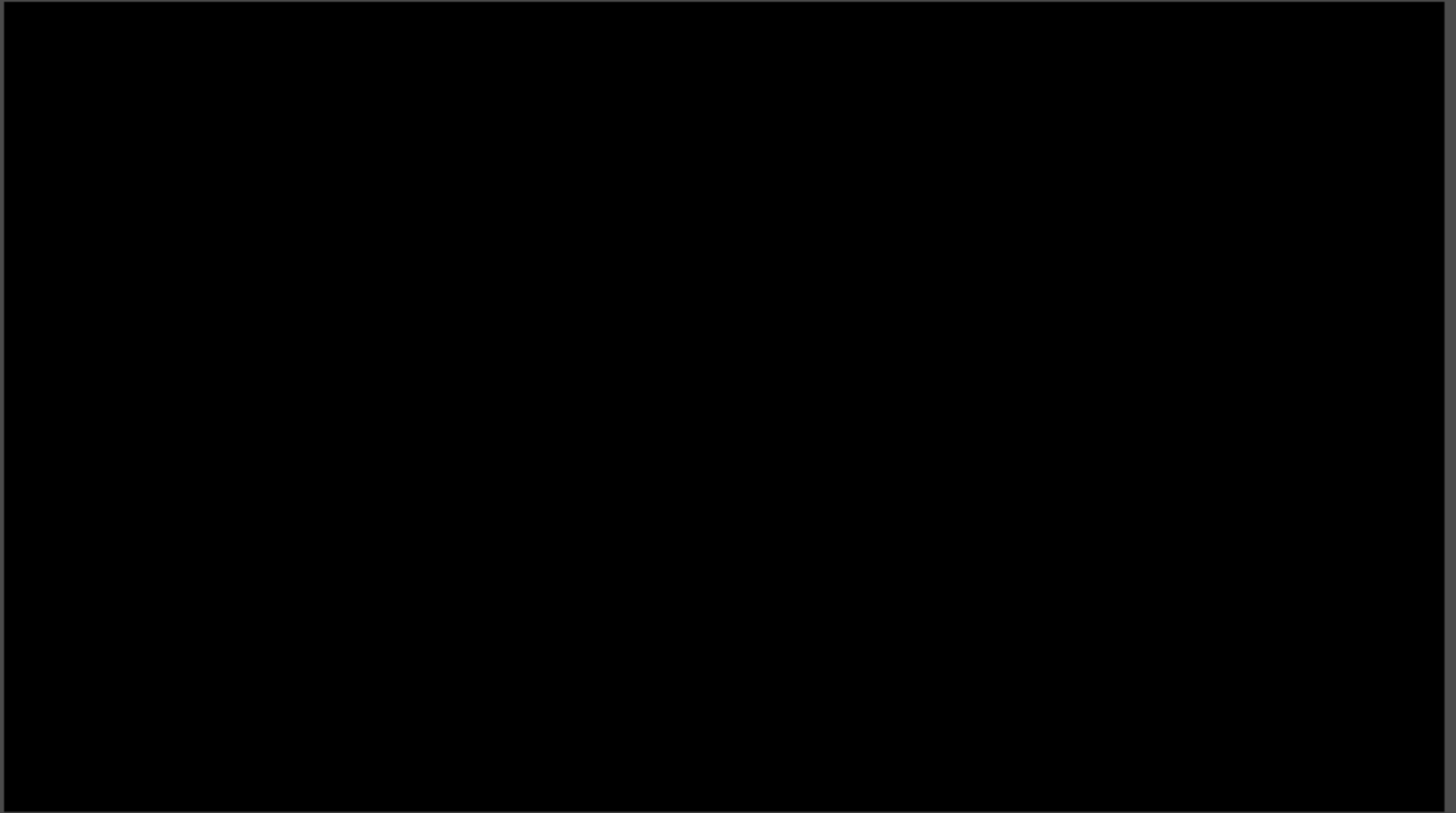


Participants valued three criteria as the best – teaching atmosphere, material and teachers.





