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103

MODULE 2

THE FIRST STEPS

Developed by:

EQUALIZENT

Career Paths
Inclusive **2**



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Curriculum

Module 2: The first steps

Topic 1: Self-reflection

Duration: 210 minutes (3,5 hours)

Learning Outcomes (EQF 2):

- ✓ **Knowledge:** Trainees/students know what self-reflection, personal strengths and weaknesses and values are.
- ✓ **Skills:** Trainees/students can answer questions and do exercises that enable them to find their strength, weaknesses and values.
- ✓ **Competence (responsibility and autonomy)** Trainees/students are aware of their strength, weakness and values and what role they play in the process of finding and applying for a job.

Teaching Methods/Techniques:

- (1) Individual work,
- (3) Group work
- (4) Class

Topic 2: Job search strategies

Duration: 210 minutes (3,5 hours)

Learning Outcomes (EQF 2):

- ✓ **Knowledge:** Trainees/students are aware of different job search strategies.
- ✓ **Skills:** Trainees/students have the skills necessary to implement different job search strategies.
- ✓ **Competence (responsibility and autonomy)** Trainees/students can choose what job search strategy fits best to their personal situation and implement it.

Teaching Methods/Techniques:






- (1) Individual work,
- (3) Group work
- (4) Class
- (5) Game



Training

Module 2: The first steps






Topic 1: Self-reflection

 Time	 Activity	 Method	 Media and materials	 Comments
5 min	Warm-up: Brainstorming about: What is self-reflection? Trainer writes on the whiteboard.	Class	Whiteboard	
10 min	Video – Part 1 Watch video self-reflection until (add timecode). Stop the video after each scene. The participants repeat the content. Trainer clarifies questions.	Class	Video „Self-reflection“	
10 min	Cloze Participants complete the worksheet "Self-reflection cloze". Compare results in the group.	Individual work class	Worksheet "Self- reflection close"	

45 min	Check your profile: results analysis Participants open their result form Check your profile. They watch 1 video from each result area. They complete the worksheet "Check your profile: results analysis".	Individual work	Results of Check your Profile for each participant Worksheet "Check your profile: results analyses"	If the participants have difficulty writing things down, they can watch the videos with subtitles and copy the relevant passages/words or they can work with the accompanying text in plain language.
15 min	Values - brainstorming What are values? What values are there? Trainer collects on the whiteboard and adds.	Class	Whiteboard	
25 min	Values - vocabulary Divide participants into small groups. They complete the task from the worksheet "Values vocabulary".	Group work	Worksheet "Values vocabulary"	
20 min	My values Participants define their 5 values and think about how they can be implemented in their careers. They watched the video about following the instructions on the worksheet "My values" on their own.	Individual work	Worksheet "My values"	
20 min	Life line Participants draw their life line following the instructions on the worksheet "life line" individually.	Individual work	Worksheet „Life line"	

	They insert 5 successes and 3 failures from their life.			
20 min	<p>Character traits Trainer has a look at the list of character traits from the worksheet/PPT with the class. Clarify the meaning. Learners identify what soft skills they used during their 5 successes. For the failures they write down one soft skill that they were lacking that would have helped them. They abduct three strengths and three weaknesses from their answers. They assign the strengths to the 3 career videos they watched.</p>	Class Individual work	Worksheet "Character traits"	
20 min	<p>Soft Skills Same exercises as in the activity above. See worksheet "soft skills"</p>	Class Individual work	Worksheet "Soft skills"	
20 min	<p>That's me! The participants prepare a self-presentation summarising their findings from this module. They answer the questions from the worksheet "That's me" and send a video to the trainer.</p>	Assignment	Worksheet „That's me"	

Topic 2: Job search strategies

 Time	 Activity	 Method	 Media and materials	 Comments
15 min	Warm-Up Each learner draws a mind-map: How can I find a job? Trainer collects the ideas and summarises them on a white board.	Individual work Class	Paper & pens whiteboard	
20 min	job search platforms - intro Trainer hands out the plain text about job search platforms. Learners get into pairs and read the text. They look up words they don't understand in an online sign language lexicon or ask a trainer. The whole class watches the sequence of the video together. Compare whether they understood everything from the text.	Pairs Class	Plain Language text „Job search strategies“ Video job search strategies	
30 min	Job search platforms –practice Trainer selects a job search platform and shows all the important functions.	Class Group	Worksheet “Job search platforms”	

