SMART UA

Skilled for Succes training – Effective job search in Hungary

Target group: highly qualified Ukrainian women

Language: English

(6 X 4 hours sessions)

1st session

General labour market situation in Hungary. Effective planning in the short and long term.

- Introduction, presentation of topics. establishing training rules.
- General labor market situation in Hungary, most desired professions, salaries compared to other EU countries.
- Situation of foreign workers in Hungary, conditions of legal employment, required documents, differences between black work and white work.
- Effective planning in the short and long term. Setting work-related goals and assessing their realism and feasibility. What steps are needed to achieve these goals?

2nd session

Job search techniques, Using social media for job seeking, Effective network building.

- Job search techniques – most popular websites in Hungary. How to use social media for job seeking.
- How to create a marketable profile in Facebook and LinkedIn.
- Effective network buliding – defining and activating a network of contacts, how we can use our connections,
- Self-reflection techniques, indentifying values and motivation, analizing professional identity – bio writing exercise.

3rd session

Making a marketable CV, Identifying strengths and weaknesses, Self-awareness and emotional intelligence

- Writing marketable CV and motivational letter - what makes a CV good and unique, most common mistakes through examples.
- Pair work – reviewing each other's CVs and suggestions for improvment.
- Self awareness, identifying strenghts & weaknesses – how they appeared in previous jobs.
- Strength Mirror exercise - how to reflect without critisism and advicing, how to accept positive & negative feedback.

4th session

Interview technics, Effective communication

- Job interview techniques – how to prepare for a job interview.
- Typical Interview Questions & Answer Strategies. Most hated but common questions.
- How to feel confident – tips and techniques.
- Job interview role play – interviewer and interviewee (working in small groups)

5th session

Conflict management, Assertive communication.

- Assertive communication – how does it make the difference - role play, working in pairs.
- Cultural sensitivity and adaptability - how to deal with practices, workplace rules and communication styles that are different from those at home? Respect and acceptance of colleagues from different backgrounds
- Conflict management at work. Teamwork and cooperation - willingness to work together in a multicultural environment. Creative thinking and problem solving. What compromises can be made and what can not?

6th session

Family allowances, Tax relief, Financial awareness

- Salary, family allowances, tax relief, sick leave and paid absence – rules and regulations in Hungary
- Financial awareness. Income allocation and effective saving techniques. How much money do you need to pay your regular expenses and build up a reserve?
- Feedback and closing.