

Name	Career Development Plan		Field of study	-	
Classification	Extracurricular Course/Project		School	Polytechnic Institute of Bragança	
Academic Year	2023/2024	Year of study	-	Level	-
Type	Semestral	Semester	1	ECTS credits	6.0
Code	9999-940-1007-00-23				
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) João Paulo Ribeiro Pereira

#### 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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06-11-2023	15-01-2024