

Job application coaching

(8 individual coaching appointments / 16 units)

- Basics of an application
- Active job search
- Successful organisation of employer contact

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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Living, training and working in Germany

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 individual family and life situation Situation, your previous professional experience, your skills and your personality, **we activate and motivate you to achieve new professional goals.**
2. We support you in your **social and professional integration in Germany.** With this goal in mind, we work together to discuss your life so far and your arrival in Germany and work out further steps to help you integrate.
3. We also provide comprehensive information about the German training and labour market and work with you to find out how to reorient yourself professionally, obtain **recognition of foreign qualifications** and successfully find a job and approach employers in Germany.

Target groups

- ✔ **Jobseekers with a refugee or migrant background** and solid knowledge of the German language who **need support with professional reorientation**, the recognition of foreign qualifications and social and professional integration in Germany

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 12 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



Position reflection

(4 individual coaching appointments / 8 units)

- **Skills assessment: Discussion of hard skills**
 - Discussion of aspects relating to the labour market and applications, including qualifications, professional experience, previous applications
 - 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

Social and societal integration (networking)

(3 individual coaching appointments / 6 units)

- Advice on everyday life and health issues
- Support with official matters
- Counselling and support with social issues (finding accommodation, childcare, etc.)
- Get to know cultural offers, leisure activities, social counselling centres and services and be able to use them if necessary

Information on the German education and vocational training system and labour market

(4 individual coaching appointments / 8 units)

- School, vocational training and study in Germany
- Overview of the current training and labour market and outlook for future developments
- Overview of working conditions and requirements in different sectors
- Learning about different jobs and discussion of preferred occupations and working conditions
- Fundamentals of labour law (employment contract, employee obligations, holidays, etc.)
- Further training opportunities (lifelong learning)

Professional orientation

(4 individual coaching appointments / 8 units)

- Formulation of professional interests, wishes and preferred working conditions
- Recognition of foreign qualifications
- Discussion of realistic career alternatives
- Support with the use of information services provided by the employment agency
- Advice on training, further education, retraining or other qualifications