



Erasmus+

link^k_{IN} job
Hunting

LEARNING ACTIVITIES

Wissensturm Linz
Volkschule Stadtbibliothek



KAUNAS COUNTY
PUBLIC LIBRARY



ljubljana
city
library



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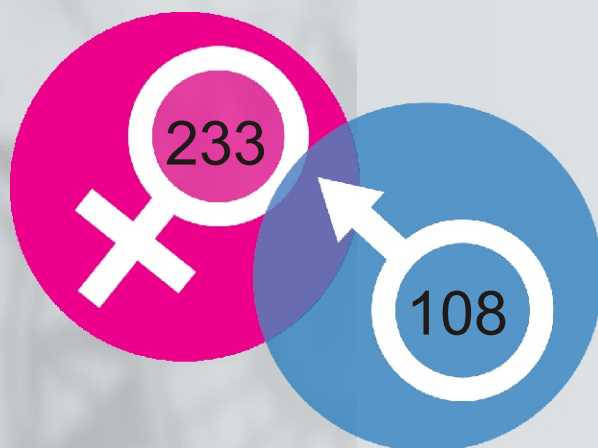
Summary report

The economic and social changes in community pushed libraries to establish new services for groups of users who are disadvantage. As objectives of the project LinkINjob partners exposed: developing learning activities for unemployed with unconventional methods and use of ICT and some new competences and knowledge will be stressed that are important for better equipped unemployed in job hunting (computer and information literacy, entrepreneurship).

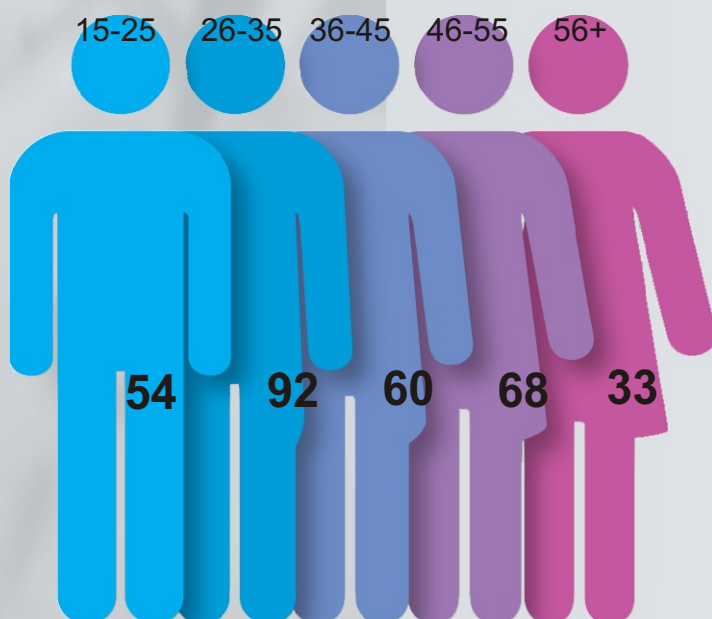
As unemployed are a heterogeneous group the libraries adapted learning activities to the needs of smaller groups of unemployed and run learning activities for these seven groups: long term unemployed, old workers, less educated, women, migrants, people with special needs and first job seekers.

Partners run together 32 learning activities and 10 are based on ICT. In learning activities were included 350 participants. Number of respondents of questionnaires is 92 % of all participants).

GENDER

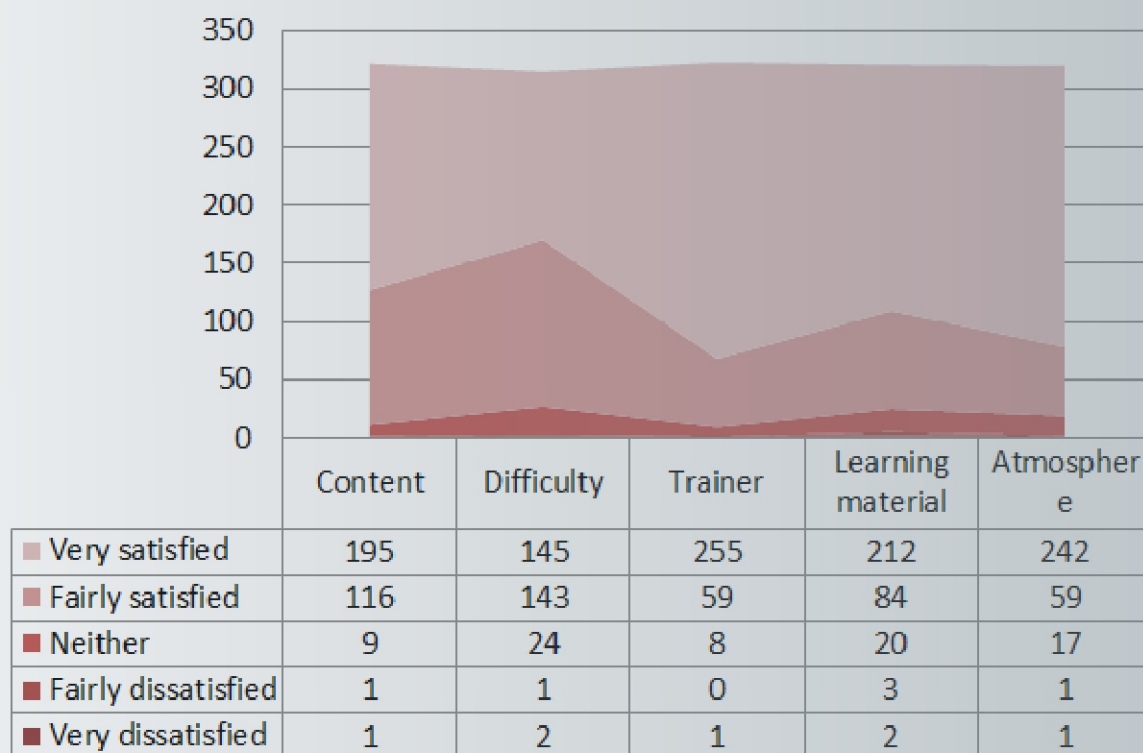


AGE RANGE

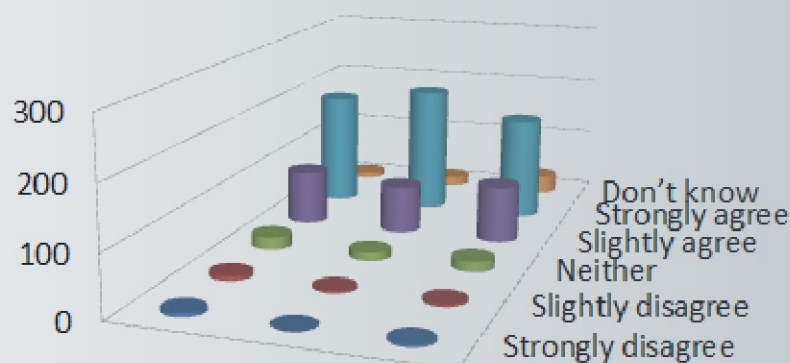


In questionnaire participants were asked two basic questions:

What best reflects participants' opinion on the learning activity?

