



EMPLOY Skills and Competences Handbook

Presentation and discussion
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EMPLOY Joint Staff Training

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Project No: 2019-2-BG01-KA205-062640
EMPLOY - mEntoring prograMme for young People at risk for Labour fOrce entry

EMPLOY Skills and Competences Handbook

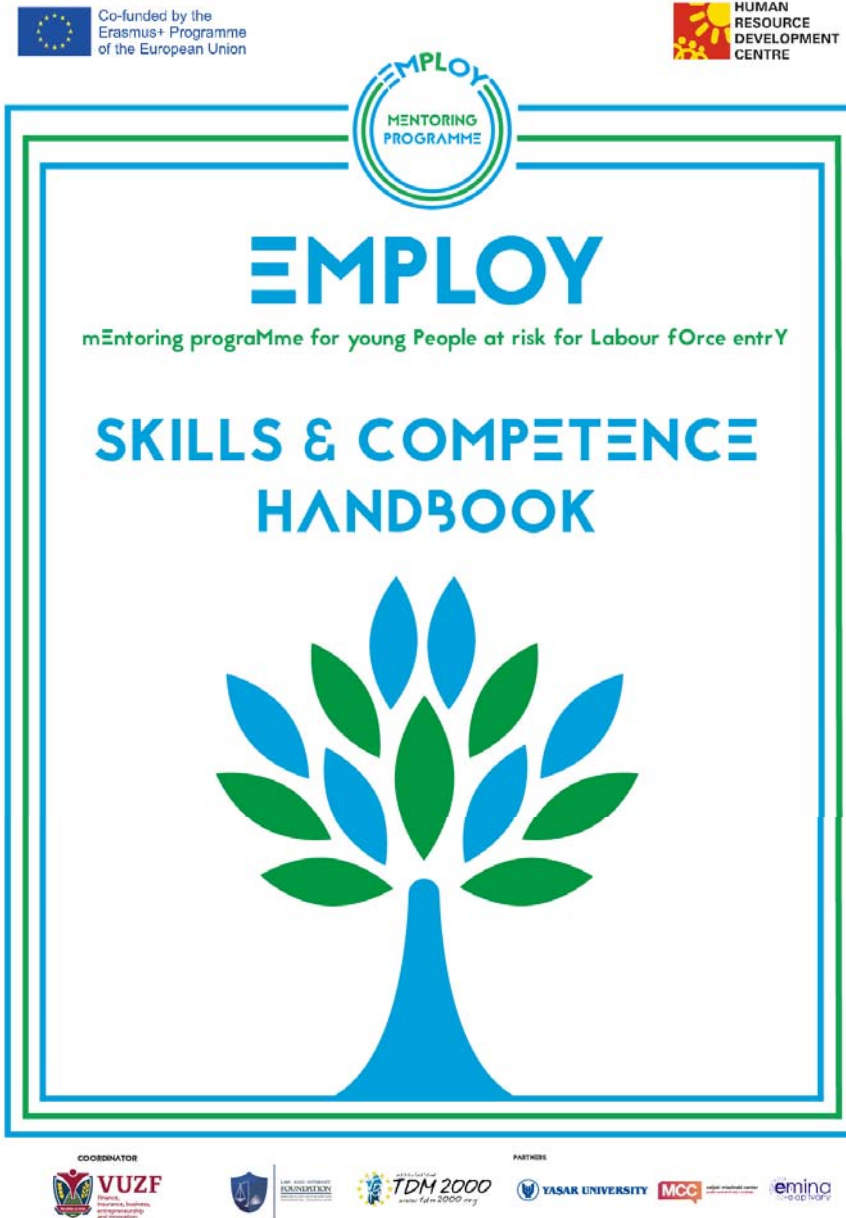
- ▶ Intellectual Output 2 of the EMPLOY Project

- ▶ Based on
 - Desk research
 - Qualitative interviews
 - insights of the young people with limited opportunities, who are not in employment, education or training (NEET) and who are economically disadvantaged, and young migrants
 - expert opinions
 - Collected good practices

EMPLOY Skills and Competences Handbook – the main aim

- ▶ The main aim is
- ▶ to reveal a set of key skills and competences in order to empower
 - young people who are facing difficulties in entering the job market
 - young people who would like to improve themselves for a better career
 - mentors striving for assisting young people to be employed and develop their career throughout their life.
- ▶ to form the basis of the following intellectual output of the project, i.e. the EMPLOY Policy Toolkit.

