20241211 Full Version 3.0

Transversal actions

- Gender perspective
- Environment
- Leisure

Complementary areas

- Social area
- Administrative legal area
- Psychosocial area

0 – Initial Phase

Qualified to participate?

1 – Welcome and diagnosis of the professional profile and background

Welcome and Diagnosis

- Welcome interview
  - Professional profile

2 – Personal analysis and definition of itinerary

Personal Analysis

- Documents and validation
- Itinerary definition

3 – Development of employment orientation and counselling, including individual and group actions.

Employment Orientation

- Individual Actions
  - Tutoring activities
- Group Actions
  - Training activities
  - Active job search groups

4 – Establishment of relations with the labour market. Support with active search of employment vacancies (prospection) and mediation between companies and potential employees.

Labor Market

- Prospecting for job offers
  - Job Search Tools
  - Job Search Skills
- Labor intermediation
  - CV and cover letter
  - Job application process

5 – Assess the success of the intervention, including the employment search, labor inclusion, trainings and overall service.

Intervention Analysis

- Follow-up
  - Of the employment search
  - Of labor integration
- Evaluation
  - Of the training actions
  - Of the service

Final Phase

Closing the itinerary

Activities

- Welcome interview
- Workshops on leisure and free time
- Social security number management
- 🔁 Credential validation
- 🔁 Driver's license exchange
- Training information and referral
- Individual tutoring
- 🔁 Guidance for performing online admin tasks
- Group Workshops
- 🔁 ATTs, Equal opportunities, etc.
- Social skills for job interview prep
- Interview Workshops
- 🔁 Legal advice on labor issues
- CV Preparation
- 🔁 Cover Letter Preparation
- Job Search Tools
  - Job Portal Registration
  - Company Search / Nessearch
  - Contacting COmpanies
- Job Search Skills
  - Time Management
  - Unsolicited Applications
- 🔁 Business prospecting
- Job demand management
- Company education of seeker issues
- Job intermediation
  - Payslip and Contract Guidance
- Evaluation activities

Issues

- 🔁 The first interview doesn't capture all relevant information
- 🔁 Administrative and paperwork hurdles and waiting
- 🔁 People don't understand the value of skills
- 🔁 CVs often need to be purchased
- 🔁 Employers skeptical to hire marginalized seekers
- 🔁 Missing certificate to prove language skills
- 🔁 Personal and family obligations make scheduling diff...

Cross-cutting Issues

- 🔁 Lack of digital literacy
- 🔁 Seekers don't show up for appointments
- 🔁 Transportation to urban areas
- 🔁 Social challenges
- 🔁 Burden on women and caretakers
- 🔁 Adaptation and bureaucracy
- 🔁 Language barriers
- 🔁 Catering the process to the abilities of each seeker