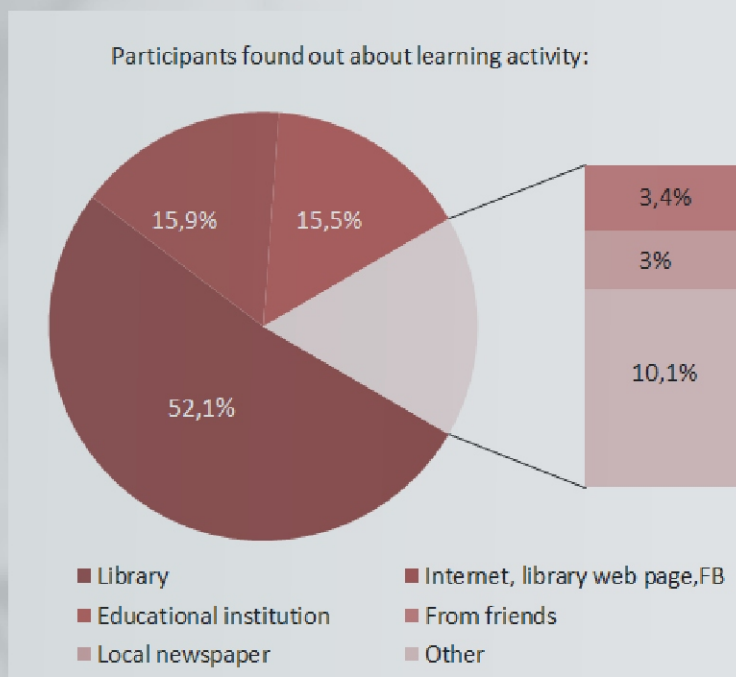


How much participants agree or disagree with the following statements?



	The learning activity has raised my expectations	The new knowledge I have gained can be used in practice	Participation in the learning activity increases my chances for employment
Strongly disagree	6	1	4
Slightly disagree	8	4	4
Neither	21	13	17
Slightly agree	89	78	93
Strongly agree	188	210	170
Don't know	10	15	31

Most statements of participants are in spectrum of fairly satisfied and very satisfied and slightly agree and strongly agree. Numbers of participants who are neither satisfied nor dissatisfied with difficulty of contents show that libraries need to prepare in future more difficult issues or to separate participants regards their previous knowledge. Numbers of participants who answered Don't know in all three categories show also that some participants still don't recognize public library as a place of diverse opportunities for lifelong learning and quality of its offer.



Top 20 comments and suggestions from participants in relation to learning activity:

- 1 Great workshop. Just continue in this manner. Very positive energy.
- 2 It would be perfect if you could provide videos with our presentations, so that we could repeat content at home.
- 3 The best part for me was practical examples, energy of trainer. I suggest more time for discussion and exchange of opinions.
- 4 Continue with an advanced course. Bigger classroom. Everything was very well explained!
- 5 I am very pleased that course, especially since all the information was explained in the most clearly mode, on my meaning. I managed to cover my many gaps.
- 6 I would like extension classes with more practical examples for a better understanding of all the concepts explained.
- 7 I enjoyed everything. I hope to visit this place and take part in the instruction, but of another subject. I would suggest to dedicate less time for not so relevant websites.
- 8 The presentations are understandable, professional. It is good that the subjects are supported by examples of personal experiences. There were too little activities in groups, it was too much passive.
- 9 Some lecturers do not keep contact with the audience. I would suggest offering treats not at the beginning, but during the recess. Nevertheless it was really fun and I got to know a lot of new information.
- 10 I enjoyed everything a lot; the lecturers are really pleasant, causy atmosphere.
- 11 Want to do more computer courses. Great environment to learn. Staff is excellent. Library a great place. Thank you.
- 12 I may use all I learned for my next job interview.
13. Enjoyed the presentation and the different learning techniques.

- 14 I am happy that I may keep on learning also from home.
- 15 Good explanation during the workshop and also good material to keep on learning.
- 16 I propose to increase the number of days and hours of computer training.
- 17 If possible, provide a longer training period for such future courses.
- 18 To be able to learn different modules of computer technology.
- 19 To have a summary of the results of all such courses which would be disclosed in an appropriate manner and easy to detect. Through it to see if there are practical results, meaning if people started work as a result of the invested money, effort and labour.
- 20 Please do one again.

Comments and suggestions show what we did well and what we need to improve during future learning activities for selected target group of library users.

Analyses of Learning Activities

In past most public libraries monitor their performance using a range of input and output measures. Input measures may include staff numbers, collection size, user space, funds allocated, etc. Output measures may include training sessions held, loans, user attendance at events, partnerships formed, etc. In recent years there has been an increasing emphasis on the measurement of outcomes rather than inputs and outputs. This is because it is outcomes that capture the effect of usage, which is the real value that the service delivers for the end user. There are different categories of outcomes economic, social, learning, research.

In analysis partners described needs, inputs, activities, outputs, outcomes and impact of learning activities which were run in their libraries.

Public libraries can have an impact in their communities with five aspects of learning: knowledge and understanding; skills; attitudes and values; enjoyment, inspiration and creativity; activity, behaviour and progression. In this preface partners would like to expose:

NEEDS (the problems the learning activities are attempting to solve or the issues it is addressing):

In a labour 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 people needs who are looking for a job, the library gets involved and tries to facilitate their access to the labour market.

At looking for jobs unemployed are faced with many problems. How to successfully introduce oneself to the employer, how to find appropriate announcements and prepare perfect CV is the key to employment.

For this target group, job searching online can be daunting and a challenge. The workshop identified key websites for job searching, how to search them and also websites to create online profiles.

One of the problems facing this group is the stigma that due to being unemployed for long periods, they don't possess enough skills for the current employment market.

With ICT courses we aim to help people who, for one reason or another, remain outside the labor market, to raise the basic level of general qualifications. Skills for computer and peripheral equipment are needed by default for most of the professions in a modern society.

During the workshops it's important to provide material which is easy comprehensible, interesting and helpful.

INPUTS (the resources which potentially enable or limit learning activities effectiveness):

Close contact (more formal then informal) with people who are searching a job and support during activities, practical tasks and exercises with open questions about their career, work experience, and future expectations. It will make "passive" participants become "active" participants.

Information and training in accordance with new requirements of employers, who are in a permanent change, provide people looking for a job a realistic approach in their efforts. Informal communication, striving to respond to group and individual needs. Interaction with participants, maintaining of their active participation in the learning process.

It can be difficult to conduct training when the participants are at different learning levels, especially the interview techniques/skills and a number of the IT workshops.

Staff conducted following tasks: designing and running of workshops; writing invitations; preparing working materials; evaluating the workshops. We need appropriate learning and multifunctional room and working materials.

ACTIVITIES (the processes, techniques, events and actions of the learning activities):

Appropriate balance between theory, demonstration with explanations and individual exercises on the covered material. Tracked are the individually behavioural responses of the participants and is taken a momentary solution for the technique of teaching in order to best engage the attention or alternatively provide a pause for rest.

The learning is to be interactive, practical and using different formats/devices. The use of good examples of CV's, interview skills videos, recommended websites etc.

The participants should carry out some form of work to show that they learning and developing skills i.e. Word processing workshop, by completing a document or searching a website for a job, show how they carried out the necessary steps in obtaining the information.

Advantage overlap of taught themes, repeating and linking information with as many as impossible visual devices (short movies, photography, pictures, interactive links, etc.) Periodic presentation of practical tasks during lectures helps to sustain audience activity and better assimilate basic information.

