

Erasmus+ project “Empowering vulnerable women through financial education”

Transnational training
24-27 October 2022
Zagreb, Radićeva 9

PROGRAMME



Empowering
vulnerable
women
through
financial
education



DAY 1

FROM	TO	TOPIC
10:00	10:15	Welcome and introduction into the workshop
10:15	11:15	SWOT analysis <i>What is a SWOT analysis and how can it help organize our priorities? How to use the SWOT analysis in personal career management.</i>
11:15	11:30	Coffee Break
11:30	12:45	Career vision and long-term goals <i>What is a career? Where do we see ourselves in the future and how do we get there? What do we want to achieve in the next 2-10 years? How to set achievable long-term goals which are in line with our career vision?</i>
12:45	13:30	Lunch Break
13:30	14:45	SMART goals <i>What are 'SMART' goals? How to set SMART goals and use them in professional and private life?</i>
14:45	15:00	Coffee Break
15:00	16:00	Wrap up and questions

DAY 2

FROM	TO	TOPIC
10:00	10:15	Welcome and introduction into the day
10:15	11:15	Choosing a profession Lecture: The role of abilities, personality characteristics, interests and values in choosing a profession.
11:15	11:30	Coffee Break
11:30	12:45	Choosing a profession Exercise: Assessment of own abilities, personality, interests and values. Suitability of own characteristics for desired occupations.
12:45	13:30	Lunch Break
13:30	14:45	Active job search Lecture: Description of 10 key steps in an active job search. Exercise: Searching available job posting portals; using Facebook when looking for a job; using LinkedIn when looking for a job.
14:45	15:00	Coffee Break
15:00	16:00	Wrap up and questions



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DAY 3

FROM	TO	TOPIC
10:00	10:15	Welcome and introduction into the day
10:15	11:15	Communication 1 <i>What are verbal, non-verbal and paraverbal communication and how are they important in the professional and private setting?</i>
11:15	11:30	Coffee Break
11:30	12:45	Communication 2 <i>How to communicate effectively? Practicing written and spoken communication.</i>
12:45	13:30	Lunch Break
13:30	14:45	Social capital <i>What is 'social capital' and how to use our network of family, friends, and acquaintances to increase our chances of finding a job that suits us?</i>
14:45	15:00	Coffee Break
15:00	16:00	Wrap up and questions

DAY 4

FROM	TO	TOPIC
10:00	10:15	Welcome and introduction into the day
10:15	11:15	Writing a job application and CV <i>Lecture: What a well-written job application and CV should look like?</i>
11:15	11:30	Coffee Break
11:30	12:45	Writing a job application and CV <i>Exercise: Working on participants' own job applications/CVs.</i>
12:45	13:30	Lunch Break
13:30	14:45	Selection interview <i>Lecture: How to present yourself at a job interview? What questions could be expected in the selection interview? Exercise: Practicing the selection interview by role-playing.</i>
14:45	15:00	Coffee Break
15:00	16:00	Wrap up and questions



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