

TRAINING CONTENTS AND GOALS

In the following, we have clearly compiled the training content and the training goals for the individual phases of the course.

TEAM-ORIENTED QUALIFICATION PHASE

This phase lasts two weeks. The following contents are trained during these two weeks:

	Team oriented qualification phase
Week 1	<ul style="list-style-type: none">• Getting to know the measure• Team Building• Clarification of expectations and goals• Working attitude• Conversational culture / feedback• Identity and self-worth• Self-image - external image
Week 2	<ul style="list-style-type: none">• Communication• Learning and teaching, learning techniques• Preparation for the language weeks• Establishment of a mentor network• Motivation• Outdoor day• First goal definition

During these two weeks, our participants are supposed to come together as a group. In different group compositions (see "Special social support")

the participants consciously experience group dynamic processes and are able to name them

receive basic training in the culture of conversation and feedback

and are introduced to team-oriented learning in interactive working groups.

In our experience, these first two weeks create a spirit of optimism; the potential of the individual participants becomes visible and can be used profitably for the group. During this phase, the trainers support the group

process. They pick up the individual participants where they are at the moment and encourage one or the other participant to represent his or her point of view in the group. In this way, the participants should grow together to form a group that is capable of working. Individual consultations (see "Didactics and Methodology" point 1, p.38) offer course participants the additional opportunity to discuss personal matters and to determine their position in the group and in their current life situation.

At the end of the second week, each participant should

- have signed a learning contract with the trainers, thus confirming their willingness to actively participate and contribute to this course
- have formulated an initial personal goal definition
- be able to start implementing Team Oriented Learning in interactive learning groups
- be able to give constructive feedback based on the communication training
- feel co-responsible for a respectful conversation culture

CAREER ORIENTATION AND ENGLISH

	Vocational orientation	English
Week 3	<ul style="list-style-type: none"> • Biographical work and status quo inventory • Learning conference 	<ul style="list-style-type: none"> • Repetition and consolidation of grammar • Vocabulary specific to the profession
Week 4	<ul style="list-style-type: none"> • Potentials and resources • Key qualifications • Orientation and creative vision work 	<ul style="list-style-type: none"> • Typical professional conversation situations • Telephone training
Week 5	<ul style="list-style-type: none"> • Curriculum vitae • Self-competence • Orientation and creative vision work 	<ul style="list-style-type: none"> • Job interviews • Business correspondence
Week 6	<ul style="list-style-type: none"> • Competence portfolio 	<ul style="list-style-type: none"> • Curriculum Vitae

Week 7	<ul style="list-style-type: none"> • Motivation • Visit to the career information centre 	<ul style="list-style-type: none"> • Text work • Letter of application
Week 8	<ul style="list-style-type: none"> • Job orientation • Learning conference • 2. target definition 	<ul style="list-style-type: none"> • Grammar review and consolidation • Presentations

Total number of hours per participant:

English 132 units

Vocational orientation 102 units

TEAM-ORIENTED LEARNING IN THE ENGLISH COURSE

From week 3 onwards, **team-oriented learning** is implemented in interactive working groups in English language classes.

In the morning, the trainer presents or consolidates partly familiar but mainly new job-relevant content for the participants of one group, which they are to convey to the other group in English in the afternoon. In general, the training is based on "learning by doing" and attaches great importance to practical and demand-oriented examples.

At the beginning of the English training, the participants reflect on their learning biography and their own learning behaviour. In the course of the measure, deficits are to be identified and remedied.

REDUCING THE LINGUISTIC INHIBITION THRESHOLD

For the majority of participants, the biggest barrier is the initial inhibition typical of foreign language learning processes. However, experience has shown that this barrier is overcome relatively quickly through the support of the group and the first feelings of success within the team.

Parallel to this, comprehensive career orientation takes place in the mornings and on Fridays. Here, too, the strengthening of self-confidence as well as the exchange between the participants are extremely important to us.

SELF-ORGANISED LEARNING FOR ADULTS

In order to lead the participants as far as possible to self-determined and self-organised learning (see "Didactics and methodology"), the methods are selected in such a way that they allow the participants the greatest possible freedom of action and promote synergy effects among the participants.

Also in this phase of the course, individual discussions with all participants are planned in order to support the individual orientation processes and to give expert feedback. We are aware that the complex process of personal orientation cannot be squeezed into a time frame. However, on the one hand, we trust in our experience that the group dynamics and mutual support have a very beneficial effect, and on the other hand, there is still enough time in the course to let the impulses take effect.

GAIN IN SELF-CONFIDENCE

We have often observed that dealing with one's own life story in the context of writing a CV is a great challenge for one or the other participant. This makes the gain in self-confidence after the biography work is completed all the greater.

