



Funding opportunities

- ✓ Funding via activation and placement voucher (AVGS) possible
- ✓ The respective advisor at the relevant employment agency or job centre or the opting municipality decides on the individual requirements for participation.



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A company of the Klett Group



Contact us to find out more:

☎ **06151 3842 754**

We are at your disposal Monday to Friday from 8:00 AM to 8:00 PM and Saturday from 9:00 AM to 5:00 PM.

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🌐 **www.sgd.de**

📘 **fb.com/sgd.Fernstudium**

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Contact for sponsor for measures in accordance with Section 45(1)(1) Items 1 and 4 SGB III:



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Career coaching for experienced professionals (without an academic degree)

Coaching in accordance with Section 45(1)(1)(1) of Book III of the German Social Code (SGB III): Introduction to the vocational training and labour market

Coaching takes place in German



Goal setting

1. Based on your professional career to date, your extensive professional experience, your skills and your personality, we work with you to develop **new professional goals for you to enable a career change and professional reorientation.**
2. According to your individual needs, we work with you to develop your **potential and strengths** for a successful career **and discuss your individual opportunities on the labour market.**
3. We support you in developing career prospects and encourage you to formulate career aspirations and concrete career goals.

Target groups

- ✔ **Jobseekers** People with work experience
- ✔ Employees with work experience who are **at risk of unemployment**

Participation and admission requirements

- ✔ Online individual coaching for sustainable participation irrespective of location
- ✔ Good written and spoken German language skills required
- ✔ Technical requirements: Laptop/tablet/PC, stable Wi-Fi/ internet connection, possibility of image and voice transmission (headset and webcam), as well as basic knowledge of common user software

Coaching times

- ✔ Individual appointment
- ✔ Coaching for 10 weeks only
- ✔ Twice-weekly appointments as individual online coaching sessions lasting 90 minutes each



Coaching content

Getting to know each other

(1 individual coaching appointment = 90 min. / 2 units)

- Introductory call outlining the coaching format and the coaching aims

Position reflection/potential analysis/profiling

(up to 7 individual coaching appointments / 14 units)

- **Hard skills: Skills assessment**
 - Discussion of personal and professionally relevant information or aspects relating to the labour market and applications, including qualifications, professional experience, previous applications
 - Review of application documents

- Consideration of skills and potential (self-assessment)
- Discussion of barriers to integration that hinder or prevent employment
- **Soft skills and motivation analysis**
 - Recording of existing soft skills (methodological, social, personal skills)
 - Consideration of the individual motives that have been or still are relevant in life
 - Consideration of the importance of work, earning money, securing one's own income and personal responsibility

Goal setting: Positioning on the labour market

(up to 6 individual coaching appointments / 12 units)

- Formulation of professional interests and wishes
- Consideration of preferred working conditions
- Consideration of the requirements of the regional labour market in light of existing strengths, potential, interests, wishes and goals
- Support with the use of information services provided by the employment agency
- Consideration of the factors that contribute to a satisfactory professional and private life
- Development of individual opportunities on the labour market and development of an individual professional integration strategy for successful positioning on the labour market

Career and process coaching

(up to 6 individual coaching appointments / 12 units)

- Definition of individual career steps based on the individual professional integration strategy for successful positioning on the labour market
- Support for the professional change process
- Networking: use of social networks to implement the defined career steps
- If necessary, consideration of attractive further education options or optimisation of self-marketing through further application coaching