

Career and process coaching

(up to 6 individual coaching appointments / 12 units)

- Definition of individual career steps based on the individual professional integration strategy for successful positioning as an academic on the labour market
- Support for the professional change process
- Networking and use of social networks to implement the defined career steps
- If necessary, reorientation of studies, consideration of attractive further education options or optimisation of self-marketing through further application coaching

Funding opportunities

- ✓ Funding via activation and placement voucher (AVGS) possible
- ✓ The respective advisor at the relevant employment agency or job centre or the opting municipality decides on the individual requirements for participation



Contact us to find out more:

☎ **06151 3842 754**

We are at your disposal Monday to Friday
from 8:00 AM to 8:00 PM and Saturday
from 9:00 AM to 5:00 PM.

✉ **karriereplanung@sgd.de**

🌐 **www.sgd.de**

📘 **fb.com/sgd.Fernstudium**

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Contact for sponsor for measures in accordance with Section 45(1)(1) Items 1 and 4 SGB III:

Klett / **CORPORATE
EDUCATION**

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Career coaching for academics

Coaching in accordance with Section 45(1)(1)(1)
of Book III of the German Social Code (SGB III):
Introduction to the vocational training and labour
market

Coaching takes place in German



Goal setting

1. Based on **your previous academic studies or degree**, your professional experience, your skills and your personality, we will work with you to develop **professional goals**.
2. According to your individual needs, we work with you to develop your **potential and strengths** for a **successful academic career** and discuss your professional opportunities on the labour market.
3. We support you in **developing career prospects** and encourage you to formulate career aspirations and concrete career goals.

Target groups

- ✔ University dropouts
- ✔ Job-seeking academics
- ✔ Academics who are at risk of unemployment and have little professional experience to date

Participation and admission requirements

- ✔ Online individual coaching for sustainable participation irrespective of location
- ✔ Good written and spoken German language skills required
- ✔ Technical requirements: Laptop/tablet/PC, stable Wi-Fi/ internet connection, possibility of image and voice transmission (headset and webcam), as well as basic knowledge of common user software

Coaching times

- ✔ Individual appointment
- ✔ Coaching for 10 weeks only
- ✔ Twice-weekly appointments as individual online coaching sessions lasting 90 minutes each

Coaching content

Getting to know each other

(1 individual coaching appointment = 90 min. / 2 units)

- Introductory call outlining the coaching format and the coaching aims

Position reflection/potential analysis/profiling

(up to 7 individual coaching appointments / 14 units)

- **Hard skills: Skills assessment**
 - Discussion of personal and professionally relevant information or aspects relating to the labour market and applications, including qualifications, study focus, professional experience, academic experience, previous applications
 - Review of application documents
 - Consideration of skills and potential (self-assessment)
 - Discussion of barriers to integration that hinder or prevent employment
- **Soft skills and motivation analysis**
 - Recording of existing soft skills (methodological, social, personal skills)
 - Consideration of the individual motives that have been or still are relevant in life,
 - Consideration of the importance of work, earning money, securing one's own income and personal responsibility

Goal setting: Positioning on the labour market

(up to 6 individual coaching appointments / 12 units)

- Formulation of professional interests and wishes
- Consideration of preferred working conditions
- Consideration of the requirements of the regional labour market in light of existing strengths, potential, interests, wishes and goals as an academic
- Support with the use of information services provided by the employment agency
- Consideration of the factors that contribute to a satisfactory professional and private life
- Development of individual opportunities on the labour market and development of an individual professional integration strategy for successful positioning on the labour market