The teaching process has to take into account the different learning abilities of the participants. The teacher must have the technique of dealing with the different levels, so that the workshop is neither boring nor overwhelming for participants.

OUTCOMES (changes in the attitudes, behaviours, knowledge, skills, status, or level of functioning of the end-users of the learning activities):

Participants of learning activities have gained the basic and necessary IT skills such as preparing documents (CV's, cover lletters), using email, and job profiling online, using reliable job.

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.

Proper self-presentation (communication with potential employer, look, given information, selection in social web profiles, etc.), using the most reliable job searching sources, preparation of good quality CV and motivational letter, successful profile making and presentation in the internet (it is one of the most important criterion which draws employers' attention and determine who will be lucky to have a job). Participants gained confidence and what is expected of them in seeking employment, what an employer is looking for.

Attitudes and values

Recognize the personal capacities and strengthen the personal value be aware about this importance. Higher level of self-confidence and recognizing proper capacities.

Enjoyment, inspiration, creativity

Developed enthusiasm for learning new context, open for new input and sharing ideas with people who have similar problems, situation and also interests.

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.

Activity, behaviour, progression

Greater likelihood of successful seeking employment, increased confidence in self-strength, knowledge of career planning and skills, increased motivation for work, communication skills which are leading to successful job interview.

IMPACT (changes expected to result from learning activities):

The participation in the learning has given these people a sense of community, increased their social interaction, improving their own self esteem thus improving their quality of living.

The participants will have gained more knowledge and skills which should improve their opportunities in searching for employment. Employers will see that they are upskilling and are serious about wanting to work.

The skills support them in career planning the got the basic needs for a job interview, also a change from a low self-esteem- to an increased self-confidence, this enchased quality of life, and a higher employment rate and social integration in society.

It is expected that improved skills in computer work would assist participants in finding new employment through expansion of channels of information and skills to prepare adequately self-presentation in front of a potential employer. Learning programs offered by us have proposed improving the ability to integrate people into the labor market.

More cooperation and coordination from the various local services in local communities who provide training for the unemployed a more joint up approach.

The complete analysis and feedback of learning activities from partners' libraries is accessible on project web page.

Ljubljana City Library

CV COURSE FOR UNEMPLOYED, Lilijana Pahor

Type of activity: Workshop, ICT based workshop, based on descriptions by Maija Lehtola, Vantaa City Library

Target group: Special target group, unemployed former drug addicts, which are in rehabilitation process

Background: (Former) drug addicts have reduced possibility to find a job, they are faced with stigma & prejudice of employers (and others) and on the other side reintegration in jobmarket is extremely important for them. To know, how to prepare good CV can improve chances for employment; ICT skills are needed in job seeking and working life; identifying own competences and strengths (for CV) can improve self-esteem.

Objectives:

- ✎ To know what type of CV is most suitable for an individual to present to the employer;
- ✎ To become familiar with various types of CV;
- ✎ To be able to choose a suitable form for own CV;
- ✎ To prepare own CV;
- ✎ To identify own competences, strengths.

Educational process: (1) Introduction; (2) Get to know learning materials; (3) Presentation of various types and resources of CVs; (4) Preparing CV (practical work). Methods: presentation, coaching and individual work. Include in workshop small exhibition of relevant books.

Duration of activity: Workshop in 2 parts; 2x3 hours. We recommend that participants prepare some ideas and contents for CV prior to workshop.

Size of group: smaller group (max. 6 participants)

Material resources: Hand outs, we used power point, flipchart, whiteboard, some short video presentations and web pages with informations about CVs. Computers for all the participants, because they must do everything in practice. A computer and a video projector for trainer.

Recommendations: It is easier to reach target group if you have established partnership with institutions who are working with them (in our case: Centre for Treatment of Addiction from illegal Drugs, University Psychiatric Hospital Ljubljana). List of participants and taking photos are not welcome on workshops for this target group. It is helpful if on workshop is present also additional mentor. Typical CV is not useful for this target group they were absent from labour market.

BODY LANGUAGE IN BUSSINES WORLD - FACE, Lilijana Pahor

Type of activity: Workshop

Target group: Long term unemployed, unemployed older workers, unemployed women.

Background: Non-verbal communication is important part of successful communication on labor market and in the process of finding employment. Good competences and skills of non-verbal communication can improve chances for employment.

Objectives:

- ✎ To know something about body language, non-verbal communication, with emphasis on face
- ✎ To get to know the importance of eye contact and various types of views
- ✎ To exercise emotions and non-verbal communication of face

Educational process: (1) Introduction; (2) Importance of non-verbal communication; (3) Characteristics of face non-verbal communication; (4) Emotions and non-verbal communication; (5) Practical exercises, filming and feedbacks from trainer and other participants. Methods: presentation, roleplay.

Duration of activity: 3 hours

Size of group: 10 participants for one trainer

Material resources: Hand outs, we used power point, flipchart, whiteboard and some short video presentations.

Recommendations: It's very helpful to film the role play (job interview), so you can analyse non-verbal communication on it with the group. Include in workshop small exhibition/presentation of relevant books from library for further autonomous work at home after workshop.

BUSSINES DRESS IS AN IMPORTANT PART OF NON-VERBAL COMMUNICATION IN BUSSINES, Lilijana Pahor

Type of activity: Workshop

Target group: Long term unemployed, unemployed older workers, unemployed women.

Background: Bussines dress is an important part of non-verbal communication in bussines. Various specifics and caracteristis for women and men in various situations/providers on job-market are important for succesfull jobsearch. It is important to know this characteristic and their relativity and adopt them to individual characteristics of jobseekers.

Objectives:

- ✎ To get to know various types of dresses
- ✎ To become able to fit type of dress/outfit to specific work situation
- ✎ To identify characteristic's own style

Educational process: (1) Introduction; (2) Role of dress in business, labour market; (3) Characteristics of women and men dress in business world; (4) Various types of business dress (various employers; variety work situations (case study), business smart/ standard, casual (corporate, relaxed) etc.); (5) Filling in questionnaires about business dress (general, women, men) and discussion about it.

Methods: presentation, discussion.

Duration of activity: 1 day workshop, 3 hours

Size of group: up to 20 participants per trainer.

Material resources: Hand outs, we used power point, flipchart, whiteboard, questionnaires about business dress (general, women, men).

Recommendations: Use as much as possible visual learning materials and case studies. Include in workshop small exhibition of relevant books from library for further autonomous work at home after workshop.

JOBINTERVIEW IS A TICKET TO EMPLOYMENT, Lilijana Pahor

Type of activity: Workshop

Target group: Long term unemployed, unemployed older workers, unemployed women.

Background: How to successfully introduce oneself to the employer on job- interview is the key to employment.

Objectives:

- ✎ To get to know aims, characteristic and types of job-interviews
- ✎ To be able to prepare own short presentation for interview
- ✎ To get to know the most common questions and mistakes

Educational process: (1) Introduction; (2) Get to know learning materials; (3) Aims of job-interviews; (4) Filling in job-interview questionnaire as a basis for role play; (5) Presentations of participants (practical work, role play); (6) 10 the most common mistakes on job-interviews; (7) The most common questions for job-interviews; (8) List of question which can participants ask employer. Methods: presentation, individual work, role play.

Duration of activity: 1 day workshop, 3 hours

Size of group: app. 6-12 per workshop.

If there are more participants more time for role play and discussion is needed.