# KCPL about LinkINjob project



# KCPL about LinkINjob project



***Thank You! :)***



Thank You! :)

KCPIL about LinkINJob project

Satisfaction of participants

Basic information about learning activities

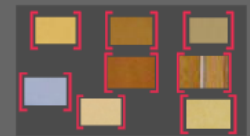
Number of participants: 40

Target group of unemployed

Types of learning activities

Work-based learning

Non-work-based learning



Learning activities for unemployed

Strengths and Weaknesses

ROMANIA

# LEARNING ACTIVITIES

Report  
Brasov County Library



# DEMANDS



In a labor market seriously affected by the economic crisis and unemployment, any initiative designed to limit the decline proportions can only be welcomed.

Given the existence of a small number of free programs directed at women or people with special needs who are looking for a job, the library gets involved and tries to facilitate their access to the labor market.





## TARGET GROUPS OF UNEMPLOYED

1. Women
2. People with special needs







# INPUTS



Free information and learning activities in accordance with new requirements of employers, who are in a permanent change, to provide people looking for a job a realistic approach in their efforts.

Free access to new technologies with whom the library is equipped to facilitate and make more easier their efforts.





## LEARNING ACTIVITIES

1. ABC - Microsoft Word
2. Job search skills - preparing your CV
3. How to manage your money
4. Entrepreneurship ABC
5. ABC ICT



# PARTICIPANTS

Number of participants: 44

Gender:

Male	Female
8	36

Age range:

15 - 25	26 - 35	36 - 45	46 - 55	56+
19	6	5	9	5



ИЗМЕНЕНИЯ В ВОПРОСАХ

- 1 - ВОПРОСЫ ВОПРОСОВ
- 2 - ВОПРОСЫ ВОПРОСОВ
- 3 - ВОПРОСЫ ВОПРОСОВ
- 4 - ВОПРОСЫ ВОПРОСОВ
- 5 - ВОПРОСЫ ВОПРОСОВ
- 6 - ВОПРОСЫ ВОПРОСОВ
- 7 - ВОПРОСЫ ВОПРОСОВ
- 8 - ВОПРОСЫ ВОПРОСОВ
- 9 - ВОПРОСЫ ВОПРОСОВ



# ACTIONS OF THE LEARNING ACTIVITIES

- interactivity;
- exchange of information;
- widening network of knowledge;
- creating new professional tools designed to increase the chances of occupying a job.



# OUTPUTS

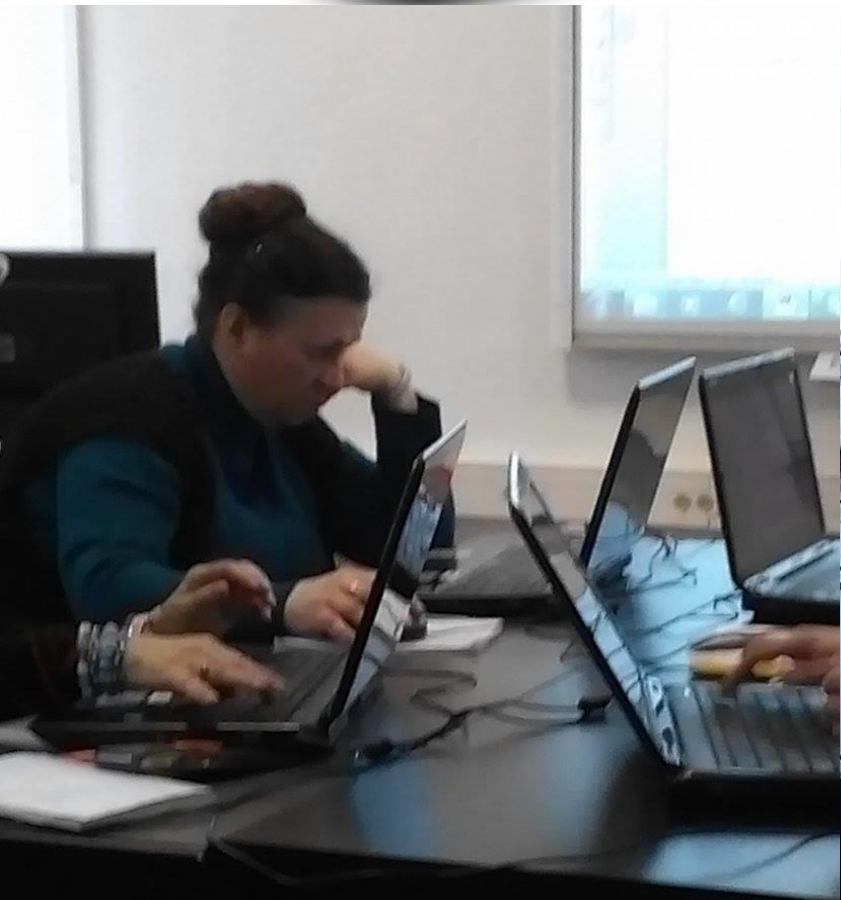


- number of done CV – 20
- period of time – 2015 September-December 2015
- number of taught people who are searching for a job – 44
- average participant number in one teaching – 10



