

Developing and Enhancing Jobseeker's Employability Skills

Jobseekers Advisory Services



Wilma Plaehn
Senior Executive – Youth team Leader and Regional Coordinator

One of our purposes at ETC

Enhance employability by helping jobseekers
develop **soft skills** and **competencies**



The Current Situation

- Employers are increasingly looking for job applicants with particular **soft skills**.
- While it is easy for an employer to train a new employee in a particular hard skill (such as how to use a certain computer program), it is much more difficult to train an employee in a soft skill (such as communication skills).

What we focus on

- Jobseekers getting to understand what employers want...Employability SKILLS!
- Employability skills are transferable between different experiences, roles and employers.
- Identifying their own skills.
- A skill based CV will allow a recruiter to short-list a person.
- How jobseekers can sell themselves at an interview

'Champion' Groups



Employment advisors 'Champion' particular areas:

Youths		
Youths - with Social Problems Unqualified school leavers Youth - with school leaving certificate Youth - with an 'O' level standard of educ	Motivational Seminars, School Interventions and other Youth Initiatives Graduates Youth with an 'A' level standard of educ Youth with a 'Diploma' standard of educ	Soft skills & Job Hunting skills (incl. CV and interviewing skills)
Adults		
Male Jobseekers (25 - 49) Unqualified/Unskilled & Qualified / Highly Experienced	Motivational Seminars, News Letters and other Adult Initiatives Adult Jobseekers (50+) & Very Long Term Registrants	Soft Skills & Job Hunting skills (incl. CV and interviewing skills & trade advice)
Female Jobseekers (25-49) Unqualified/Unskilled & Qualified / Highly Experienced	Registered Disabled Persons	Refugees
IT Related Activities / Career Tools / Career paths	Job Changers (incl. Redundancy)	Adults with Social Problems, CCF & Ex-Alumni
	EUES - Foreign Jobseekers	Gozo Jobseekers

Target Group: Youth (16–24 yrs)

Workshop 1: Choosing a career

- ▶ Getting to know oneself : mind mapping of likes, dislikes, past experiences and achievements
- ▶ Career exploration (Career test)
- ▶ Narrowing down your options
- ▶ Decision making and Goal setting

Workshop 2: Career management

Delivered to registering jobseekers of different educational levels

- ▶ Exploring personal qualities, skills and competences
- ▶ Job Search / CV writing / Covering letter writing
- ▶ The job Interview – Elevator Pitch and Role play

Workshop 3: Employability skills

One day workshops highlighting a particular transferable skill

- ▶ Time Management skills
- ▶ Communication skills
- ▶ Team Building skills
- ▶ Decision Making skills

Workshop 4: Empowerment towards employment

For adult male and female jobseekers

Employers from specific sectors are invited:

- ▶ To talk about their expectations in employees
- ▶ To conduct mock interviews
- ▶ To give important information about their specific sector

Motivation seminar for Graduates

Employers are invited to participate in these seminars which include:

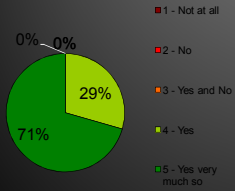
- ▶ Discussions
- ▶ Presentations on different topics (eg: LinkedIn)
- ▶ Mock interviews

Evaluation of workshops

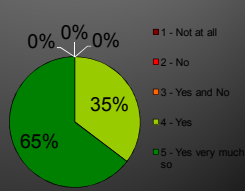
- ▶ At the end of each workshop evaluation sheets are passed around to the participants for them to fill in anonymously.
- ▶ These evaluation sheets serve to give us an indication of what can be improved in subsequent workshops.

Results from Workshop held in November 2014

How suitable were the different items in the workshop?

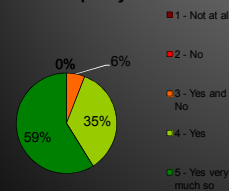


Did the environment encourage understanding?

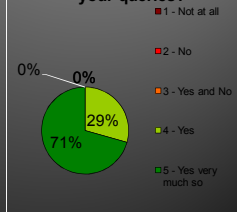


Results from Workshop held in November 2014

Do you feel that the various items in the workshop were of good quality?

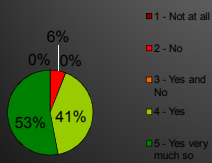


Were you satisfied with the answers given to your queries?

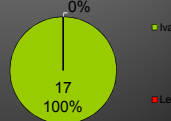


Results from Workshop held in November 2014

On a personal level, how important do you think the workshop was?



Would you recommend this seminar to someone you know?



Thank you for your attention



Wilma Plaehn
Senior Executive – Youth team Leader and Regional Coordinator