

Partner Organization (project partner) and country:	Athens University of Economics and Business - AUEB
Other organization involved in the Pilot Action (if not directly the partner organization):	IED-Larissa

INFORMATION ABOUT GUIDANCE CENTER / SERVICE AND STAFF PROVIDING THE PILOT ACTION

Career Guidance Center / Service (NAME of the Service/Organisation)	Athens University of Economics and Business (AUEB) - Human Resources Management postgraduate Unit & Career Office
Address, e-mail, website	<p>Patision 76, 10434 Athens & Elpidos 13, 10434 Athens</p> <p><u>E-mail:</u></p> <p>Victoras KOUKIS, MSc - vkoukis@aeub.gr Angeliki PANAGIOTIDOU, MSc - apan@aeub.gr</p> <p><u>Website:</u> www.aueb.gr www.career.aueb.gr</p>
Career Guidance Provision Describe the service and the activities carried out by this organization (list of services and list of main target groups)	<p><u>Human Resources Management postgraduate Unit</u> The Human Resources Managements Postgraduate Unit of Athens University of Economics was established in 2002 and still remaining the only Unit on the subject in Greece to a public university. Its Program aims to develop specialists capable to successfully face the current challenges related with people in businesses and organizations. The postgraduate program in HRM and the Career Office have built a common agenda in terms of exploring the market area focusing mainly in attracting HR managers, which offer their mentoring counseling services to the beneficiaries of the institution.</p> <p><u>The Career Office of AUEB</u> has been a pioneer in the development of career services by being established in 1992. The career service intends to support students and graduates of our University in matters regarding career development and seeking of employment. The mission of the office is:</p> <ul style="list-style-type: none"> • To collect full resource and informative material regarding companies' needs on recruiting and selecting

skilled candidates and posting the open placements and job-openings offers through career office site and social media.

- To provide the beneficiaries with a fully customized agenda of career counseling services and material such as employability and access to the job-market, post-graduate studies and mentoring workshops etc.
- To organize events based on the employability of the students and alumni, offering them the chance to first meet recruiters and managers through the industries' network which co-operates with the Career Office (Career Fair)
- To organize workshops and trainings which are constantly updated, in the field of offering to the beneficiaries the chance to enrich their skills and learn most about the latest recruiting methods and selection criteria.
- Finally, once a year the career office organizes the "career fair"; during this event a large number of big companies and over 500 students participate in discussions and real interviews with prospective employees after having submitted an application.

All services involved tend to work closely and co-operate in terms of several events and projects, (e.g. AUEB's Business Idea Competition, Career Days, PRIMA project¹). Their primary goal is to support beneficiaries' career guidance, entrepreneurship, personal, academic and professional development, enhance job-hunting methods and applicant's skills and profile and to finally provide the user with full material regarding the mobility choices and options. More specifically, the offered services are:

1. Services for students / graduates

- Career days
- Job search
- Employment abroad
- Consultant agency
- Events / Education
- Psychometric Tests

2. Services for Business

¹ <http://www.prima.aueb.gr/>

- Post Ads
- Counselling support

3. Excellence initiatives in higher education

- PRIMA project opens the door to international markets where the post graduated students can grow as far as their talent, skills and ambition
- **Business Talents** is an innovative competition for recent graduates, postgraduate and undergraduate students, using a Business Simulator that will give you the chance to manage a Business with your team and practise in Strategic Decision Making

4. Workshops and seminars

- Variety of topics such as drafting CV and Cover Letter, Better Technical Conference, Use of Social Networking websites in search Work, Self Knowledge and Decision Making, etc.