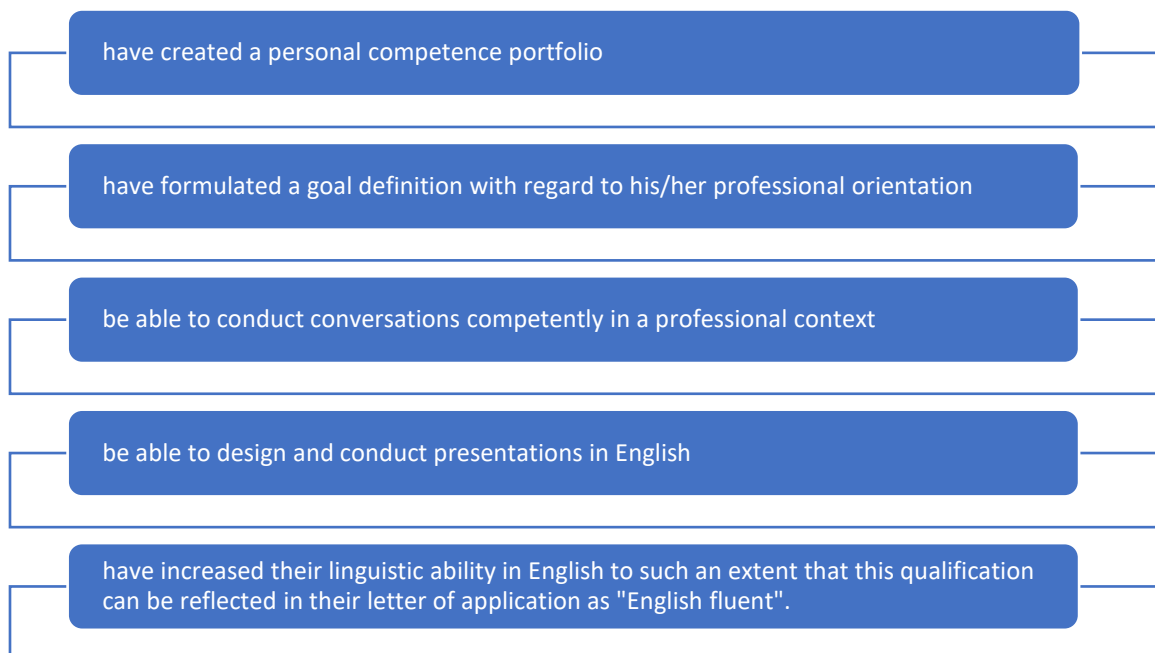
CREATIVE VISIONING

One day is dedicated to creative vision work in a small group. This training is conducted by an artist and creativity trainer. He/she guides the participants* to expand their individual creative potential. The goal is for each participant to develop his/her personal vision.

Contents:

- ✚ News from modern creativity research
- ✚ Promotion of one's own talent
- ✚ Bringing the talent into the community
- ✚ Developing a personal vision
- ✚ Creating a picture (acrylic paint on paper) as a symbol for the vision.

At the end of the eighth week of the programme, all each participant ...



INTERNSHIP SEARCH

In the middle of this course, a three-week internship in a company is also planned. We have set aside a whole course week for the internship search.

	Internship search	IT
Week 9	<ul style="list-style-type: none">• Internship search	<ul style="list-style-type: none">• File management with Windows

	<ul style="list-style-type: none"> • Preparation of application documents • Analysis of company advertisements • Matching personal applications to company advertisements 	<ul style="list-style-type: none"> • Creating up-to-date application documents in Word • Job research on the Internet • Sending e-mail applications
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Total number of hours per participant:

IT: 8 units

Application training: 16 units

Week 9 is reserved for the internship search. During this time, the participants should train all the skills they still need for this. During the internship search, the infrastructure of the seminar rooms such as PC, printer, internet, telephone, photocopier and work tools such as telephone books and yellow pages, as well as current job advertisements and daily newspapers are of course available to the participants in order to promote their own initiative.

Companies that require language skills in English and/or Czech are particularly attractive in this context as internships.

EXCURSION TO THE CAREER INFORMATION CENTRE

An excursion to the VOCATIONAL INFORMATION CENTRE will provide the participants with additional information.

At the end of week 9, all participants

<ul style="list-style-type: none"> • can research independently on the Internet
<ul style="list-style-type: none"> • have prepared individual, attractive application documents themselves
<ul style="list-style-type: none"> • know in which industry they want to complete their internship

CAREER ORIENTATION AND CZECH

In the second part of the course, the focus of the language teaching is on acquiring basic knowledge of the Czech language.

	Self-marketing	Czech
Week 10	<ul style="list-style-type: none"> • Use of body language and voice 	<ul style="list-style-type: none"> • Pronunciation • Introduce yourself

		<ul style="list-style-type: none"> • Family, colleagues
Week 11	<ul style="list-style-type: none"> • Working on one's own expression • Expanding the repertoire of roles • Style and type advice 	<ul style="list-style-type: none"> • Simple dialogues • Question and negation • Describing pictures, people
Week 12	<ul style="list-style-type: none"> • Telephone training • Questioning techniques • Style and type counselling 	<ul style="list-style-type: none"> • Time, date, numbers • Regional studies • Train station, hotel, shops • Meals, restaurant
Week 13	<ul style="list-style-type: none"> • Application training • Role play / application situation • Learning conference 	<ul style="list-style-type: none"> • Vocabulary • Personal and possessive pronouns • Occupations and leisure activities
Week 14	<ul style="list-style-type: none"> • Video training / application situation 	<ul style="list-style-type: none"> • Country and culture • Vocabulary • Excursion
Week 15	<ul style="list-style-type: none"> • Assessment Centre 	<ul style="list-style-type: none"> • Grammar • Simple telephone conversation
Week 16	<ul style="list-style-type: none"> • - Assessment Centre • - 3. target definition 	<ul style="list-style-type: none"> • Letters • Tenses

Total number of hours per participant:

Czech 156 units

Self-marketing 120 UE

In weeks 10 - 16, team-oriented learning is continued in interactive working groups in Czech language lessons.

In the mornings, the trainer presents or consolidates new content for the participants in one group, which they then pass on to the other group in the afternoon. In general, the training is based on "learning by doing" and attaches great importance to practical and demand-oriented examples. Czech geography and special features

of Czech culture and mentality are taught and our participants are introduced to them through a planned excursion.

Self-marketing

In personality training, the focus is on self-marketing. A lot of emphasis is placed on the implementation of the learning content. In the sense of self-organised learning, the trainers increasingly become moderators and observers who support the participants with their feedback and give them impulses.

In week 15, both groups will prepare an assessment centre, which will be carried out for the other group in week 16. Parallel to this content, the participants will be given sufficient time and support for the internship applications.

At the end of week 16, participants ...

- are able to hold simple conversations in Czech
- have acquired a basic understanding of Czech culture
- have extensive experience of team-based learning in interactive working groups and can credibly communicate team competence
- are able to express self-competence through their skills and areas of learning
- are able to show their own personality to best advantage in a job application situation
- know how to deal with uncertainty and nervousness in a positive way in job application situations
- have a suitable internship

BUSINESS INTERNSHIP

	Internship
Week 17 until Week 19	3 Week BUSINESS INTERNSHIP

SUPERVISION DURING THE INTERNSHIP

To ensure optimal support during the internship period, our office is staffed every weekday from 0830 to 1230. During the three weeks, all participants are visited by their reference trainers at their internship sites. On the one hand, this serves to establish contact with the internship providers and to obtain their feedback on the participants, on the other hand, we also want to give the participants the opportunity to talk about their current experiences.

ALTERNATIVE: PROJECT WORK

Basically, we assume that all participants will find a suitable internship. Should one or the other participant not be able to complete an internship in this form for personal, health or other reasons, there is the possibility of project work. Of course, this project work should also bring the participant closer to the goal of finding a job.

For this purpose, we offer several topics to choose from:

One possible topic is comprehensive research on companies in the region with contacts to the Czech Republic.

Another topic is, for example, comprehensive research on companies in the region where English is required as a qualification.

A paper can deal with intercultural topics: Similarities and differences of Austrian and Czech culture using examples from literature, interviews, testimonials, etc.

After consultation with the responsible trainers, participants concerned are also welcome to suggest another paper that is meaningfully related to the topic of work - language - culture - understanding.

ACTIVE JOB SEARCH

	Active Job Search
Week 20 until Week 21	<ul style="list-style-type: none">• Intensive application• Reflection on the internship experience• Exchange of experiences and any problems encountered• Development of possible solutions• Individual consultation• Learning conference

Total number of hours per participant:

Active job search 60 hours

Experience has shown that many personal experiences have to be exchanged and classified when returning from the internship. In this phase it is important to remain active and to make use of the motivation boost that was initiated by the internship. The synergy effects in the group are very supportive here:

- Mutual support in job research
- exchange of experience
- Mutual motivation
- Development of solution strategies in small groups

The one or other readjustment in orientation can become an issue.

AFTERCARE

	Aftercare
Week 21	<ul style="list-style-type: none">• Use of the infrastructure for research and applications

and Week 22	<ul style="list-style-type: none">• Individual interviews
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The aftercare phase serves to create a transitional zone between the course and the participants' release into private life. Above all, those participants for whom the structure and social network of the measure has offered new support should be guided with special care into their new independence and supported in building their own networks.

The offer for the participants during these two weeks:

Use of the infrastructure of the seminar rooms PC, printer, internet, telephone, photocopier

Use of work equipment, telephone books and business directories, current job advertisements and daily newspapers, envelopes, stamps

Individual discussions and individual coaching of up to three hours for each participant.