

BeuthBonus Berlin

Supplementary qualification for immigrated academic

Competence diagnose and coaching for the job application process



Implementation period:

From January to March and from July to September each year until 2018 starting with 3 presence workshops and after that individual coaching units on appointment

Objective:

Identify the own strengths and competences as a basis for your application documents aiming for a successful application process.

Develop and train individual strategies with your coach for different application procedures.

Contact details:

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Contents:

Presence workshops

Module 1 - Application strategies and competence analyses

Introduction in application strategies

- Learn about application procedures and types of applications
 - Analyses of job advertisements
- Create your own compass of success
- Competence diagnose using the ProfilPASS-method

Module 2 - Definition of your professional goals

Development of your professional objectives using the MetaCards-method

- Extension of your own compass of success

Module 3 - Prepare your application documents

Profile, motivation letter, vita

- Certificates for e-portfolios, E-Mail applications as well as conventional applications

During the individual coaching units you identify and balance your formal and informal competences (using the ProfilPASS-method) with your coach and you create your personal profile. You compile your professional objectives and analyse the labour market. Additionally you are supported with your professional orientation and with the first applications by your coach. Individual coaching units can be in presence, online or via phone.

Methods:

Blended Coaching: Innovative, didactical approach with presence and e-coaching elements. Beside your workshops at Beuth University of Applied Sciences you work out your own competence balance as a basis of your applicant profile in self-study. You create your professional application documents digitally as well as in a print version. Your coach supports you inquiring and analysing vacancies as well as preparing your application documents. You can demand a 360 degree feedback concerning your profile and your self-presentation from your coach individually or if you wish so within the group to open up new scopes of action. In small group we simulate job interviews and assessment centers.