	<p>Divide the participants into groups. Each group analyses a job search platform based on the criteria on the worksheet "job search platforms". They create a PPT with. The groups share the PPTs with each other.</p>			
10 min	<p>Company websites - Chinese whispers Participants are divided into 2 groups. They play "Chinese whispers". The first person in the row watches the section about company websites (add time code) and repeats it to the person standing behind them. At the end everybody watches the video sequence together and they discuss what information got lost or if there are any questions.</p>	<p>Game Class</p>	<p>Video "job search strategies"</p>	
30 min	<p>Company websites – analyses The participants brainstorm about companies they know and/or want to work at. They write down the company names or draw the logos on the white board. Each person chooses one company. They go to the company's website and analyse it by filling out the worksheet "Company websites".</p>	<p>Group exercise</p>	<p>Worksheet "Company websites"</p>	
10 min	<p>Personal Network – Bingo</p>	<p>Class Game</p>	<p>Video "job search strategies"</p>	

	<p>Trainer hands out worksheet "Personal network: bingo"</p> <p>Participants read the list of words on it.</p> <p>The participants watch the video section on personal network.</p> <p>They tick off which words are signed in the video and which aren't.</p>	Individual work Assignment	Worksheet " Worksheet "Person network: Bingo"	
30 min	<p>My personal network</p> <p>Learners draw their network on a sheet of paper. They organise it into specific categories: Family, school, work, hobby, neighbours, friends (parents of friends).</p> <p>They add each person's job and which company they work for.</p> <p>They follow the instructions on the worksheet "My personal network".</p>	Individual work assignment	Worksheet "My personal network"	
15 min	<p>Unsolicited application</p> <p>Watch the sequence of unsolicited applications together (add time code).</p> <p>The participants brainstorm about the pros and cons of unsolicited application.</p> <p>Trainer takes notes on the whiteboard.</p>	Group work Class	Whiteboard	
10 min	<p>Social Media – true or false</p> <p>Learners watch the section of the video together (add time code).</p>	Class Individual work	Video job search strategies	

	They answer the true or false questions from the slide by raising their hands.			
30 min	<p>Social Media – practice Depending on the situation of the participants they do one of the following tasks as home assignment</p> <ol style="list-style-type: none"> 1) If they are looking for a job where being present on LinkedIn is relevant, they create a profile. 2) If they have Social Media accounts, they check what information about them can be found by possible employers. Is this appropriate? Adapt if necessary. <p>They send the results to the trainer and get feedback.</p>	Individual work	Social Media profiles for learners	
10 min	<p>Closing Each participant tells which job search strategy they want to use.</p>	Class		

Assessment questions

Module 2: The first steps

Topic 1: Self-reflection

What is self-reflection?

- a. Self-reflection is when you take time to think, evaluate, and reflect on your behaviours, attitudes, motivations, and desires.
- b. Self-reflection is when you ask your friends what they think about you.
- c. Self-reflection is when you collect all or your school reports, certificates and references.
- d. Self-reflection is when you learn new things on your own or with a trainer in theory and practice.

Please rate how you feel about the following statement:

I'm aware of my values, strengths and weaknesses.

			
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Module: M2 – The first steps

Topic 2: Job search strategies

What are common filters on a job search platform?

- a. location
- b. wage
- c. industry
- d. number of employees on the company

Please rate how you feel about the following statement:



I'm aware of different job search strategies and know the steps when I want to use them.

			
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Worksheets Module 2

Self-reflection: cloze

Practice Sheet for the Learner

Duration: 10 minutes

Topic: Self-reflection

Introduction

Fill out the following cloze. The text has the same content as the scenes from the video.

Exercise:

1. Have a look at these words.

Do you understand all of them?

If not, look them up in an online sign language dictionary or ask your trainer.

tasks – apply – employee – motivation – improve – thinking about you – questions – job interview – a long time – manage – life – strengths – job applications

2. Now fill out the gaps with the words for the list above.

Self-reflection

That means: _____.

Anna finished school.

She wants to work.

Anna doesn't know:

What job do I want to have?



What _____ do I want to do at work?

What are my _____?

Don't worry Anna!

Do you know self-reflection?

That means: thinking about you.

Self-reflection helps you to find answers to your

_____.

Self-reflection means:

You think about your behaviour, your _____, your attitude and your wishes.

You think about it for _____.

Then you will find out:

Why do I do something?

With self-reflection you are a good _____.

You will think exactly about:

What do I do at work?

Why do I do it?

Why do I _____ my work?

You realise:

What can I change?

What can I _____ ?

What happens without self-reflection?

You live your _____ without thinking.



You make one thing after the other.

How does self-reflection help you for a _____ or a
job interview?

You think:

Why do I _____ for this job?

What skills do I have for this job?

What do I do during the _____?



