17.04.2024 Application training (EN)

!The registration for the workshop has reached its maximum capacity and is now closed.!

Preparation phase: (approx. 2 hours, on your own time)

You will receive an individual login code for the moodle course room for the workshop about a week before the online attendance date

Where?

Online

When?

17.04.2024, 9:00 a.m. – 2:00 p.m.

Language:

English

Content:

Methods and procedures in the recruiting process are changing due to the use of digital tools and new media - but: as an applicant, you must still convince the recruiter, that you are the right person for the position.

If your written application is successful an oral or practical interview situation follows: here too, there are new trends in recruiting

In the workshop you will learn how to put your personal profile into words in a convincing and employer-oriented manner and, on this basis, how to create a cover letter and a meaningful CV - with specific reference to a job advertisement or (in the case of unsolicited applications) with reference to a field of work and a company.

One stress of the workshop will be on online job portals and the digital tools.

We will also focus on the application situation of women, who have to assert themselves against strong male competition in som jobs and therefore should choose specific ways of presenting themselves.

We work on the following topics actively and with exercises:

▸ Create application documents for online portals, email and paper mail
▸ Specifics for applications in Academia and public service
▸ Use online portals successfully
▸ ChatGPT: what's the point?
  Professional use of social media profiles for application

- Interview techniques for job interviews (digital and face-to-face)
- Basics of assessment situations as a selection tool
- A few words on: How to negotiate salary and terms of the employment contract

Please bring a job advertisement that interests you - so that you can practice with it!

Participation:

• To participate you need a laptop or computer with audio / video function (microphone and camera). You also need a stable internet connection.

• You will receive an individual login code for the moodle course room for the workshop about a week before the online attendan date

• Preparation phase - prerequisite for participation: approx. 2 hours, on your own time: in the moodle course room you will find material and tasks to prepare. If necessary, these tasks are supervised by the trainer.

• On the online attendance date, we will use interactive learning situations (platform and video meeting parallel) from 9:00 am to around 1:30 pm (short breaks)

Maximum number of participants: 15 people

Registration deadline 10.04.2024

Click here for › registration (https://www.kgc-sachsen-anhalt.de/home/MeCoSa/Anmeldung.html)

Anmeldung

...hier geht es zur Anmeldung

Wie melde ich mich an?	▶
Was ist Ziel von MeCoSa?	▶
Wer ist Zielgruppe?	▶
Was bietet MeCoSa?	▶
Was kostet mich die Teilnahme am Projekt?	▶

MeCoSa Projekt-Team

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