Material resources: Hand outs, power point, flipchart, whiteboard, some short video presentations, list of the most common questions for job-interviews, draft of Job-interview questionnaire.

Recommendations: It's very helpful to film the role play (job interview), so you can analyse it with the group. Include in workshop small exhibition of relevant books from library for further autonomous work at home after workshop.

WOMEN IN BUSINESS WORLD, Lilijana Pahor

Type of activity: Workshop

Target group: Women

Background: Identification of own strengths and weakness, skills, competences and needs and understanding them in the frame of business world can improve individual's situation in the frame of labour market. Identified specialities and strengths of women can improve their self-esteem.

Objectives:

- ✎ To understand characteristics of professional identity
- ✎ To get to know concept of "personal trademark"
- ✎ To identify own strengths and weakness, skills, competences and needs
- ✎ To get to know concept of personal quality world (W. Glasser)
- ✎ To know the prejudice and stereotypes about women in business world

Educational process: (1) Introduction; (2) Get to know each other; (3) Characteristics of professional identity; (4) Identify own strengths and weakness, skills, competences and needs; (5) Concept of "personal trademark" and concept of personal quality world.

Methods: Presentation, group work, preparation of posters, discussion.

Duration of activity: 3-4 hours

1 day workshop, possible also to prepare/extend workshop in more parts with more detailed focus on topics of extension of content on other questions (i.e.: role of emotions, private and family life, ensuring gender equality in business etc.).

Size of group: app. 10-15 per trainer.

Material resources: A computer and a video projector for trainer; posters, PowerPoint presentation, pencils, flipcharts, small exhibition of relevant books.

Recommendations: It is important to establish good learning climate and connections among participants, at the beginning of workshops, because topics in group work and exchange of views are about personal strengths and weaknesses, personal values and priorities and basic trust and positive attitudes among participants are basis for fruitful discussion and exchange of views on these topics.

Regional Public Library "Petko Rachev Slaveikov" Veliko Tarnovo

BASIC COMPUTER SKILLS FOR UNEMPLOYED IN THE LABOR MARKET, Kaloyan Zdravkov





Type of activity: Course

Target group: Longterm unemployed; First job seekers; Old workers

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. 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.

Objectives :

-  To manipulate files and folders, work with flash memory, CD, mobile drives.
-  To 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: (1) Introduction to Computer Configuration - components, peripherals, connectivity, service, potential problems; (2) Operating system - file system and navigation, launching programs, setting the working environment; (3) Work with MS Word program interface, key features, case studies, additional functionality; (4) Work with Internet information search, e-mail creation, registration in sites for job search.

Duration of activity:

4 parts of 4 courses, 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.

PROFESSIONAL ORIENTATION AND MOTIVATIONAL TRAINING AND INTEGRATION IN THE LABOR MARKET, Kalina Ivanova

Type of activity: Course

Target group: Longterm unemployed; First job seekers; Old workers

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.

Objectives:

- ✎ To analyze the current situation;
- ✎ To recognition of the difficulties that affect professional development or job;
- ✎ To analyze what we know and how to do best;
- ✎ To summarize skills;
- ✎ To develop skills to prepare CV, cover letter for appearance before the employer;
- ✎ To know how to prepare an attainable goal and action plan.

Educational process: With the participants it was achieved: **(1)** Developing knowledge of career planning and skills; **(2)** Increasing motivation to work; **(3)** Communication skills that are leading for successful job interview; **(4)** Strengthening personal resources - upgrade personal skills and supporting the process of personal growth; **(5)** Supporting professional orientation and professional guidance; **(6)** Analyzing the situation on the labor market; **(7)** Improvement of practical skills for searching and finding a job.

Duration of activity: 3 parts of 3 courses, 16 hours, 12 training hours and 4 hours for coffee 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.

Monaghan County Library



CV PREPARATION SKILLS WORKSHOPS

Type of activity: Workshop

Target group: Long term unemployed, women and older people

Background: These workshops will address the need by unemployed people who have not prepared a CV for some time or who up-skill their CV writing skills.

Objectives:

-  To enable attendees to understand how to construct their CV in order to achieve maximum visibility following a job application and best articulate their skills and competencies;
-  To know how to change your CV depending on the job you are applying for.

Educational process: Use of a PowerPoint presentation and one-to-one questions and answers. This approach helps the attendees to maximise their learning during the workshop.

Activity planning: (1) Preparation of the PowerPoint presentation; (2) Developing a tailored understanding of the group needs; (3) Preparations of the room prior to presentation; (4) Printing of notes.

Duration of activity: 2 hours workshops.

Size of group: Can facilitate up to 20 people.

Material resources: Pens and paper for note taking, computer and projector for facilitator.

Recommendations: To have more sample CV's in workshop, facilitate one-to-one sessions or smaller workshop or direct the individuals to other agencies, ask participants to bring their own CV's with them to workshops.



IT COURSE OF 10 WORKSHOPS



Type of activity: Course

Target group: Long term unemployed, women and older people

Background: This IT Course will cover basic computer skills and the essential applications, such as Word, that jobseekers will need when applying for employment. It will include workshops on Internet searching, setting up and using emails, searching for jobs online, how to download, save and upload documents.

Objectives:

-  To have the basic skills to use a computer;
-  To know how to use various applications such as Word for preparing documents like CV and cover letters;

-  To know how to set up an email account, send email, etiquette of composing emails;
-  To know how to use the internet, the fundamentals of how search engines work, searching for jobs on the internet, signing up for newsletters/alerts for particular job websites.

Educational process: The course will be in a group setting, with each participant having access to a pc or laptop. The tutor will have access to pc/laptop and projector when needed for certain workshops, otherwise the tutor will demonstrate by oral presentation, while answering and dealing with queries as they arise by the participants.

Activity planning: (1) Preparation of lesson plans & notes for each workshop; (2) Developing a tailored understanding of the group needs; (3) Printing of notes.

Duration of activity: Course is comprised of 10 x 3 hour workshops (30 hours course), with a 30 minute break allowed at each workshop.

Size of group: Maximum of 10 participants.

Material resources: Access to a computer or laptop with MS Office for all participants, Computer/laptop and projector for trainer, Access to internet/WIFI.

Recommendations: Shorter course or once off workshops on particular topics





INTERVIEW SKILLS WORKSHOP

Type of activity: Group based presentation followed by questions and answers.

Target group: Long term unemployed, women and older people.

Background: These workshops will address the need by people who have not attended interviews for some time.

Objectives:

-  To enable attendees to perform at their maximum within an interview setting;
-  To know how to prepare and research prior to interview;
-  To be able to use techniques for structuring and answering to the interviews questions;
-  To know answering techniques by explanations and demonstrations to the group of attendees.

Educational process: Use of a PowerPoint presentation and one-to-one questions and answers. This approach helps the attendees to maximise their learning during the workshop.

Activity planning: (1) Preparation of the PowerPoint presentation; (2) Developing a tailored understanding of the group needs; (3) Preparation of the room prior to presentation; (4) Printing of notes.

Duration of activity: 2 hours workshop.

Size of group: Can facilitate up to 20 people.

Material resources: Pens and paper for note taking, Computer and projector for facilitator.

Recommendations: Provide some one-to-one workshops/sessions or smaller group, Conduct 'Mock interviews'.

JOB SEARCHING AND NETWORKING SKILLS

Type of activity: Group based presentation followed by questions and answers.

Target group: Long term unemployed, women and older people.

