

Action Learning and Practical Application

C³ CAREER uses highly participatory training approaches: action learning, simulation exercises, group work, discussions and case studies.

A considerable part of the training is spent with practical work. This means participants are encouraged to directly apply new or improved tools during the course. This includes developing CVs together with job-seekers, conducting a mock-interview, preparing and carrying out a company visit in order to discuss possible job profiles or job offers. Personal experience is shared amongst participants of the course to encourage learning from their own peers, which helps to sustain the learning effect.

Other C³ Manuals



C³ TRAINER

TRAINING AND MODERATION
TECHNIQUES



C³ SCHOOL

SCHOOL MANAGEMENT



C³ CAREER Training Modules

The counsellor's perspective:

Foundations of Counselling

- Basics in counselling (approaches, process, psychology)
- Characteristics of a good counsellor
- Target groups (vulnerable groups/diversity management)
- Quality assurance (standards, benchmarks, monitoring)

Labour market information

- Identifying and collecting data
- Interpreting and applying LMI

Networking

- Establishing networks with strategic partners
- Maintaining cooperation (job fairs, internships, company visits)

The job-seeker's perspective:

Self awareness in job-seeking

- Identifying strengths and interests
- Self-perception and perception of others
- Expectations and attitudes in work-life

Opportunity awareness in job-seeking

- Identifying dynamic and growing sectors
- Finding job vacancies

Career planning

- Identifying and resolving personal challenges
- Developing personal career plans
- Setting goals and milestones

Tools for practical work during the course (examples):

Counselling

- Developing a common guideline for counselling
- Elaborating job descriptions for counsellors
- Using labour market information
- Preparing and conducting company visits

Tools to be used for work with job-seekers

- Self assessment grids and individual career plans
- CV writing and application interviews
- Social media



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C³ CAREER

From orientation to placement

Why C³ CAREER?

Effective career guidance systems are a decisive part of making lifelong learning a reality for everyone. They can help to make the best use of human resources in the labour market as well as in education by allowing better matches between skills and interests and opportunities for work and learning. Career guidance is also a key element in active labour market policies.

Career guidance services are often provided by different types of professionals such as teachers, job or placement counsellors and social workers. C³ CAREER aims at improving the skills of these professionals. The training course empowers them to assist job-seekers in exploring decent employment or entrepreneurship opportunities or in identifying further education and training options. By providing professional support, oriented to the job-seekers' own strengths and interests as well as on the local labour market situation, it covers all steps from occupational orientation to career counselling and job placement.

C³ CAREER is ...

... a comprehensive and practice-oriented training course for strengthening the capacity to deliver tailored career services comprising (1) educational- and occupational orientation, (2) career counselling, and (3) job matching and placement.

C³ CAREER enables professionals providing career services to:

- plan, implement and evaluate targeted group and individual counselling sessions,
- motivate job-seekers and, in particular, young people, to

assess their strengths and interests and plan their own career path,

- offer training/educational and occupational orientation to groups and individuals at different life stages,
- equip job-seekers or students with tools to collect relevant information and assess current job opportunities and labour market trends,
- promote self-awareness and opportunity awareness among job-seekers,
- identify skills and qualification demands as well as vacancies in cooperation with the private sector,
- build sustainable networks with potential employers and learn how to organize job fairs, conferences etc.,
- identify the right jobs for each job-seeker and support the application process incl. CV writing and preparing for a job interview.

Target Group

The course is designed for professionals supporting adult job-seekers as well as young people in the transition process from school to the world of work. Participants are job counsellors or job placement professionals working at an employment agency, social workers working in the communities, and teachers at schools.

There is a broad spectrum of possible interventions available to a job counsellor, job placement officer, social worker or teacher to use on the job. The tools presented in the manuals are adapted to the fact that career counselling professionals might deal with groups and/or single individuals during their work. They also take into consideration that the counselling intervention could stretch over a longer period or be as short as a single counselling session.