5. Events and meetings

- [AD-VENTURE, A PAN EUROPEAN STUDENT COMPETITION](#), is the first pan-European competition which gives you the chance to experience what it is like to work in advertising by creating your own agency and working on a pitch for a real client.
- [LEADING MARKETING EXPERTS FORUM 2015-16](#). Distinguished top executives from leading Greek and multinational companies who possess a recognized track record in business are invited on a weekly basis as guest speakers and deliver 3-hours seminar on topics relating to Global marketing and communication strategies
- [INDUCTION DAY, ACADEMIC YEAR 2015-16](#). The MSc in Marketing and Communication, with Specialization in International Marketing of Athens University of Economics and Business, organizes an induction day to welcome the new group of students at [The Wall Sport Climbing Centre](#)
- **AMAL Project**. AMAL is the MENA (Middle East-North Africa) region biggest running ENTREPRENEURSHIP project. Around 100 participants will be divided into teams, each team will be run by an intern in order to build a start-up idea and compete with it in the closing competition.
- **ERASMUS Programme**: AUEB internationalization strategy focuses on continues progress and further development of European and international cooperation.

The University is member of the European Universities Association (EUA), of the Community of

	<p>Mediterranean Universities (CUM), of the European Association for International Education (EAIE), of the Association of South-Eastern European Economic Universities (ASECU), of the European Doctoral Programme Association in Management and Business Administration (EDPAMBA), of the European Consortium for Mathematics in Industry, of the European Universities of Public Relations and Information Officers (EUPRIO), e.t.c.</p> <p>AUEB participates in the <u>Socrates/Erasmus Programme</u>. All the departments of the University apply ECTS (European Credit Transfer System) rules for academic recognition matters. For the current academic year approximately 350 outgoing and incoming students participate in the Socrates/Erasmus programme.</p>
<p>Staff and practitioners involved</p> <p>Describe the main roles and professional backgrounds</p>	<p>Prof. Leda PANAGIOTOPOULOU, Prof. Irene NIKANDROU, Anna ANDRICOPOULOU, Victor KOUKIS, Angeliki PANAGIOTIDOU.</p> <p>Professors with specialization on Human Resources Management will present the concepts of professional and academic / school mobility, benefits and barriers associated with the pupils / students' mobility and opportunities for mobility in Europe. Also they will implement the selected experiential activities to facilitate the development of mobility skills.</p> <p>Career Guidance Experts/trainers will design the content of the pilot action focusing on the issue of Mobility Skills Development, including experiential activities.</p>
<p>Resources and tools</p> <p>Describe main tools available and database, web sites, etc.</p>	<p>Tools:</p> <ul style="list-style-type: none"> • Career Panorama 2016 (video): https://www.youtube.com/watch?v=LmsQKsm8b7k • EOPPEP's Mobility histories adapted from ONISEP's Mobility Videos produced within the project "Mobility for all" (dvd) http://www.eoppep.gr/teens/index.php/uncategorised/211-empeiries-kinitikotitas-2 • FOREVER ERASMUS video at https://www.iky.gr/el/ • EOPPEP's Mobility Skills booklet for students and unemployed people including mobility activities, questionnaires, self-assessment checklists, useful mobility information http://www.eoppep.gr/images/SYEP/BOOKLET_MATHITON_teliko.pdf • HOW INTERNATIONAL ARE YOU?

http://www.maailmalle.net/instancedata/prime_product_julkaisu/cimo/embeds/maailmallewwwstructure/18743_tehtavat_englanniksi_copyright.pdf

- EOPPEP/s e-portfolio for adults <http://e-stadiodromia.eoppep.gr/index.php/e-portfolio.html>

Databases:

PLOIGOS – HELLENIC NATIONAL DATABASE FOR LEARNING OPPORTUNITIES <http://ploigos.eoppep.gr>

Portal - Learning Opportunities and Qualifications in Europe <https://ec.europa.eu/ploteus/el>

Hellenic National Qualifications Registry <http://proson.eoppep.gr/el>

Websites:

- *Programme Erasmus+* (http://ec.europa.eu/programmes/erasmus-plus/index_el.htm)
- Youth on the move <http://ec.europa.eu/youthonthemove>
- EUROPASS <https://europass.cedefop.europa.eu/> / <http://europass.eoppep.gr>
- EURES (<http://ec.europa.eu/eures/>)
- Eurodesk (<http://www.eurodesk.org/>)
- Euraxess-Researches on the move <http://ec.europa.eu/euraxess/>
- www.eoppep.gr/teens
- www.career.aueb.gr
- <http://euskilspanorama.cedefop.europa.eu/>
- Network – Preparation for postgraduate degree - www.network.gr
- Pierce College of Greece - www.pierce.gr
- Greek National Documentation Centre / EKT - <http://www.ekt.gr>
- Polytechnic University of Crete -<http://www.tuc.gr>
- University of Piraeus - <http://gd.uoi.gr>
- Career Office / Agricultural University of Athens - <http://career.aua.gr/>
- PLOTEUS– European Information Portal on learning opportunities - <http://ec.europa.eu/ploteus>
- State Scholarship Foundation - www.iky.gr
- ERASMUS- Opportunities for student mobility - www.iky.gr/erasmusplus

	<ul style="list-style-type: none"> • YOUR RIGHTS AS A MOBILE STUDENT IN EUROPE guide http://www.unl.pt/data/internacional/Erasmus/Direitos.pdf • Eures (https://ec.europa.eu/eures/eures-searchengine/page/main#/simpleSearch) • Eurojobs (https://ec.europa.eu/eures/eures-searchengine/page/main#/simpleSearch) <p>International Level:</p> <ul style="list-style-type: none"> • Just Landed. (https://jobs.justlanded.com/) • Craigslist. (http://athens.craigslist.gr/) • «Hire a Greek» - www.hireagreek.com
<p>Other information (Opening time, on line services, etc.)</p>	

INFORMATION ABOUT PILOT ACTION	
<p>Title:</p>	<p>I can act at an international level for issues related to my life, learning and work: Mobility skills in the international market area</p>
<p>Short description of the Pilot Action:</p>	<p>The general purpose of this action is to provide participants with knowledge and skills as regards with the concept of mobility and its dimensions focusing both on educational and work mobility.</p> <p>The specific aim of the action is the strengthen of skills and the accessibility on information that will help students to overcome the obstacles of the mobility to other countries.</p> <p>The program of the Pilot Action will include: an experiential workshop focusing both on educational and work mobility, the creation of a "portofolio", the guidance process</p>

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KA2-Strategic Partnership - Project N. 2014-1-IT02-KA200-004105



	<p>regarding the mobility issues for graduate or work abroad and a collection of resources for the supporting of mobility.</p> <p>Finally, another aim of the module is to provide trainees with examples of innovative tools and exercises being used in order to support them to engage in mobility actions.</p>	
<p>Target group (with description of specific guidance needs)</p>	<p>25 students from the AUEB and 25 students from the IED- Larissa (University of Thessaly):</p> <ul style="list-style-type: none"> - Undergraduate and postgraduate students, who think about going abroad or in another city inside their countries in the future for studies or work. - Adults (University graduates) searching for work abroad who strive to deal with problems connected to living and working in a foreign country. 	
<p>Expected learning outcomes, within the CMS framework</p>	<p>By the end of this module participants will be able to:</p> <ul style="list-style-type: none"> - identify the role and importance of mobility in the context of education and career in general - learn about mobility policies and prospects in Europe - develop mobility skills by using special mobility tools and exercises - develop mobility plan <p>Also, the participants will receive, by e-mail, a guide with relevant information in order to further explore the markets abroad.</p>	
<p>Learning plan, with a list of guidance tools (please, describe the activities and the career guidance resources you will provide to users)</p>	<p>Activities</p>	<p>Career guidance resources</p>
	<p>1. Introduction</p>	<ul style="list-style-type: none"> • Presentation of the Project LEADER and the programme of the Pilot Action • Video projection from the international conference on "Entrepreneurship and