Background: This workshop is specifically tailored for unemployed people/jobseekers who are not aware of the various means of searching for jobs i.e online, networks etc.

Objectives:

- ✎ To enable attendees to understand how best to manage their job searching strategies;
- ✎ To know the approaches needed in order to conduct job searching and networking Activity as efficiently as possible;
- ✎ To learn the value of targeting specific sectors, building their own network of contacts and selling their core strengths and competencies.

Educational process: Use of a PowerPoint presentation and one-to-one questions and answers. This approach helps the attendees to maximise their learning during the workshop.

Activity planning: (1) Preparation of the PowerPoint presentation; (2) Developing a tailored understanding of the group needs; (3) Preparations of the room prior to presentation; (4) Printing of notes.

Duration of activity: 2 hours workshop.

Size of group: Can facilitate up to 20 people.

Material resources: Pens and paper for note taking, Computer and projector for facilitator.

Recommendations: To have specific workshops such as on LinkedIn profile etc...

Landeshauptstadt Linz, Volkshochschule, Lernzentrum

HOW TO LEARN SUCCESSFULLY, Helene Hofmann

Type of activity: Workshop

Target group: This workshop is addressed to migrants and less educated to analyse their personal way of learning in order to improve the learning style and make learning easier.

Background: Less educated people and migrants need additional support how to learn, mostly they didn't attend/ finish a school. We choose this activity in order to improve the participant's learning skills, to make learning easier.

Objectives:

- ✎ To get ideas how to improve the personal learning style;
- ✎ To reflect about his own way of learning to strengthen self- confidence;
- ✎ To gain independence and enthusiasm for learning.

Educational process: (1) Why is it so important to find the right way of learning the participants get some theoretical information about how the brain works, long term and short term memory, if they know what helps and what hinders their learning they are one step towards knowing more about strengths and weaknesses as a learner; (2) Talk about learning experience the participants discuss about positive and negative learning experience; (3) My personal learning style the participants test and analyse their personal learning style and type, we offer them written or computer based tests; (4) The 3 main categories the participants get examples of how an auditory, visual and kinaesthetic learner should prepare his learning matter; (5) Knowledge and development of learning methods now it's up to each learner to choose the style that fits them most, the one they feel the most comfortable with and the one they stick with. Every part of this workshop is connected, and then assembled to form a working process.

Duration of activity: 1 session entirely workshop , 2 hours

Size of group: 10 participants, 1 trainer, over 10 participants 2 trainers recommended

Material resources: Hand outs regarding brain dominance questionnaire, short time and long time memory, learning styles and learning types, we used power point, flashcards, flipchart, posters.

Recommendations: The participants should bring along their personal learning matter, so they may prepare a part of it according to their learning style.

A SUCCESSFUL JOB-INTERVIEW

Type of activity: Workshop

Target group: This workshop is addressed to unemployed migrants and less educated who have difficulty finding a job they need.

Background: As the number of unemployed people increases permanently we need to support them to strengthen them and to give them self- confidence for a very important situation. The aim is to be prepared for a successful job interview, to give them strength and to provide them with the correct phrasing of the German language, to move to speak to dress and greet correctly.

Objectives:

- ✎ To use the correct language phrasing;
- ✎ To have a correct behaviour before the job interview (telephone language);
- ✎ To have a correct behaviour during a job interview;
- ✎ To know something about body language;
- ✎ To know how the correct appearance should look like.

Educational process: (1) Correct language participants learn the correct language for a job interview; (2) Behaviour before and during a job interview the participants will be guided through how a correct job interview should look like. Training with role play; (3) Body language the participants will learn that both spoken words and body language are part of communicating with each other. Gestures and facial expression give signals to the interview partner; (4) Appearance the participants will learn how essential it is to make a good impression at a job interview. They learn some rules concerning clothing, what type is suitable for which job.

Duration of activity: 1 session entirely workshop, 2 hours

Size of group: 10 participants for one trainer

Material resources: Computers for all participants, learning program specially for speaking skills e.g. Tell me more, tablet for recording the role play, beamer and handouts

Recommendations: Film the role play (job interview), so you can analyse it.




WHO'S SPEAKING - A PERFECT JOB CALL !, Helene Hofmann

Type of activity: Workshop

Target group: This workshop will be of great interest to unemployed migrants and less educated, their needs like speaking skills regarding a job interview.

Background: This workshop supports the migrants and less educated for an important but difficult step the way to get a job. Nevertheless they know the language they need additional speaking skills and phrases for telephone calls regarding a job interview.

Objectives:

-  To understand the background of a job advertisement;
-  To be well prepared for the telephone call (speaking skills);
-  To use the telephone more effectively and with greater confidence.

Educational process: (1) Job advertisement to analyse a job advertisement, to understand what kind of job it is. If the participant is able to fulfill the requests: What are needed skills, if there are any already present and which skills must be improved; (2) Speaking skills the key language speaking tasks are introduced to the participants, skills they already have or skills which must be improved and exploited; (3) Telephone etiquette for German-speaking world motivating role-plays (pairwork) with speaking tasks. This training helps the participants to get firm in a job call.

Duration of activity: 1 session entirely workshop, 2 hours

Size of group: 10 participants for one trainer

Material resources: Computers for all participants, learning program specially for speaking skills. Tell me more, tablet to register the role play, beamer and handouts.

Recommendations: Provide job advertisement from local newspapers regarding jobs, a person with low language knowledge may understand.

HOW TO USE THE INTERNET FOR YOUR JOB SEARCH!, Helene Hofmann

Type of activity: Workshop

Target group: This workshop offers migrants and less educated a basic idea how to search for a job in the internet.

Background: Strategies for the internet search. To get an idea which job is suitable for them. Their needs for e.g. education, and how to write a correct CV and where they find a job.

Objectives:

- ✎ To test the personal ability;
- ✎ To check out which profession is the right for themselves;
- ✎ To understand their personal need;
- ✎ To get familiar with the different ways to write a CV.

Educational process: (1) What do I want to do? The participants are researching their interests and preferences we provided special internet links for them, where they can find out which field of employment is most suited for them; (2) What do I need? Here the participant are researching and analysing their desired job, with the support of an internet link they see employees, in short video stories and they talk about their job; (3) Who will help me to write my CV? The participants write their CV with the support of provided internet links; (4) Where the can find a job in the internet. Internet links with job offer.

Duration of activity: 1 course, 2 hours

Size of group: 10 participants 1 trainer, over 10 participants 2 trainers recommended

Material resources: Computers for all the participants, beamer and flipchart for the Trainer.

Recommendations: Don't choose too many internet links, use only a few good ones. Prepare a web page or a handout where they can keep on working at home.

George Baritiu County Library Brasov

ABC - MICROSOFT WORD COURSE, Alice Roman

Type of activity: Course

Target group: This course will be of great interest to unemployed people who wish to increase efficiency and enhance their document presentation. The course is addressed to people who have basic computer knowledge.

Background: This free course will introduce all the new aspects of Word 2010, will assist Microsoft Word users to make the switch from earlier versions of Word to the more advanced 2010 version who allows for more customization of the work space and creates an easier work flow when creating more complex documents.

Objectives:

- ✎ To become familiar with the new layout and interfaces of Word 2010;
- ✎ To get new knowledge about formatting features in Word 2010;
- ✎ To be able to complete basic functions of Word 2010;
- ✎ To manage “Header/Footer” content and update page numbers and dates;
- ✎ To be able to use shortcuts and useful features of Word 2010.