# OUTCOMES

- **Knowledge and perception:**
  - new knowledge of PC;
  - development of management skills own personal finances;
  - knowing the difference between idea and opportunity.
- **Skills:**
  - creating resumes targeted employers comply with the requirements;
  - search and drawing up a list of potential employers;
  - creating professional portfolios that highlight the skills and qualities they have.
- **Approach and values:**
  - awareness the importance of experience by following personal passions.
- **Satisfaction, creativity:**
  - discovering new perspectives strategic approach to job search.
- **Activity, behaviour, progress:**
  - improved of career planning;
  - increased confidence in self-strength;
  - improved the quality of living, and more active social integration in society.



# OPINIONS ABOUT THE LEARNING ACTIVITY



	Very dissatisfied	Fairly dissatisfied	Neither satisfied nor dissatisfied	Fairly satisfied	Very satisfied
Content	-	-	-	20	24
Difficulty	-	-	1	20	23
Trainer	-	-	-	6	38
Learning materials	-	-	-	4	40
Atmosphere	-	-	-	2	42



Erasmus+





# PARTICIPANTS SATISFACTION

Statements:	Strongly disagree	Slightly disagree	Neither agree or disagree	Slightly agree	Strongly agree	Don't know
Raised the expectations	-	-	-	14	30	-
New knowledge useful in practice	-	-	-	16	27	1
Participation increases the chances for employment	-	-	1	20	11	12

