

Day 1: Written documents

August 11th 2020

Time	Content
14:00 – 14:40	Welcome, Introduction Getting to know each other, clarification of targets of the participants, Presentation of the program objectives; assuring confidentiality
14:40 – 15:30	Formal aspects of CV and other application documents <ul style="list-style-type: none">- How to show myself as an interesting candidate and person- Achievements- Differences between academic science and industry- Formal requirements, photo
15:30 – 15:40	Break
15:40 – 16:10	Personal styles <ul style="list-style-type: none">- What are my personal thinking, working and interaction styles?- Which of these do I want to show/avoid in my next job?- How can I show my personality in my documents?
16:10 – 16:40	My personal claim: About me in a nutshell <ul style="list-style-type: none">- Integrating personal strengths, competences and experiences into a clear message for outside communication
16:40 – 16:50	Break
16:50 – 17:40	Cover letter <ul style="list-style-type: none">- Messages of cover letters- Clear and brief: I can do the job and I will do it
17:40 – 18:00	Introduction of the tasks to work on until day 2: <ul style="list-style-type: none">- find a job you want to practice applying for- Interview preparation (worksheet) Open questions, closing, and feedback

Day 2: Oral application (interview)

August 18th 2020

Time	Content
14:00 – 14:20	Welcome, Introduction Open questions/insights from day 1, Presentation of the program objectives
14:20 – 14:50	What does a perfect job look like? <ul style="list-style-type: none">- Definition of decision-relevant criteria- Ways to find out if they are met by a potential employer- Development of own questions for an interview
14:50 – 15:20	Talking about my achievements <ul style="list-style-type: none">- Practicing for behavioral interviews- Supporting claims about personal strengths and competences with own examples in a structured way- Getting feedback what comes across
15:20 – 15:30	Break
15:30 – 16:30	Being prepared for an interview <ul style="list-style-type: none">- Research on the enterprise and the interviewers- Dress code and small talk- Phone interview- Dealing with difficult and awkward questions- How to deal with pressure in interview situations- Talking about salary
16:30 – 16:40	Break
16:40 – 17:40	Transfer: Practicing interviews <ul style="list-style-type: none">- for the job that has been chosen- based on the preparation done- convince of individual strengths and competences- convince of personal motivation to do the job chosen
17:40 – 18:00	Open questions, closing, and feedback