Check your profile: results analysis

Practice Sheet for the Learner

Duration: 60 minutes

Topic: Self-reflection

Prior Knowledge:

Introduction

Have a look at the results you received from Check your profile.

Watch 1 career video for each of the fields of work that was recommended to you.

Exercise

1. Which 3 career videos did you watch?

1.
2.
3.

2. Fill out the following questions for each of the videos.



Tip: Rewatch the videos. Turn on the subtitles or have a look at the accompanying plain text below the video as support for writing down your answers.

Career video 1: _____

Main Tasks:

-
-
-

What do you like about this job?

I can imagine working in this job:

- Yes No

Career video 2: _____

Main Tasks:

-
-
-

What do you like about this job?

I can imagine working in this job:

Yes



No

Career video 3: _____

Main Tasks:

-
-
-

What do you like about this job?

I can imagine working in this job:

Yes

No

Values - Vocabulary

Practice Sheet for the Learner

Duration: 25 minutes

Topic: Self-reflection

Exercise:

1. Read these values.

- Authenticity
- Adventure
- Balance
- Compassion
- Community
- Creativity
- Determination
- Fun
- Harmony
- Growth
- Justice
- Religion
- Security
- Success

If you don't understand them look them up in an online sign language lexicon or ask a trainer

2. Add the values the group collected during the brainstorming to the list.

-
-
-
-
-
-
-
-

3. Find pictures that represent each of these values through online research.

My Values

Practice Sheet for the Learner

Duration: 20 minutes

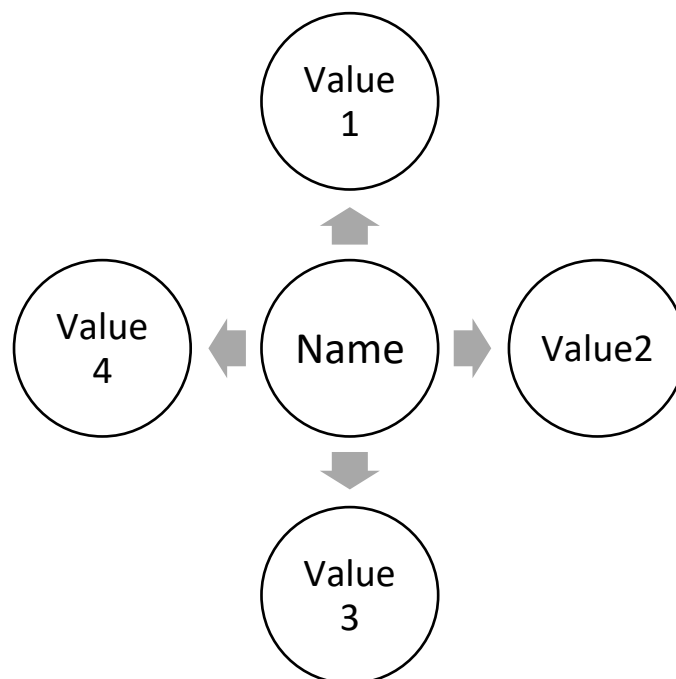
Topic: Self-reflection

Introduction

Identify your values and see how you can live them in possible careers.

Exercise:

- Write your name in the middle of a piece of paper.
Around it write 4 of your values.
Add a symbol for each of the values.
It should look like this:



Tip: You can use the list from worksheets "Values: Vocabulary".

2. Think about the three career videos you watched.

Which of your values do fit your career? And how? Write down a text or draw a picture.

Career Video 1:

Value(s):

Career Video 2:

Value(s):

Career Video 3:

Value(s):

Lifeline

Practice Sheet for the Learner

Duration: 60 minutes

Topic: self-reflection

Introduction

Have a look at the life line on the next page.

Enter your date of birth and today's date.

Think about your life!

Add 5 of your successes above the line.

Add 3 of your failures below the line.

Draw a symbol or choose a picture from the internet for each of your successes and failures

My 5 biggest successes:

My Birth: _____ Today: _____

My 3 biggest failures:

Character traits

Practice Sheet for the Learner

Duration: 20 minutes

Topic: Self-reflection

Introduction

Have a look at the following character traits. Do you understand all of them?