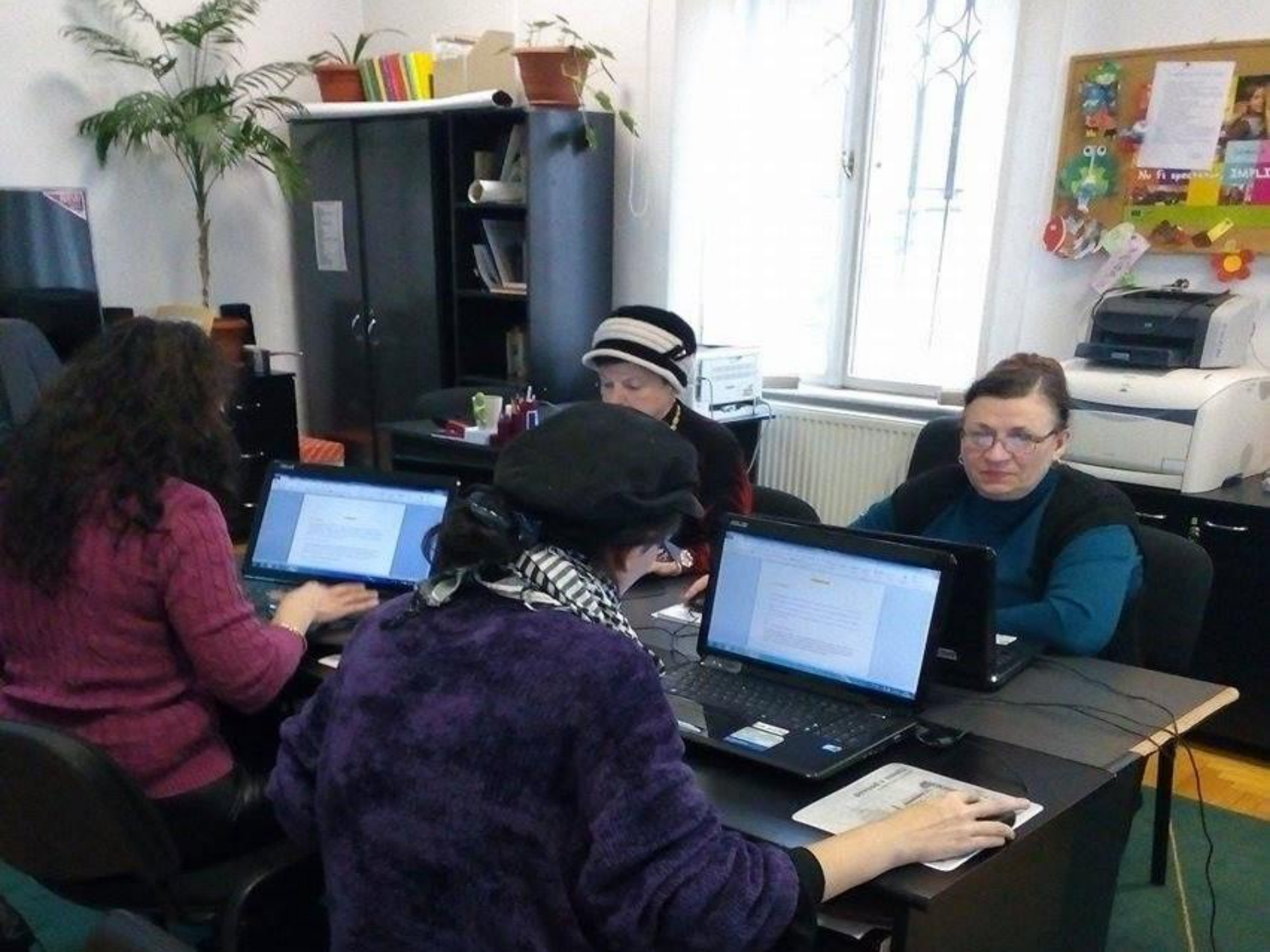


## Overall comments about learning activities:

The participants feedback from learning activities reveals that the thematic and methods used are conform with their needs, with an appropriate content to their level of understanding and in keeping with the current labor market.

The activities of the workshops and learning atmosphere were appreciated as stimulating and exciting.

Delivered information they considered as very useful and welcome.





## What worked well for us:

Participants believed that improving CV and creating professional portfolios that put in value skills and personal competencies, increase their chances of employment for a job.





## What did not work so well for us:

- Workshops and courses that we offered require an extension of the period allocated to the program because of the busy schedules of participants.
- Searching a job consume a lot of resources of time and energy.
- Trying to find a convenient solution for all participants was a cumbersome and difficult process.



## Suggestions for improving:

It revealed the need to deepen the knowledge acquired and widening the area of developing new skills in the field of PC operation.

Also, increasing the number of training hours and providing practical opportunities to exercise what they learned.

# Thank you!

## Brasov County Library



SLOVENIA



# Presentation of Learning activities in Slovenia TOP 1

Lilijana Pahor



BORZA DELA

Co-funded by the  
Erasmus+ Programme  
of the European Union

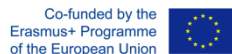


Mestna občina  
Ljubljana



# Target groups of unemployed

- *Old workers*
- *Women*
- *People with special needs* - special target group, unemployed former drug addicts, which are in rehabilitation process in the Centre for Treatment of Addiction from illegal Drugs, University Psychiatric Hospital Ljubljana.



# Target groups of unemployed



# Title of workshops

1. CV course for unemployed (ICT based learning activity) designed specially for group of former drug addicts (2 x 3 hours).
2. Body language in business world. Face. (3 hours)
3. Business dress is an important part of non-verbal communication in business (3 hours).
4. Job interview is a ticket to employment (2 x 3 hours).
5. *Women in business world*- especially for women (3 hours).



# Workshops

Workshops were carried out in various libraries:

1. Library Oton Župančič
2. Library Fužine
3. Library Prežihov Voranc
4. Library Bežigrad

# Photos ...



# Objective

- successfully introduce them self to the employer,
- find appropriate announcements,
- prepare good CV and how to change it depending on the job they are applying for
- to recognize their own abilities, develop the skills and competencies for effective job search.

# Outcomes

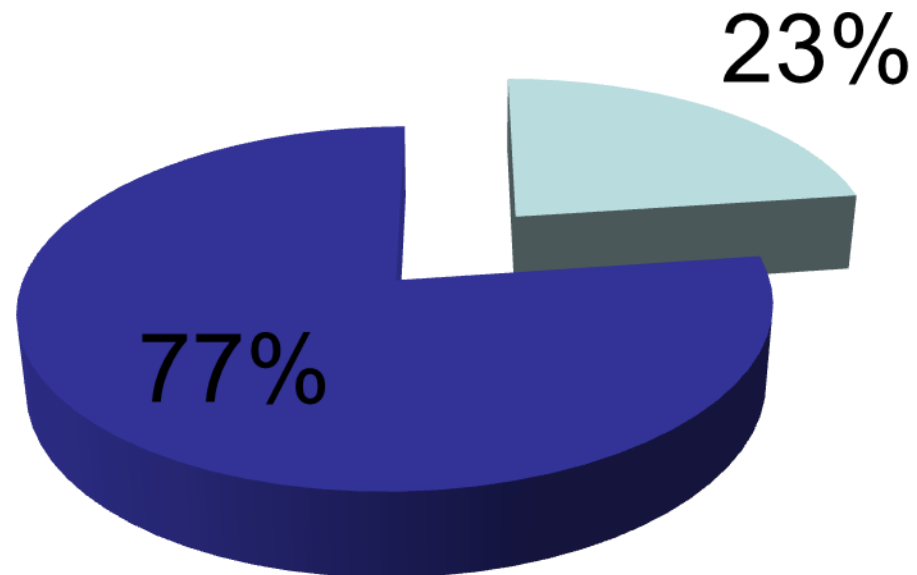
- *increased confidence in self-strength,*
- *higher level of self-confidence and recognizing proper capacities*
- *improved communication skills*
- *knowledge of career planning*
- *increased motivation for work,*
- *communicating with people with similar problems.*



