

How to contact employers successfully

(up to 4 individual coaching appointments / 8 units)

- Development of an individual self-marketing strategy
- Individual preparation for job interviews
- Successful preparation for participation in personnel selection procedures
- Learning from rejections

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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Job application coaching

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



Studiengemeinschaft Darmstadt GmbH
Hilpertstrasse 31
64295 Darmstadt

A company of the Klett Group



Goal setting

1. Based on your professional career to date, we support your **professional integration process** through target-orientated application coaching. To this end, we work with you to develop **attractive and modern application documents** and support you in your **active job search**.
2. You will receive **Support in preparing for job interviews and personnel selection procedures**.
3. We also work with you to develop **self-marketing strategies** so that you can successfully market yourself in the application process.

Target groups

- ✓ **Jobseekers**
- ✓ People who find themselves having to **reorient themselves professionally**
- ✓ and/or people at risk of **unemployment** and who need **support in the application process**



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
- ✓ Twice-weekly appointments as individual online coaching sessions lasting 90 minutes each

Coaching content

Getting to know each other

(1 individual coaching appointment / 2 units)

- Introductory call outlining the coaching format and the coaching aims

The basics of an application:

Optimisation of application documents

(up to 5 individual coaching appointments / 10 units)

- Discussion of previous application activities
- Check the available application documents
- Teaching the current standards that are useful for creating contemporary and attractive application documents (cover sheet, cover letter, CV, application photo, etc.)
- Presentation of various application formats to successfully approach employers
- Updating or creating contemporary and attractive application documents

Career planning

(up to 6 individual coaching appointments / 12 units)

- Discussion of professional interests, wishes and goals
- Consideration of preferred working conditions
- Career orientation, career opportunities and current job application situation
- Goal setting and prioritisation

Active job search

(up to 4 individual coaching appointments / 8 units)

- Consideration of the requirements of the regional labour market in light of existing strengths, potential, interests, wishes and goals
- Support with the use of job search portals, online job search / social media
- Writing successful unsolicited applications