How will
the
Handbook
look like?
–
The cover



How will the Handbook look? - The inner pages





EMPLOY : Skills and Competence Handbook
(Intellectual Output 2)

Leading Organization
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Key Skills
Communication (both verbal and non-verbal communication skills)
Public speaking and presentation skills
Intercultural Communication Skills
Teamwork
Reliability and Responsibility
Adaptability
Problem solving capacities
Critical observation
Self-management
Time management

The Key Competences
Office applications (word processors, spreadsheets, present, etc.)
Social media accounts management
On-line communication tools (Skype, Teams, Zoom, etc.)
Language proficiency
Digital tools
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1. Introduction

The EMPLOY Project

Youth unemployment has become a chronic problem in most countries including the European ones. The business world has become an increasingly challenging environment for young people. In particular, young people with limited opportunities, who are not in employment, education or training (NEET) and who are economically disadvantaged, and young migrants are facing more and more barriers entering the labor market. They often do not have access to career guidance and opportunities to acquire new skills and competencies to increase their employability and their competitiveness in the business world.

EMPLOY Project has been designed to guide young people who are having severe difficulties when entering the labor market by: establishing a virtual community of mentorship, with the EMPLOY e-Hub, identifying the skills and competences that young people can work on to increase their employability, with the EMPLOY Skills and Competences Handbook, and shedding light on the paths that can be followed by the decision makers in the field of youth and employment, with the EMPLOY Policy Toolkit.

EMPLOY project has been carried out as a Strategic Partnership for youth, of six institutions from five different countries: the Higher Institute of Insurance and Finance (VUZF) and Law and Internet Foundation (LI) from Bulgaria, CELJE Youth Center (MCC) from Slovenia, TDM 2000 from Italy, EMNA Career Guidance Foundation from Hungary, and Yasar University from Turkey. The project has been co-financed by the European Union and the Bulgarian National Agency, under the Erasmus+ Programme, Key Action 2: Cooperation for the Exchange of Innovation and Good Practices. EMPLOY has started in October 2019 and will end in September 2021.

Vision and mission of the Handbook.

EMPLOY Skills and Competences Handbook aims to reveal a set of key skills and competences that empower young people when entering the labor market and improving their life long career.

If you are a young person facing difficulties in entering job market.
If you are a young person who would like to improve oneself for a better career.
If you are a mentor striving for assisting young people to be employed and develop their career throughout their life, then...

EMPLOY Skills and Competences Handbook is for you!

What to expect from this Handbook

The Handbook opens with the section "The bird's eye view: Youth unemployment in Europe and partner countries" and addresses the state of the art of youth unemployment across partner countries and European Union, aiming to identify similarities in the problems and strategies.

The key skills and competences covered in EMPLOY Skills and Competences Handbook are identified and elaborated based on the insights from young people, who have experienced unemployment, as well as from mentors, career advisors and experts in the field of youth unemployment. The most important skills and competences are selected and elaborated, providing mentees quick tips and relevant resources to improve them further.

The Handbook was designed to reach its full potential when it is incorporated with the EMPLOY e-Hub. You can take the first step in this regard by joining the EMPLOY e-Hub! Quick tips are provided in the last section, on how to get career counseling from experienced mentors and experts without facing geographic, economic and linguistic barriers and also how to contribute as a mentor to the EMPLOY e-Hub.

We look forward to welcoming you in EMPLOY e-Hub!



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The content - The state of art of the youth unemployment in partner countries and the EU

- ▶ This section contains an overview of the State of Art regarding the issue of youth unemployment in Europe, with a focus on the countries of the entities composing the partnership of the EMPLOY project.
- ▶ It includes information about statistics, relevant National policies in the fields and to which extent they are implemented, strategies put in practice by public bodies, as well as related projects and good practices implemented by NGOs.
 - ▶ EUROPEAN UNION
 - ▶ BULGARIA
 - ▶ ITALY
 - ▶ SLOVENIA
 - ▶ TURKEY

The content – The Key Skills

Selected Key Skills playing an important role in employability:

- ▶ Communication (both verbal and non-verbal communication skills)
- ▶ Public speaking and presentation skills
- ▶ Intercultural Communication Skills
- ▶ Teamwork
- ▶ Reliability and Responsibility
- ▶ Adaptability
- ▶ Problem solving capacities
- ▶ Critical observation
- ▶ Self-management
- ▶ Time management

The content - The Key Competences

Selected competences related to the usage of tools supporting employability

- ▶ Office applications (word processors, spreadsheets, present, etc.)
- ▶ Social media accounts management and personal branding
- ▶ On-line communication tools (Skype, Teams, Zoom, etc.)
- ▶ Language proficiency
- ▶ Digital tools

The content - The EMPLOY e-Hub and European Qualification Framework

► The EMPLOY e-Hub

- Main elements of the EMPLOY e-Hub
- The self-evaluation tool
- How to exploit the EMPLOY Skills and Competences Handbook and the EMPLOY e-Hub together

► European Qualification Framework

- What is the European Qualifications Framework (EQF)?
- Description of the eight EQF levels



ANNEX – Collection of good practices

- ▶ 24 good practices in total:
 - Each partner collected 3 national cases and 1 international case





Thank you for your attention!

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