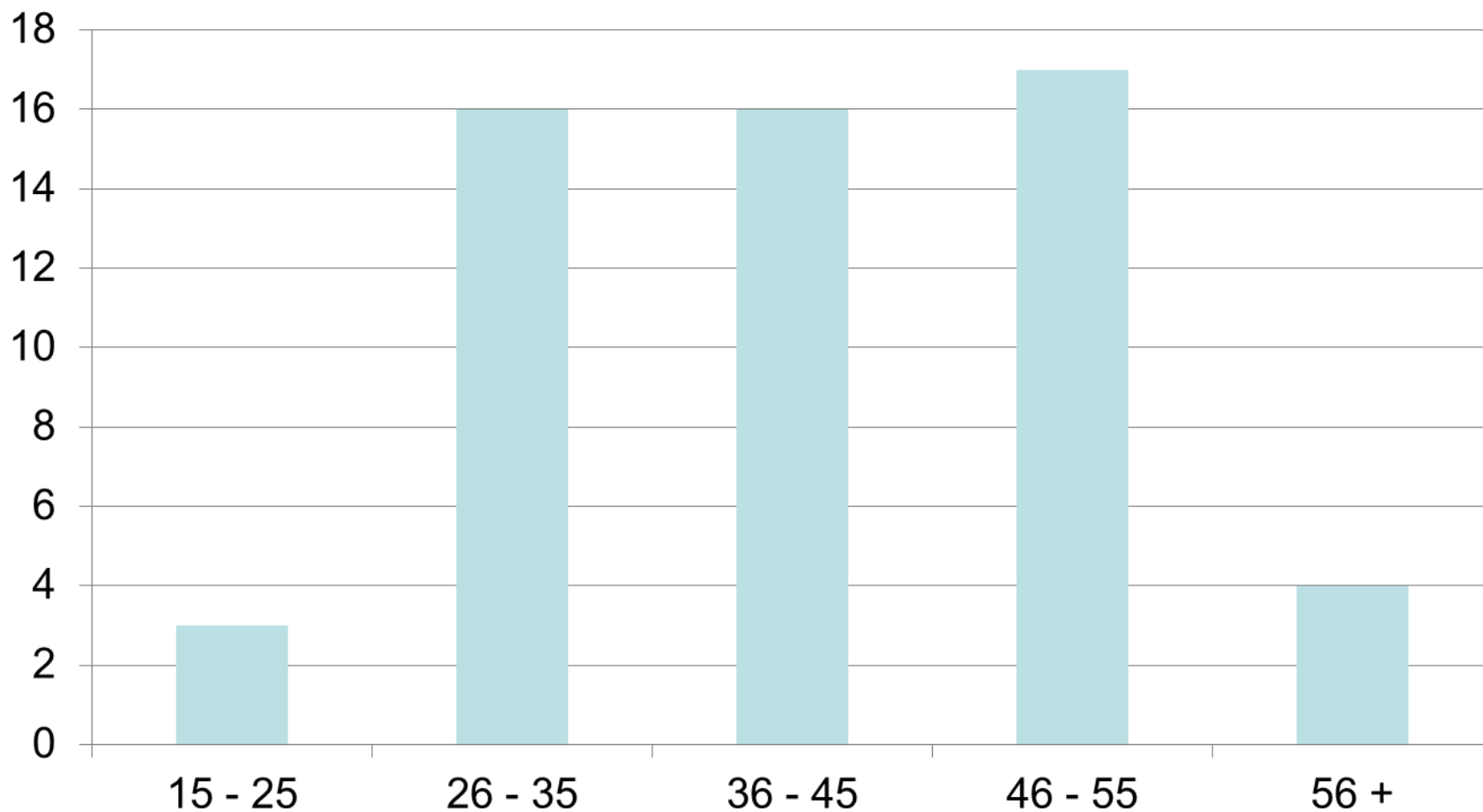
# Participants

**Patecipants 57**

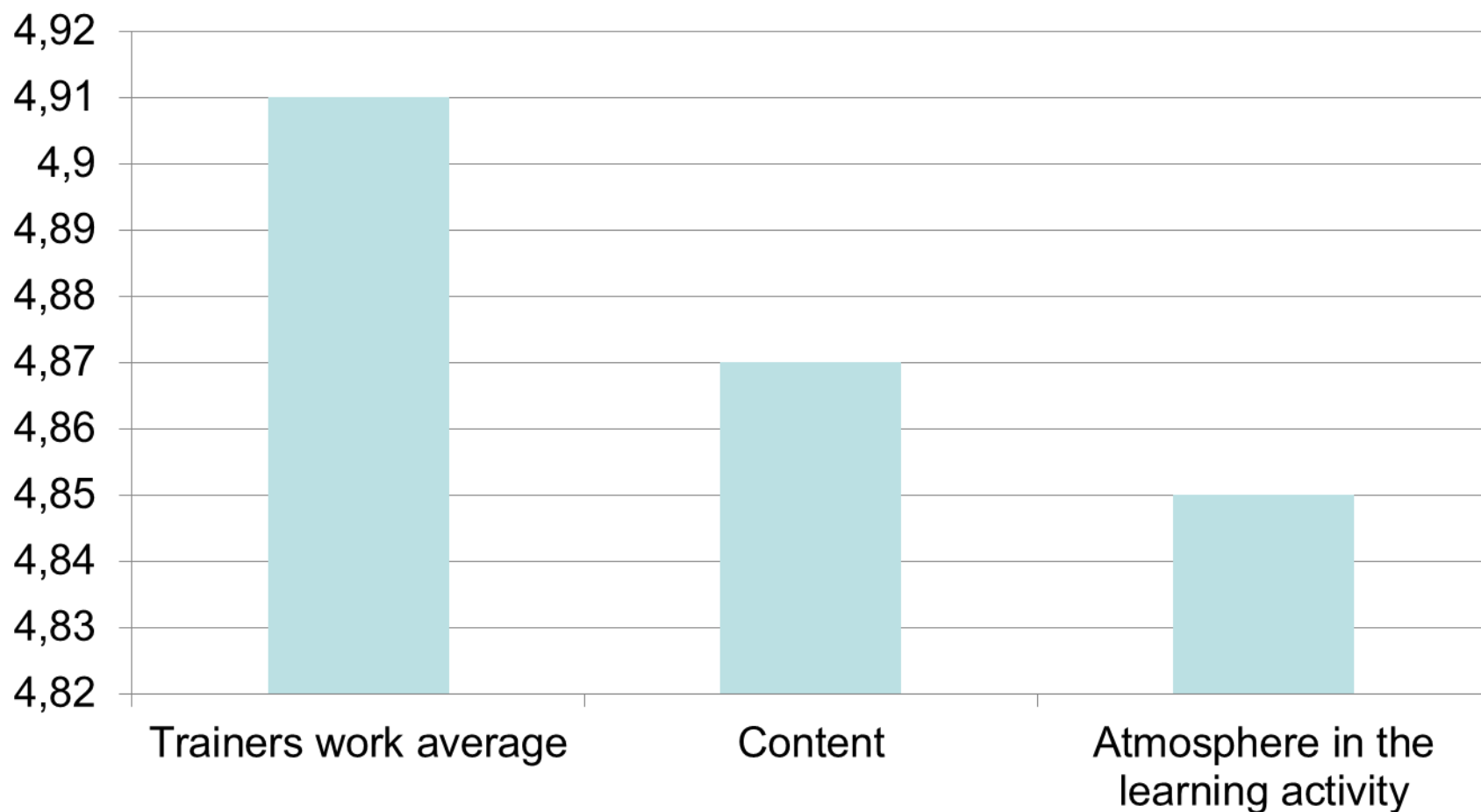
■ Male ■ Female



# Age range



# Satisfaction of participants



# *What worked well for us?*

At the workshops for former drug addicts:

