

## Training Course: “Job Seeking and Human Resource Management”

| 7 Days Schedule           |   |
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| <b>1<sup>st</sup> Day</b> | <p><b>Arrival Day</b></p> <ul style="list-style-type: none"> <li>Participants will be transferred from the airport to their apartments in Barcellona Pozzo di Gotto.</li> </ul>   |
| <b>2<sup>nd</sup> Day</b> | <p><b>Welcome Day</b></p> <ul style="list-style-type: none"> <li>Presentation of the schedule for the upcoming days including information about Italian culture and Erasmus+ and the city.</li> <li>They will learn about important issues for the region of Sicily, the receiving organizations and their activities.</li> <li>Getting to know each other, expectations, fears, contributions, local realities, challenges</li> <li>Welcoming “Aperitivo” or happy hour at local venue.</li> </ul> |
| <b>3<sup>rd</sup> Day</b> | <p>Preparing the CV:</p> <ul style="list-style-type: none"> <li>Different types of CV</li> <li>What and how to write</li> <li>The importance of cover letter and reference letter</li> </ul> <p>Applying online and offline:</p> <ul style="list-style-type: none"> <li>Career fairs, job meetings, campus presentations</li> <li>Tests / quizzes and pre-screenings</li> </ul>   |
| <b>4<sup>th</sup> Day</b> | <ul style="list-style-type: none"> <li>Assessment center: characteristics, structure and techniques</li> <li>Simulation of an assessment center</li> <li>Interview Techniques: <ul style="list-style-type: none"> <li>Coping with stress</li> <li>Behavioural Interview Questions: how to find the best answer?</li> </ul> </li> </ul>  |
| <b>5<sup>th</sup> Day</b> | <ul style="list-style-type: none"> <li>Interview Simulation (the morning session will be spent simulating job interviews in pairs)</li> <li>Getting Oriented: Job Functions (Marketing , Sales, Finance, Supply Chain, Communication, Operations, HR, Market research)</li> </ul>   |
| <b>6<sup>th</sup> Day</b> | <ul style="list-style-type: none"> <li>Work rules for young talents</li> <li>Cooperation with fellow colleagues and avoiding clashes between different generations</li> <li>Looking for a job via Social Media tools : Facebook, LinkedIn, and other possibilities</li> <li>Final Evaluation</li> <li>Delivery of the Certificates of Participation</li> </ul>  |
| <b>7<sup>th</sup> Day</b> | <p><b>Departure Day</b></p> <ul style="list-style-type: none"> <li>Transfer to the airport</li> </ul>   |