		<p>Career Panorama 2016: executives Greek experiences abroad" https://www.youtube.com/watch?v=LmsQKsm8b7k</p> <ul style="list-style-type: none"> • European Foundation for the Improvement of Living and Working Conditions, 2006, Mobility in Europe: Analysis of the 2005 Eurobarometer survey on geographical and labour market mobility
	<p>2. An experiential workshop: Skills to self-exploring the career path abroad</p>	<ul style="list-style-type: none"> • Mobility Skills Guide, AUEB, 2016 • Centre for International Mobility CIMO, Finland • EOPPEP's Mobility Skills booklet for students and unemployed people http://www.eoppep.gr/images/SYEP/BOOKLET_MATHITON_teliko.pdf
	<p>3. Orientation and Mobility for young graduates: a set of foundational skills</p>	<ul style="list-style-type: none"> • AUEB Career Office - http://www.career.aueb.gr/ • Network – Preparation for postgraduate degree - www.network.gr • Pierce College of Greece - www.pierce.gr • Polytechnic University of Crete - http://www.tuc.gr • University of Piraeus - http://gd.uoi.gr • Career Office / Agricultural University of Athens - http://career.aua.gr/ • ADECCO consulting - http://www.adecco.gr/el-gr/ • Kariera consulting - www.kariera.gr

		<ul style="list-style-type: none"> • Alexander Goodenough, https://blog.ergodotisi.com • IELTS: www.britishcouncil.org/takeielts • Global – Preparation center - http://www.globalprep.gr • Mobility advice interview, Euroguidance of Belgium, France, Luxembourg and Romania • YOUR RIGHTS AS A MOBILE STUDENT IN EUROPE guide http://www.unl.pt/data/internacional/Erasmus/Direitos.pdf • Information websites for jobs: Europe : • Eures (https://ec.europa.eu/eures/eures-searchengine/page/main#/simpleSearch) • Eurojobs (https://ec.europa.eu/eures/eures-searchengine/page/main#/simpleSearch) • International Level: • Just Landed. (https://jobs.justlanded.com/) • Craigslist. (http://athens.craigslist.gr/) • «Hire a Greek» - www.hireagreek.com
	<p>4. “Personal Portfolio”</p>	<ul style="list-style-type: none"> • AUEB Career Office - http://www.career.aueb.gr/ • Polytechnic University of Crete - http://www.tuc.gr • University of Piraeus - http://gd.uoi.gr • Career Office / Agricultural University of Athens - http://career.aua.gr/ • Learning Opportunities and Qualifications in Europe https://ec.europa.eu/ploteus/

		<ul style="list-style-type: none"> • Programme Erasmus+ (http://ec.europa.eu/programmes/erasmus-plus/index_el.htm) • Youth on the move http://ec.europa.eu/youthonthemove • EUROPASS https://europass.cedefop.europa.eu/ / http://europass.eoppep.gr • EURES (http://ec.europa.eu/eures/) • Eurodesk (http://www.eurodesk.org/) • Euraxess-Researches on the move http://ec.europa.eu/euraxess/
	<p>5. Postgraduate studies abroad: The postgraduate guide to studying abroad</p>	<ul style="list-style-type: none"> • Network – Preparation for postgraduate degree - www.network.gr • Pierce College of Greece - www.pierce.gr • Greek National Documentation Centre / EKT - http://www.ekt.gr • Polytechnic University of Crete - http://www.tuc.gr • University of Piraeus - http://gd.uoi.gr • Career Office / Agricultural University of Athens - http://career.aua.gr/ • PLOTEUS– European Information Portal on learning opportunities - http://ec.europa.eu/ploteus • State Scholarship Foundation - www.iky.gr • ERASMUS- Opportunities for student mobility - www.iky.gr/erasmusplus • FOREVER ERASMUS video at https://www.iky.gr/el/ • Information Websites for Higher Education Institutions: Classification of Academic Institutes:

