

Name	Career Development Plan		Field of study	-	
Classification	Extracurricular Course/Project		School	Polytechnic Institute of Bragança	
Academic Year	2022/2023	Year of study	-	Level	-
Type	Semestral	Semester	1	ECTS credits	6.0
Code	9999-940-1007-00-22				
Workload (hours)	162	Contact hours	T -	TP -	PL -
			TC -	S 60	E -
			OT -	O -	

T - Lectures; TP - Lectures and problem-solving; PL - Problem-solving, project or laboratory; TC - Fieldwork; S - Seminar; E - Placement; OT - Tutorial; O - Other

Name(s) of lecturer(s) Helena Isabel Martins Santos Paulo, Hélder Jaime Fernandes, Luisa Margarida Barata Lopes, Paula Sofia Alves do Cabo, João Paulo Ribeiro Pereira, Maria Augusta Romão da Veiga Branco

#### Learning outcomes and competences

At the end of the course unit the learner is expected to be able to:

1. Know the job market;
2. Identify and develop soft-skills;
3. Apply Networking tools
4. Implement and develop active job search strategies;
5. Participate in a recruitment process.

#### Prerequisites

Before the course unit the learner is expected to be able to:

#### Course contents

1. Diagnosis
2. Preparation
3. Action
4. Practice

#### Course contents (extended version)

1. Diagnosis
  - 1. 1- Recognition of personality traits;
  - 1. 2- Analyze the labor market;
  - 1. 3- Emotional Intelligence Training;
  - 1. 4- Personal brand;
2. Preparation
  - 2. 1-Social Skills;
  - 2. 2-Management Skills;
  - 2. 3-Self-Organization Skills;
  - 2. 4-Personal Development Skills.
3. Action
  - 3. 1-Objective definition.
  - 3. 2-Approach to the labor market;
  - 3. 3 - Curriculum vitae, preparing and responding to job advertisements;
  - 3. 4 - Preparing for a job interview.
4. Practice
  - 4. 1-Participation in a recruitment process

#### Recommended reading

1. <https://www.oecd.org/newsroom/changing-world-of-work-needs-new-jobs-strategy.htm>
2. Sousa, L. (2011). Acesso e exercício do primeiro emprego diplomados do ISPV
3. Pais, L. (2017). A empregabilidade dos diplomados do IPB. Bragança-Portugal
4. Vieira, D. A. , & Marques, A. P. (2014). Preparados para trabalhar? Um Estudo com Diplomados do Ensino Superior e Empregadores. Edição-Fórum Estudante
5. Peixe, R. (2013). Emprego Bom e Já. Guia Prático.

#### Teaching and learning methods

The sessions work as an office, with the different themes being addressed in a theoretical and practical way, with the presentation and discussion of concrete situations and case studies. Thus, the study methodology is based on: - Student support workshops and seminars; - Learn By doing; - Team-Based Problem Solving

#### Assessment methods

- Personal High Performance Program - (Regular, Student Worker) (Final)

#### Language of instruction

Portuguese

#### Electronic validation

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13-12-2022	14-12-2022