Educational process: (1) Making the switch to Word 2010 - introduce participants to the new layout and interfaces in Word 2010 and they will know how they can customize the ribbon; (2) What's new in Word 2010 - participants will see many of the new features and formatting enhancements of Word 2010; (3) Creating your first Word document - the participants will know the basics functions of Word 2010, from creating a new document and formatting text to changing page margins and save, print and close the document; (4) How you can control the page numbers, headers and footers - the participants will be guided through organizing document with Headers and Footers to allow for structures such as page numbers and time & date to be included and updated; (5) Word 2010 tips and techniques - the participants will learn many shortcuts and useful features within Word 2010 such as: open Word quickly, use a template from Office.com, convert a list into a table, make a bulleted list more interesting, crop a picture to shape, techniques for selecting things, show or hide the Ribbon, use the QuickAccess Toolbar.

Duration of activity: 10 sessions entirely course, 25 hours, 20 training hours and 5 hours totally for coffee breaks.

Size of group: 10 participants for one trainer.

Material resources: Computers for all the participants, they will do everything practically. A computer and a video projector for trainer.

Recommendations: It's a good idea to allow participants to bring their laptop, iPad, or similar to work on, if they prefer. It allows them to practice things learned at home.

ENTREPRENEURSHIP ABC, Alice Roman

Type of activity: Workshop

Target group: This free 2 days workshop about entrepreneurship is addressed to unemployed people who want to learn more about entrepreneurship or who may think to start their own business.

Background: This course will be of great interest to anyone with a general interest in gaining a better knowledge and understanding of the skills needed by entrepreneurs to create successful businesses.

Objectives:

- ✎ To develop an understanding of the common characteristics of an entrepreneur;
- ✎ To gain a good knowledge of the development process and of the planning process;

- ✎ To know what are the best qualities of successful entrepreneurs;
- ✎ To be able to identify the different kind of risks that an entrepreneur faces when starting a business;
- ✎ To acquire the skills needed to start a business.

Educational process: (1) The common characteristics of an entrepreneur - participants will learn about participants will learn about how the entrepreneurs think; (2) The planning process and the development process - participants will learn about difference between planning and development, which are the basic steps in planning process and the development process, guiding principles and planning in practice; (3) The best qualities of successful entrepreneurs - the participants will know which are the best qualities of successful entrepreneurs; (4) What are the risks involved- the participants will know which are the different types of risk; (5) What are the needed skills - the participants will learn about basic skills needed for a good entrepreneur, skills that they already have but must be improved and exploited.

Duration of activity: 5 sessions entirely cours., 12 hours, 10 training hours and 2 hours totally for coffee breaks.

Size of group: 10 participants for one trainer.

Material resources: Computers for all participants, they will do everything practically. A computer and a video projector for trainer.

Recommendations: It's a good idea to prepare the different kind of exercises for all participants during each session.

JOB SEARCH SKILLS - PREPARING YOUR CV COURSE, Alice Roman

Type of activity: Course

Target group: Everyone who is actively looking for employment.

Background: This free course describes ways of identifying your ideal job target and focusing on a specific domain and function to ensure that the job will suit your personal requirements. This course also describes the importance of having a well written résumé to demonstrate to any potential employer that you are the best candidate for the position.

Objective:

- To describe the importance of a structure to categorize the very broad job market;
- ✎ To translate your job interests to the three-element structure;
- ✎ To know how to find specific areas, functions and domains of interest;
- ✎ To list specific ideas on how to quantify your accomplishments and create a CV that proves your worth to employers;
- ✎ To be able to write an European CV;
- ✎ To discover the hidden work skills, build a job profile and make a portfolio on <http://yourock.jobs/>.

Educational process: (1) Identifying Your Job Target - participants will learn more about how they can identifying their job target, three elements of a well-defined target and importance of multiple targets; (2) Creating a Résumé - participants will learn about how they can create their own Marketing Campaign, purpose and goal of a résumé, header,

objective and education, work experience, skill and references, résumé formats, including functional résumés; **(3)** Creating your first Word document - the participants will know the basics functions of Word 2010, from creating a new document and formatting text to changing page margins and save, print and close the document; **(4)** Job Search Skill - Preparing Your Résumé - the participants will be guided through what to include and what to leave out of from CV and how to write a strong personal statements; **(5)** Be prepare for your next career move - the participants will understand the value of their experience when will applying for a job, know how to read a job advert and have the tools and confidence they need for the next job.

Duration of activity: 10 sessions entirely course, 25 hours, 20 training hours and 5 hours totally for coffee breaks.

Size of group: 6 to 8 participants for one trainer.

Material resources: Computers for all the participants, they will do everything practically. A computer and a video projector for trainer.

Recommendations: It's a good idea to allow participants to bring along their current CV with them to work on during the course. If they not have a current CV they will prepare a new one with us during the course.





HOW TO MANAGE YOUR MONEY, Alice Roman

Type of activity: Workshop

Target group: This free introductory course about personal financial management is addressed to unemployed people who need help to efficiently plan their money.

Background: The course was designed to be a response to the fact that a growing number of people lack knowledge of the basic personal economics they need to make informed financial judgments and manage their money effectively.

Objective:

- To create and use a budget;
-  To manage debt successfully;
-  To understand the long-term savings and investments;
-  To know what are their financial needs, goals and priorities;
-  To acquire the skills to manage their money.

Educational process: **(1)** Financial management Introduction - participants will learn about managing their money, money management tasks, budgeting, why use budgeting, how can they create a budget and how use a budget; **(2)** Identifying and prioritising needs and goals - participants will learn about the hierarchy of financial goals, what's needed and when, expected and unexpected events, factors that influence financial planning, guiding principles and planning in practice; **(3)** Reviewing and revising an Financial Plan - the participants will know about emergency fund, managing debt, short-term saving, employee wages and benefits; **(4)** Running a home and raising a family - the participants will learn about difference between Rent or Buy, about saving energy, saving money, encouraging children to be financially capable, long-term savings and investments and social security; **(5)** Seeking help and advice - the participants will learn about importance to be informed, sources of advice, range of sources, consumers' rights, and how to make a complaint.

Duration of activity: 5 sessions entirely course, 12 hours, 10 training hours and 2 hours totally for coffee breaks.

Size of group: 10 participants for one trainer.

Material resources: Computers for all participants, they will do everything practically. A computer and a video projector for trainer.

Recommendations: It's a good idea to prepare the retaining knowledge tests for all participants before each session.

ABC ICT COURSE, Alice Roman

Type of activity: Course

Target group: Unemployed people who have trouble using ICT.

Background: ABC IT covers the basic concepts of computing and teaches how computing can be an everyday feature of life and work. It covers basic Microsoft Office and computer applications.

Objectives:

- ✎ To understand the basic functions of a computer;
- ✎ To gain a greater knowledge of computer software and hardware;
- ✎ To acquire the skills to manage multiple files effectively;
- ✎ To be able to search information on the Internet;

Educational process: **(1)** ABC IT Introduction - participants will learn about the basic parts of the computer; **(2)** Basic Concepts - participants will learn about the fundamentals of computing, explaining everything from the components of a computer, e-mail and browsing the Web; **(3)** Software Applications - the participants will know the basics functions of using various software applications, such as Microsoft Word, Excel and PowerPoint; **(4)** Practical IT Skills - the participants will have greatly improved their typing and Internet skills.

