

Name	Employability Workshops	Field of study	-
Classification	Extracurricular Course/Project	School	Polytechnic Institute of Bragança
Academic Year	2022/2023	Year of study	-
Type	Semestral	Semester	2
Level	-	ECTS credits	3.0
Code	9999-940-1032-00-22		
Workload (hours)	81	Contact hours	T - TP - PL - TC - S - 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, Luisa Margarida Barata Lopes, João Paulo Ribeiro Pereira, Maria Augusta Romão da Veiga Branco, Paula Sofia Alves do Cabo

Learning outcomes and competences

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

1. Know current trends in the labor market and implement active job search strategies;
2. Identify, through self-knowledge, your main technical and personal skills;
3. Develop soft skills that are fundamental to integration into the job market and professional success;
4. Know and apply networking tools;
5. Understand the need to adapt processes, techniques, objectives, and attitude to different circumstances and interlocutors (posture and emotional intelligence);
6. Recognize and successfully participate in a recruitment and selection process (personal pitch, curriculum vitae, motivation letter, application, individual interview, psychometric assessment).

Prerequisites

Before the course unit the learner is expected to be able to:
There are no prerequisites.

Course contents

1. Diagnosis and self-knowledge; 2. Preparation; 3. Action and process of recruitment and selection.

Course contents (extended version)

1. Diagnosis and self-knowledge:
 - Labor market;
 - Self-knowledge of the main technical and personal skills (personal SWOT analysis).
2. Preparation:
 - Active job search strategies;
 - Networking tools;
 - Time management;
 - Soft skills fundamental to integration into the job market and professional success;
 - Personal branding and communication;
 - Emotional intelligence training.
3. Action and process of recruitment and selection:
 - Personal pitch preparation;
 - Curriculum vitae, motivation letter, and spontaneous application;
 - Interview e psychometric assessment.

Recommended reading

1. OCDE (2021). Skills and Work da OCDE <https://www.oecd.org/employment/skills-and-work/>
2. Pais, L. (2017). A empregabilidade dos diplomados do IPB. Bragança-Portugal
3. Peixe, R. (2013). Emprego bom e já. Guia Prático.
4. Rego, A. (2022). Comunicação pessoal e organizacional. (5ªEd.) Lisboa: Edições Sílabo.
5. Vieira, D. A. , & Marques, A. P. (2014). Preparados para trabalhar? Um Estudo com Diplomados do Ensino Superior e Empregadores. Edição-Fórum Estudante

Teaching and learning methods

Classes are developed as a workshop, with the different themes addressed in a theoretical-practical way. Thus, the teaching methodology is based on: workshops and support seminars to help students develop the necessary skills for their insertion into active life; Learn by doing; Team-Based Problem Solving.

Assessment methods

- High Personal Performance Program (PAPP) - (Regular, Student Worker) (Final)
 - Practical Work - 10% (Individually, each student prepares objectives and targets (excel) e performs psychometric tests;)
 - Practical Work - 50% (Individually, each student prepares a personal pitch video (20%), CV/motivation letter (30%);)
 - Experimental Work - 40% (Participation in an interview simulation.)

Language of instruction

Portuguese, with additional English support for foreign students.

Electronic validation

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09-10-2022	12-10-2022