

Name	Career Development Plan	Field of study	-
Classification	Extracurricular Course/Project	School	Polytechnic Institute of Bragança
Academic Year	2023/2024	Year of study	-
Type	Semestral	Semester	1
Level	-	ECTS credits	6.0
Code	9999-940-1007-00-23		
Workload (hours)	162	Contact hours	<div>T</div> - <div>TP</div> - <div>PL</div> - <div>TC</div> - <div>S</div> 60 <div>E</div> - <div>OT</div> - <div>O</div> -

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