Duration of activity: 10 sessions entirely course, 25 hours, 20 training hours and 5 hours totally for coffee breaks.

Size of group: 10 participants for one trainer.

Material resources: Computers for all participants, they will do everything practically. A computer and a video projector for trainer.

Recommendations: Give the participants assignments for home..

Vantaa City Library



JOB SEEKING COURSE FOR LONG-TERM UNEMPLOYED

Type of activity: Workshop

Target group: Long-term unemployed and immigrants

Background: It is important to know how to use different job listing websites and to have a CV that you can send to the employer when you are applying for a job. This learning activity combines two important things: how to make a CV and how to use job listing websites.

Objective:

-  To help the participants to make their own Cvs
-  To use job listing websites.

Educational process: (1) Introduction to LinkinJob and what this learning activity is about; (2) Quickly mapping out the skill level of the participants: do they have a CV, are they familiar with job listing websites and how to use them; (3) Talking shortly about what makes a good CV and what to put in there or leave out; (4) Talking shortly about how to write a good job application; (5) Giving the participants a readymade CV template that they can use to write their own Cvs; (6) Introduction to the most common job listing websites in Finland; (7) Demonstrating how to find jobs on different fields and letting the participants browse the sites; (8) Helping the participants to find specific type of listings that suit their needs and even send applications of they find something suitable.

Duration of activity: 2 hours

Size of group: 10 participants

Material resources: One computer for every participant, video projector, coffee and some snacks for the participants.

Recommendations: It might be a good idea to get some materials from a local employment office. It's also a good idea to find out beforehand if there are any specific job listing sites for different fields of work.

WORD PROCESSING AND CV COURSE FOR LONG-TERM UNEMPLOYED

Type of activity: Learning by doing lesson

Target group: Long-term unemployed

Background: Understanding how to use word processing programs is important in job seeking and working life. Making a CV is also an important part of finding a job. This course combines these two skills by teaching the participants how to make a CV at the same time they are learning word processing.

Objectives:

- ✎ To give the participants better grasp of word processing
- ✎ To help participants to make their own Cvs.

Educational process: (1) Introduction to LinkinJob and what this learning activity is about; (2) Quickly mapping out the skill level of the participants: have they done a CV before, how familiar are they with word processing; (3) Going over the basic tools of Microsoft Word: how to open and save documents, how to format and edit the text, how to copy and paste text; (4) Talking about what makes a good CV and what kind of things should be included or left out; (5) Showing the participants an example of a traditional CV and helping them write their own personal CVs with a word processing program; (6) Saving the CV and practicing how to send it by email.

Duration of activity: 2 hours

Size of group: 10 participants

Material resources: One computer for every participant, video projector, coffee and some snacks for the participants.

Recommendations: It's a good idea to see arch or make an example CV that is simple enough for the participants to replicate. It's also a good idea to reserve some books about word processing and CV making so the participants can read and borrow the books.

CV COURSE FOR LONG-TERM UNEMPLOYED

Type of activity: One 2 hours lesson

Target group: Long-term unemployed and immigrants.

Background: Making a CV is a very important part of finding a job.

Objective:

- ✎ To help the participants to make their own Cvs.

Educational process: (1) Introduction to LinkinJob and what this learning activity is about; (2) Quickly mapping out the skill level of the participants: have they done a CV before, what computer program did they use, how familiar are they with word processing; (3) Talking about what makes a good CV and what kind of things should be included or left out; (4) Introduction to different traditional CV styles; (5) Presenting unconventional CV styles for inspiration: video CV (one or two example videos from Youtube) and portfolio website; (6) Giving the participants a readymade CV template that they will use to write their own CVs and helping them choose what to put in there; (7) Taking photographs of the participants so they can attach a picture to their CV if they want; (8) Short introduction to some of the most common job listing websites that the participants can use when they start looking for a job.

Duration of activity: 2 hours

Size of group: 10-15 participants

Material resources: One computer for every participant, a digital camera, video

projector, coffee and some snacks for the participants.

Recommendations: Using a readymade CV template is efficient, because the participants can concentrate on the contents of their CV and not just the formatting. If you take pictures, make sure the lighting is good and there's a neutral background you can use for the photos.


WORD PROCESSING COURSE FOR UNEMPLOYED IMMIGRANT WOMEN

Type of activity: One 2 hours lesson

Target group: Unemployed immigrant women

Background: Word processing and text editing is needed in job seeking and working life.

Objectives:

 To teach the participants how to use a word processing program like Word so they can use their skills in job hunting and working environment.

Educational process: (1) Introduction to LinkinJob and what this learning activity is about; (2) Quickly mapping out the skill level of the participants: how well can they use word processing programs, what are their language skills; (3) Going over the basic tools of Microsoft Word: how to open and save documents, how to format and edit the text, how to copy and paste text; (4) All the participants open a readymade text document on their computers and format the text according to instructions; (5) All the participants are given a printed paper with writing tasks: using the keyboard to make capital letters and special signs and symbols, writing a text with specific formatting, copying a text online; (6) Saving the text document and attaching it to an email; (7) After completing the tasks the participants will write a short letter about their own strengths and interests.

Duration of activity: 2 hours

Size of group: 10-15 participants

Material resources: One computer for every participant, video projector.

Recommendations: Some materials, like a Word document that the participants were asked to edit at one point, were saved on all the computers' desktops beforehand so the participants would have easy access to them. When the participants are immigrants who still don't have a perfect grasp of the language, it's important to use some time on spellchecking and helping them to write and understand words they don't know yet. It can also be a good idea to give the participants resources for language studies, because it can be hard to find employment without sufficient language skills. It's also good to have at least one or two additional instructors to help with language.



Kaunas County Public Library

SELF-MOTIVATION AND PREPARATION FOR JOB INTERVIEW

Type of activity: Course

Target groups: Persons who are searching for their first job, persons who have low qualification.

Objectives:

-  To improve participants' representation skills
-  To raise Self-Motivation for a job searching.

Background: Seeking to help project participants to integrate faster into labor market, it is very important to give necessary information for project participants. One of the most important aspects while searching for a job is high Self-Motivation and appropriate Self-Representation to employer. This information is very relevant and practical, especially while seeking for successfully results in finding a job.

Educational process: (1) theme “Self-Motivation to work”. During the lecture, project participants will learn about internal and external motivation, main differences of these motivations, and their influence in job searching and job process. It is given comprehensive examples and their analysis, promoted participants discussions about Self-Motivation for a job searching, and analyzed individual situations from participants' job searching experience, if they agree with it; (2) theme “Individual properties and job format coordination”. During the lecture, project participants will learn about the most common mistakes in selected job, which does not fit person's individual aims and individual properties. It is given examples how to properly choose a job which will satisfy individual expectations. During practical tasks, it will be given tests about various format individual properties and job format coordination; (3) theme “Job interview with employer and appropriate Self-Representation”. During the lecture, project participants will learn about the most important information about most common mistakes in job interview, making their analysis. It is given information about behavior and appearance influence on seeking successful job interview results. It is discussed about full job interview process, organized discussion how to set participants most common mistakes. Job interview is limited during practical task.

Duration of activity: 2 academic hours.