- already established partnership (it was easier to reach target group)
- combination of ICT knowledge with identification of strengths, competences, motivation, support
- workshop in 2 parts
- also mentor of the group was present
- smaller group (6 participants)
- small exhibition of relevant books
- pre-preparation of content





# *What worked well for us?*

- the desire for learning and knowledge
- participants expressed their desire to continue the workshops:  
„ More workshops with this topic, continue with this topic, so that we can make more practical exercises about job interview questions, maybe once per month as a support for jobseekers.“

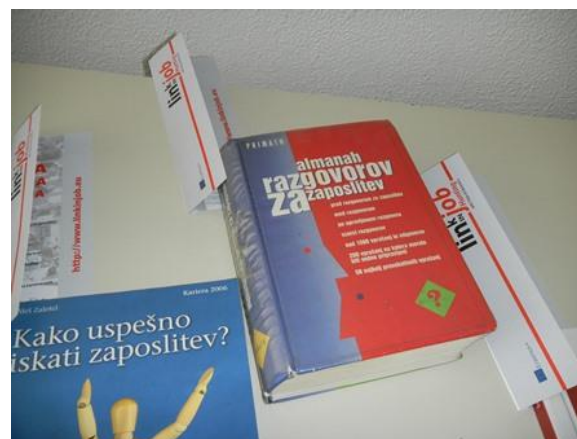
# *What did not work so well for us?*

At the workshops for former drug addicts:

- list of participants (initials, not full name)
- photos
- typical CV is not useful (absent from labour market for several years)
- one of participants didn't had basic ICT skills

# *What did not work so well for us?*

- Participants wanted the booklets / scripts, not just PowerPoint handouts
- They didn't consider the books presented to them as „study material.“







# Comments or suggestions

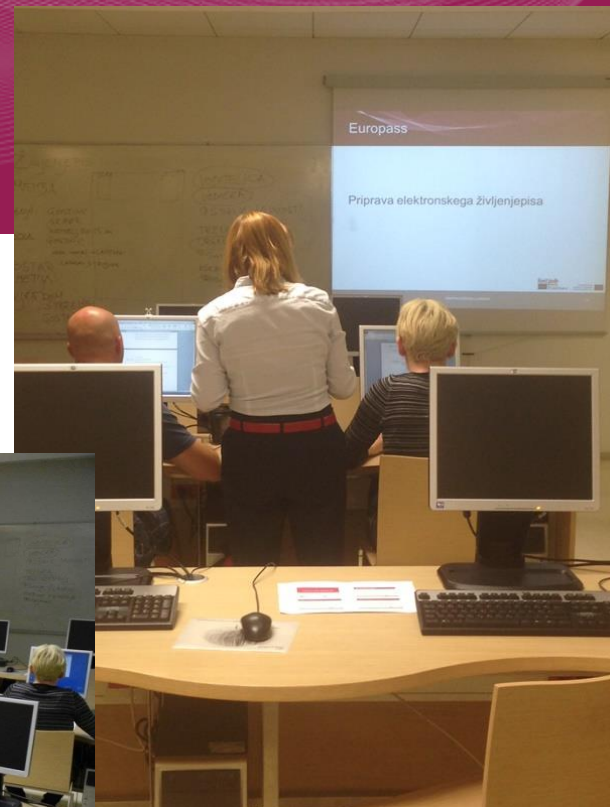
„Organise please as much as possible lectures with similar contents.“

„Thank for very good workshop. Exercises will be very useful for me“

„Thank you and congratulations for perfect delivery of workshop, and clear, concrete and practical advices for participants.“

„The trainer was great, full of energy, direct. Workshop was professional, practical and exact. Maybe for next time it would be even better, if you include even more examples of business dresses.“

# Photos ...



**BORZA DELA**  **Erasmus+**

Co-funded by the  
Erasmus+ Programme  
of the European Union 