

TOOLKIT FROM JOB SEEKER TO JOB KEEPER

1. **Name of the Activity:** From Job Seeker to Job Keeper
2. **Objectives:**
 - To increase participants' understanding of the current job market trends, industry demands, and emerging opportunities, helping them align their career goals with market realities.
 - To equip participants with essential skills such as communication, critical thinking, problem-solving, teamwork, and adaptability, fostering their readiness for diverse professional roles.
 - To prepare participants for the job market by showing them how to make a presentable LinkedIn account.
3. **Target Group / Group Size:**
Young adults from 20-24 / 10-15 participants
4. **Duration:** 2 hours
5. **Materials Needed:** Laptop, internet, projector, papers, pens, scenario handouts
6. **Instructions:** (Step-by-Step Implementations):

Step-by-Step Workshop Implementation:

Introduction (5 minutes)

Welcome participants and introduce yourself as the facilitator. Briefly explain the workshop's purpose and what participants can expect.

Ice-Breaker Activity 1: Human Bingo (15 minutes)

Steps:

Prepare bingo cards with different traits or experiences in each box (e.g., "Has traveled to another country," "Speaks more than two languages," "Has worked in customer service," etc.).

Distribute the bingo cards and pens to participants as they enter the workshop. Instruct participants to mingle and find people who match the traits in the bingo boxes.

Once someone finds a match, they should ask that person to sign their name in the corresponding box.

The first person to fill a row/column/diagonal shouts "Bingo!" and shares interesting facts about the people they met.

Examples of bingo cards will be:

- Who speaks 2 languages
- Who has studied abroad
- Who worked with children
- Who has been in more than 5 countries
- Who has IT knowledge
- Who likes sport life
- Who finished school with honors
- Who had internship

Session 1: Understanding Employability (20 minutes)

A brief activity that introduces participants to the key concepts in the job market and encourages them to reflect on their own employability.

Job Market Scenarios (5 minutes)

Provide participants with sample scenarios for the activity (refer to key point 9). Each handout describes a situation related to job seeking, career growth, or professional challenges. Ask participants to quickly read the scenarios individually.

Group Discussion (10 minutes)

Divide participants into 3 small groups. In their groups, participants discuss the scenario they've read, considering the following questions:

- What skills would be valuable in this situation?
- How might the job market trends affect this scenario?
- What strategies could the individual use to succeed?

Wrap-up and Insights (5 minutes)

Gather the groups and briefly discuss their insights. Highlight the importance of being adaptable and proactive while developing employability skills.

Session 2: Core Employability Skills (35 minutes)

Skills Introduction: (5 minutes)

Briefly define the four key employability skills: communication, teamwork, problem-solving, and adaptability. Explain why each skill is valuable in a professional setting.

Skills Reflection (10 minutes)

Give each participant a sheet of paper and a pen. Assign one employability skill to each participant (communication, teamwork, problem-solving, adaptability).

Participants have 5 minutes to reflect on a recent situation where they used or witnessed the assigned skill. They jot down a few points.

Pair Sharing: (5 minutes)

Participants pair up and take turns sharing their reflections and examples.

Group Discussion: (10 minute)

Gather the participants and have a brief feedback session. Encourage participants to share common themes or challenges related to the skills.

Conclusion: (5 minutes)

Summarize the key points discussed during the activity. Emphasize that these employability skills are fundamental for personal and professional growth.

Session 3: Explain how to best present yourself by means of a LinkedIn profile? (60 minutes)**Introduction and Importance of LinkedIn (5 minutes):**

Begin by highlighting the significance of a LinkedIn profile for networking, job searches, and personal branding. Share success stories of individuals who landed opportunities through LinkedIn.

Hands-On Profile Building (20 minutes):

Instruct the participants to create a LinkedIn account if they don't have one. Guide them through the process of creating a LinkedIn profile using a step-by-step approach via a projector. Encourage participants to use concise and engaging language. Afterwards, each person has to create their own profile.

Group Feedback and Peer Review (30 minutes):

Use the projector to display each person's LinkedIn profile. Participants have to review each other's profiles, providing constructive feedback on clarity, completeness, and professionalism. Participants should refine their profiles based on feedback and tips.

Conclusion of the workshop (10 minutes)

- Emphasize the importance of setting clear career goals.
- Suggest strategies and techniques that encourage young people to explore and use professional networking websites.
- Foster a discussion about the activities' usefulness and importance.

7. Suggestions or Tips for Facilitators

- Provide personalized guidance and answer questions throughout the session.
- Emphasize the significance of a professional photo.
- Encourage participants to tailor their profiles to their desired industries.
- Stress the importance of consistent online presence.

8. Debriefing and Evaluation

- What was the most challenging part of building your LinkedIn profile?
- Did you learn anything new about optimizing your online professional presence?
- How do you envision using your LinkedIn profile to your advantage?

9. Annexes:

Job Market Scenarios:

Scenario 1: Career Transition

You've been working in the same field for several years, but you're interested in making a career shift to a completely different industry. You're unsure how to leverage your current skills and experiences to make this transition.

Scenario 2: The Tech Evolution

You're a mid-level professional in a traditional industry that's rapidly being influenced by technology. You've noticed that many jobs now require digital skills you don't possess. You're worried about falling behind and want to enhance your tech-savviness.

Scenario 3: The Entry-Level Challenge

You've recently graduated and are searching for your first job. You notice that even entry-level positions require a few years of experience. You're wondering how to stand out in a competitive job market when you don't have much professional experience.

10. **Sources of Knowledge:** <https://europa.eu/europass/en/create-europass-cv>
<https://www.jobscan.co/blog/tailor-resume-job-description/>
<https://youtu.be/HG68Ymazo18>
<https://www.indeed.com/career-advice/career-development/setting-career-goals-worksheet>
<https://www.jobscan.co/blog/tailor-resume-job-description/>
<https://europa.eu/europass/en/create-europass-cv>

Common interview questions and how to structure responses:

<https://youtu.be/HG68Ymazo18>

Guide participants in setting a simple short-term goal related to their career.

<https://www.indeed.com/career-advice/career-development/setting-career-goals-worksheet>