Size of group: 15 participants

Material resources: Teaching material preparation with Power Point program. Practical task preparation for participants. “Self-Motivation and preparation for job interview” courses for persons who are searching for a job. Inventory of study material. “Self-Motivation and preparation for a job interview” courses for persons who are searching for a job is taught in these topics: *Self-Motivation to work; Personal properties and job format coordination; Job interview with employer and appropriate Self-Representation.*

Recommendations: According responses, participants were interested in taught material, information was very interesting and important for them. Participants willingly discussed in practical tasks. Interest from participants were noticed even then all teaching material was told because participants happily continued discussion, asked questions about it. However, there was not enough time to comprehensively talk about important themes.

SOURCES OF FINDING A JOB

Type of activity: Course

Target groups: Persons who are searching for their first job, persons who have low qualification.

Objectives:

- ✎ To improve knowledge of participants and skills; this will help looking for a job on the internet, creating a CV and writing a motivational letter;
- ✎ To introduce yourself on the LinkedIn social website.

Background: It is important to give/or improve knowledge of training participants by giving information related to possibilities of finding a job, creation of CV and motivational letter, self-introduction to potential employers by using social websites. The library seeks to attract young people, to install new programs, to answer questions and to consult for searching a job and presenting yourself using innovative IKT tools.

Educational process: (1) “Informational sources for finding a job” representation of ways in searching for a job. Participants are introduced to job finding websites and searching for the staff of companies. They are also introduced to exclusive job finding websites for youth, other electronic websites in Lithuania (epaslaugos.lt, sodra.lt, vdi.lt) and possibilities of job finding in Europe. Practical exercise taking an individual test which result will offer the best job; (2) “Creating a Curriculum Vitae and Writing a Motivational Letter” Discussion of the most frequent mistakes of writing CV. Participants are thought how to find the right pattern in MS Word program, how to fill CV on the internet (example: Europass), how to write a motivational letter, why it is necessary and what information should be given in it. Practical exercise: Filling CV form on Europass and writing a motivational letter; (3) “Be Visible” possibilities of Facebook and LinkedIn social websites in searching for a job and self-representation. A discussion with participants about what information they should share on their personal Facebook profile, how to use a social website LinkedIn for creative profession relationships, how to create a personal profile in it and how to fill information about yourself. Practical exercise: Creating an individual profile on a social website LinkedIn.

Duration of activity: 2 academic hours.

Size of group: 11 participants

Material resources: Study material is prepared using Power Point program. Inventory of study material: Training “*Sources of Finding a Job*” are lectured in these topics: *Information sources of finding a job*; *CV forms* (MS Word patterns, Europass), writing a motivational letter; *Be visible* - Using social websites such as Facebook and LinkedIn for finding a job and self-representation

Recommendations: Participants were happy about the study programs mentioned before. However, not everyone willingly participated in the activities. After activities participants discussed study programs; what they liked the most, which topics got questions and commentaries. Some of the topics (filling CV forms, possibilities of social websites, information about websites of job finding for youth) were analyzed deeper, practical activities were used more according to needs of groups. It was also decided to add more visual material into study material (such as: photographs, videos, links, etc.).

MAKING PRESENTATIONS ON THE INTERNET

Type of activity: Course

Target groups: Persons who are searching for their first job or have low qualification.

Objectives:

- ✎ To inform participants about materials on the internet which can be used on making a presentation.

Background: It is important to give knowledge to participants about material which can be used making presentations while looking for a job. After the course participants will be able to use given knowledge. They will be able to choose the best and the most acceptable way to make a slide of self-publication.

Educational process: (1) Introductory lecture / theory; (2) Plan of Self-image. Participants will be introduced with theoretical material before presenting collections of slides on the internet. The plan of self-image: the main aim and content, social context, technology, choosing strategies of publishing etc. (3) Theoretical part with practical examples collections of slides (Powerpoint online (Office 365 part), Sway (Office 365 part), Google Docs slides, Zoho Show, Slideshare, Prezi); (4) Practical exercise Interactive tool Prezi for making and presenting slides. Participants are practically introduced with the registration of the tool Prezi, choosing pattern, inserting media, using animation, publishing on the internet, and etc. (5) To expand knowledge, links of internet sources are given to participants.

Duration of activity: 1 academic hour.

Size of group: 11 participants

Material resources: Study material is prepared using Power Point program. Preparation of activities for participants. Inventory of study material: Training “Making Presentations on the Internet” are lectured in these topics: Plan of self-image; Making presentations (collections of slides).


Recommendations: Participants were very happy about the chosen study programs. They actively participated in discussions and shared their personal experience with others. During the training a lot of attention was given to presentation tools such as Sway, Zoho Show. Participants also practically got known to presentation making tool Prezi. Furthermore, new visual material and links to promotional and practical examples were added to the study program.

CREATING A PROFILE ON THE INTERNET; SOCIAL WEBSITES AND BLOGS

Type of activity: Course

Target groups: Persons who are searching for their first job or have low qualification.

Objective:

 To improve knowledge and experience of participants about creating a profile, this will swimmingly help to improve self-representation on the internet for potential employers.

Background: It is important to give knowledge to participants about possibilities of creating a portfolio for searching for a job. Participants who created their portfolio on the internet will be able to show their work; other people will be able to easily contact them. Portfolio is the main criteria which attracts employer's attention. Constantly updated portfolio can be used as a tool to share information about personal and professional life.

Educational process: (1) Introductory lecture/theory - Creating a portfolio. Participants will be introduced to benefits of portfolio: differences between portfolio and Home page, what portfolio should not be used for, how a good portfolio should look etc. (2) Theoretical part with practical exercises theoretical and practical introduction to internet portal Wix. Wix offers modern technological solutions which are used to create, rule and upload

internet portals for free. It can be done without any knowledge of design and programs;
(3) Practical exercises - creating a portfolio on Wix platform: choosing a pattern, editing texts, inserting components, publishing on the internet, editing a profile etc. In addition participants will get links to internet sources.

Duration of activity: 1 academic hour.

Size of group: 11 participants

Material resources: Study material is prepared using Power Point program. Inventory of study material: Training "*Creating a portfolio on the internet; social websites and blogs*" are lectured in these topics: Creating a portfolio, Social websites and blogs.

Recommendations: Participants were very happy about a special and topical study program made for them. Participants had a chance to practically get known to the internet portal Wix. Its possibilities could be used in creating a personal portfolio. Examples of good experience of social websites and blogs had a lot of interest. In consideration of needs and notes of objective groups, after the training it was decided to give more attention to Wix. Moreover, new visual materials and links to promotional and practical examples were added to the study program.

Ljubljana City Library

CV course for unemployed

Body language in bussines world face

Bussines dress is an important part of non-verbal communication in bussines

Job interwiev is a ticket to employment

Women in business world

Regional Public Library "Petko Rachev Slaveikov" Veliko Tarnovo

Basic computer skills for unemployed in the labor market

Professional orientation and motivational training and integration in the labor market

Monaghan County Library Services

CV preparation skills workshops

IT Course of 10 workshops

Interview Skills workshop

Job Searching and Networking Skills.

Landeshauptstadt Linz, Volkshochschule, Lernzentrum

How to learn successfully

A successful job-interview

Who's speaking - a perfect job call !

How to use the internet for your job search!

George Baritiu County Library Brasov

ABC - Microsoft Word course

Entrepreneurship ABC

Job search skills - preparing your cv course

How to manage your money

ABC ICT course

Vantaa City Library

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

Kaunas County Public Library

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