If not, look them up in an online sign language lexicon or ask your trainer

- curious
- lazy
- passionate
- brave
- idealistic
- realistic
- friendly
- extroverted
- introverted
- serious
- artistic
- dutiful
- reliable
- adventurous
- helpful
- enthusiastic
- honest
- optimistic
- playful
- thoughtful
- active

Exercise:

1. Have a look at the 5 successes on your life line. Write down which character traits you used in these situations.

Success 1:



Success 2:

Success 3:

Success 4:

Success 5:

2. From the character traits you showed in your successes now abduct your three strongest positive character traits. These are your strengths:

3. Now have a look at the 3 failures from your life-line. For each of them write down one character trait that might have led to this situation:

Failure 1:

--

Failure 2:

--

Failure 3:

--

4. From the character traits that might have led to your failures you can abduct 3 weaknesses:

—	
—	
—	

Soft skills

Practice Sheet for the Learner

Duration: 20 minutes

Topic: Self-reflection

Introduction

Have a look at the following soft skills. Do you understand all of them? If not, look them up in an online sign language lexicon or ask your trainer.

- team work
- presentation skills
- writing
- creativity
- Problem-solving
- trouble-shooting
- decision-making
- motivating
- empathy
- networking
- social skills
- multi-tasking
- time management
- communication
- leadership
- self-discipline
- flexibility
- tolerance



Exercise:

1. Have a look again at your 5 successes from your life line. Which of these or other soft skills did you show in these situations:

Success 1:

Success 2:

Success 3:

Success 4:

Success 5:

2. From the soft skills you showed in your successes now abduct your three strongest soft skills. These are your strengths:

3. Now have a look at the 3 failures from your life-line. For each of them write down one soft skill that could have helped you to avoid the failure:

Failure 1:

Failure 2:

Failure 3:

4. From the soft skills that might have avoided your failures you can abduct 3 weaknesses:

—	
—	



That's me!

Practice Sheet for the Learner

Duration: 30 minutes

Topic: self-reflection

Introduction

Summarise the learnings about yourself you achieved during this module

Exercise:

Prepare self-presentation.

Film yourself signing it with your mobile phone.

Send the video to your trainer.

Answer the following questions.

- What are 3 of my values?
- How do I want to live my values in my job?
- What are 3 of my strengths (either soft skills or character traits)?
- In which situations have I used my strengths?
For example the success from your life line.

Job search platforms

Practice Sheet for the Learner

Duration: 45 min

Topic: job search strategies

Introduction

Analyse a job search platform.

Exercise:

1. Insert the Link to the platform:

2. What filter functions does the platform have?

3. Can you set job alerts at the platform?

Yes

No

4. Select one of the careers from the video you watched:

Try to find job advertisements for this career on the platform.

Insert the links to the job ads here:



Company websites: analyses

Practice Sheet for the Learner

Duration: 30 minutes

Topic: job search strategies

Introduction

Pick out the website of a company you would like the work at.

Name of the company:

Exercise:

Find the following information by browsing the website.

1. Is there a job search section on the website?

If yes, insert the link here:

2. Who is the contact person for applications?

Name:

Contact Data:

3. What job vacancies are currently available?

-
-
-

4. Is there a newsletter from the company?

Yes

No



5. Does the company have Social Media channels?

If yes, list the links here:

Facebook	
Instagram	
X	
LinkedIn	
TikTok	
Other:	

6. Does the company offer any special benefits for its employees?

If yes, list them here:

--

7. Is there a possibility to write an unsolicited application?

Yes

No

Personal Network: Bingo

Practice Sheet for the Learner

Duration: 15 minutes

Topic: job search strategies

Exercise:

1. Read these words:

- contacts
- privately
- profile
- entrepreneur
- relatives
- employee
- siblings
- post
- important
- Instagram

2. Watch the section about personal networks in the video (add time code).



<https://tools.equalizent.eu/files/play/2/-1/a1a1ebf3-18be-4598-8ae4-d59c254a3f88>

3. Tick of which of the words from the list are signed in the video and which are not.

My personal network

Practice Sheet for the Learner

Duration: 30 minutes

Topic: Job search strategies

Introduction

Draw your personal network and analyse how it can help you find a job.

Exercise:

1. Draw your network on a sheet of paper. Organise them in different categories.

- Family
- School
- Work
- Hobby
- Neighbours
- Friends (Parents of friends)

It can look like this:

2. For each person, add what job they have and what company they work for.

3. Look at the jobs and companies where your network works.

Are there any jobs or companies that interest you?



If yes, write them down here:

Jobs	Companies

4. Choose a person whose job or company interests you.

Think of 3 questions you can ask this person:

?	
?	
?	

5. Every person in your network also has their own network.

Maybe one of your friends knows a person who works for your dream job or company?

Prepare 3 sentences that explain what type of job you are looking for and whether they know anyone who has that job or a company they can recommend you to.

--

6. Pick 3 people and contact them in the next week.

Either ask them about their job/company or ask them to look for job opportunities for you.

Write down the 3 people here:

