

Career Modules.eu

Introduction

The Career Modules are dedicated to anyone who feels they need some extra support in their career development. Whether it is a student who has just started studying or someone working for years, our 20 modules can help in making the next step in their career. Topics discussed in the modules range from self-understanding and personal branding all the way to topics like CV building, work ethics, and managing pressures. Each module is a self-steering lesson which can be done in one's own time without pressure. And it is completely **FREE!**

Originally the modules were developed by Queensland University, Australia. In the EU project [ICARD](#), these modules have been adapted to the European market and the results are open for all on this website.

Accessing the University	During the Study Years	Entering the World of Work
<p>Self Understanding 1</p> <p>Course Decision Making</p> <p>Organization and Planning</p> <p>Thriving at the University</p> <p>Managing your Finances</p>	<p>Self Understanding 2</p> <p>Resume and Motivation Letters</p> <p>Interviews and recruitment testing</p> <p>Seeking Work Placement Opportunities</p> <p>Teamwork</p> <p>Career Decision Making</p> <p>Effective Workplace Communication</p>	<p>Self Understanding 3</p> <p>Seeking Job Opportunities</p> <p>Thriving in the Workplace</p> <p>Branding Myself</p> <p>Entrepreneurship</p> <p>Problem Solving and Negotiation Techniques</p> <p>Managing Pressure</p> <p>Business Culture and Work Ethics</p>

Learning Goals

Module	Learning goals
Self Understanding 1	<ul style="list-style-type: none"> Reflecting on your personal interests Identifying skills related to your interests How to begin setting personal goals Being aware of external influences on your career decisions
Course Decision Making	<ul style="list-style-type: none"> Strategies for gathering detailed information on courses, jobs, employers and industry sectors in order to make an informed decision on which course of study to pursue How to develop your study and occupational interests into an action plan for your future
Organization and Planning	<ul style="list-style-type: none"> Evaluation of your studies/work-life balance Organization of your own time Planning of your own academic and career training interests Strategies to address an unbalanced lifestyle
Thriving at the University	<ul style="list-style-type: none"> Your reasons for choosing to study Issues university students face The stages of transitioning from one major situation to another The various adjustments that students have to make Tips that can help you thrive at university Identifying your sources of assistance An awareness of the support programs offered by your institution
Managing your Finances	<ul style="list-style-type: none"> Setting Goals and Planning your Finances Budgeting for now and for the future. Purchasing wisely
Self Understanding 2	<ul style="list-style-type: none"> What are vocational interests Holland's six career interests Skill categories Identifying your skills strengths and weaknesses
Resume and	<ul style="list-style-type: none"> Creating an outstanding Cover Letter and Resume Application to help you gain

Motivation Letters	<ul style="list-style-type: none"> graduate employment Your Personal Transversal Skills and how to relate them to the industry to which you are applying
Interviews and recruitment testing	<ul style="list-style-type: none"> Interview preparation How to respond to a range of interview questions Assessment centres and psychometric testing
Seeking Work Placement Opportunities	<ul style="list-style-type: none"> The purpose of a work placement Successful search strategies How to use your networks to explore opportunities
Teamwork	<ul style="list-style-type: none"> The characteristics and roles of a successful team The stages and thinking styles of team members Understanding and resolving conflict
Career Decision Making	<ul style="list-style-type: none"> Identify potential career paths Make a decision on the best option Develop an action plan
Effective Workplace Communication	<ul style="list-style-type: none"> Able to understand the principle of effective workplace communication Able to identify and develop appropriate conflict resolution skills Able to communicate effectively in various written workplace documents such as business letters, emails and phone messages
Self Understanding 3	<ul style="list-style-type: none"> What are transitions and how to manage your transition out of university Clarifying your value system Personal attributes wanted in the workforce Being aware of how you interact with others The importance of support networks
Seeking Job Opportunities	<ul style="list-style-type: none"> identify graduate employment vacancies in a variety of print and online sources use proactive jobsearch strategies to source opportunities in the "hidden job market" identify strengths and weaknesses in your jobsearch strategies take appropriate action to maximise your chances of finding graduate employment
Thriving in the Workplace	<ul style="list-style-type: none"> How to prepare for the first days on workplacement How to manage your expectations and preconceptions Some strategies to make a good impression Know how to become workplace "savvy" Be able to build and manage workplace relationships
Branding Myself	<ul style="list-style-type: none"> The importance of Self Marketing How to conduct you own skills audit The 9 P's steps to developing your own brand Developing your own 15 second intriguing commercial to encourage an easy conversation
Entrepreneurship	<ul style="list-style-type: none"> develop this entrepreneurial competence be proactive, regardless if he or she works for his own or for someone else.
Problem Solving and Negotiation Techniques	<ul style="list-style-type: none"> their negotiation skills their abilities for solving problems
Managing Pressure	<ul style="list-style-type: none"> Recognising your stress indicators Strategies for use both within the workplace and throughout everyday life Awareness and strategies for dealing with prolonged and heightened stress levels, as well as depression
Business Culture and Work Ethics	<ul style="list-style-type: none"> What is important to do your first day of work Organizational Culture Socialization at work and other personal factors Attitudes toward work Appreciable and appreciated behaviours in the workplace Ethics at Work