SMART UA

Soft Skills training – Effective job search in Hungary

Target group: lower qualified/illiterate Roma women from Transcarpathia

Language: Hungarian

(5 X 4 hours sessions)

1st session

General labour market situation in Hungary. Awareness of our own skills and abilities, how do we use them at work?

- 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.
- Superwomen exercise – which everyday skills and abilities can be defined as strenghts at work? What are our weaknesses? How can we improve them?

2nd session

Black and white work, internet scams, effective planning,

- Differences between black work and white work. How to recognise black work and why it can be dangerous.
- How to recognise internet-scams and fake job advertisments.
- 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?

3rd session

Job search techniques, preparing for job interview, 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 (involving trainers)

4th session

Conflict management at work, cultural adaptibility

- Family benefits in Hungary
- Conflict management at work. Teamwork and cooperation - willingness to work together in a multicultural environment. How to communicate with people from different cultural background
- Role play through examples (involving trainers) e.g. how do you handle a conflict situation with a colleague, boss, etc.

5th session

Time management, fianacial awareness.

- Salary, family allowances, tax relief, sick leave and paid absence – rules and regulations in Hungary
- Effective time planning - prioritizing tasks, increasing awareness of how time is actually spent (Time-jar excercise)

- Financial awareness. Income allocation and effective saving techniques. How much money do you need to pay your regular expenses and build up a reserve? (Money-jar excercise)