		<ul style="list-style-type: none"> • http://www.shanghairanking.com/ • http://www.timeshighereducation.co.uk/world-university-rankings/ • http://www.qs.com/index.html • http://www.ireg-observatory.org/ • http://www.researchranking.org/index.php <p>Search Engines for Postgraduate Studies Abroad:</p> <ul style="list-style-type: none"> • http://mymaster.gr • http://www.masterstudies.gr • http://studyabroad.com • http://www.hr4europe.com/world.php?cpl=df15el • http://www.topmba.com/ • http://elearningeuropa.info/
	<p>6. Overseas jobs and international employment opportunities for professionals and young graduates</p> <p>7. Questions / clarifications</p>	<ul style="list-style-type: none"> • UKFC - www.ukfc.gr • European Network Europass - http://europass.eoppep.gr • EOPPEP's Mobility histories adapted from ONISEP's Mobility Videos produced within the project "Mobility for all" (dvd) http://www.eoppep.gr/teens/index.php/uncategorised/211-empeiries-kinitikotitas-2 • EOPPEP's Mobility Skills booklet for students and unemployed people including mobility activities, questionnaires, self-assessment checklists, useful mobility information http://www.eoppep.gr/images/SYEP/BOOKLET_MATHIT_ON_teliko.pdf

		HOW INTERNATIONAL ARE YOU? <ul style="list-style-type: none">Centre for International Mobility CIMO, Finland http://www.maailmalle.net/instancedata/prime_product_julkaisu/cimo/embeds/maailmallewwwstructure/18743_tehtavat_englanniksi_copyright.pdf
Evaluation		

Detailed Workplan (1 day - from 11.00 to 17.00)

Activities / Sessions

1. Introduction

- Presentation of the Project LEADER and the programme of the Pilot Action
- Video projection from the international conference on "Entrepreneurship and Career Panorama 2016: executives Greek experiences abroad"
<https://www.youtube.com/watch?v=LmsQKsm8b7k>
- Questions
- Creation of six working groups

2. An experiential workshop: Skills to self-exploring the career path abroad

The workshop aims at empowering students planning to go abroad

- Step 1: Reflecting on my strengths
- Step 2: Developing a roadmap for the new experience abroad – aims, resources, threats, alternatives, evaluation
- Step 3: Presenting the group's work

3. Orientation and Mobility for young graduates: a set of foundational skills

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- Working abroad: presentation of research data, 2016
- Confirmation of a decision
- Job Search Research (Websites with job offers, Social Media)
- Select destination country (working language and country)
- Tips for success
- Networking and tips to develop a network: workers or fellow students postgraduate abroad, business executives, social media, Alumni Association, international conferences, professional organizations, etc.)

4. I create my “Personal Portfolio”

- Curriculum vitae
- Diplomas (translation)
- Language certificates (IELTS)
- Computer skills and competences (statistical packages, presentations, websites)
- Certificates of participation in research projects (project, student competitions)
- Work experience certificates (internships, Erasmus mobility program, stage, seasonal work, etc.)
- volunteering
- Legislation and regulations (professions)
- application form for a job
- Profiles on social media-Personalization (Linkedin)
- Tips for interview via Skype or other electronic tools

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- Test: Why you leave abroad

5. Postgraduate studies abroad: The postgraduate guide to studying abroad

- Academic CV
- The statement of purpose as a fully detailed statement of delivering oneself to the board of examiners. This is a letter which the candidate must develop in a practice-oriented mode, emphasizing on the academic portfolio mainly, on the ground of making strong and clear the advantages and competencies on the academic field of preference and expertise. This is the statement of personal goals in terms of personal, professional and academic expectations.
- Receiving of recommendations in professional and academic environments. The opinion of employers and teaching staff for the candidate and their contribution to the final evaluation

6. Overseas jobs and international employment opportunities for professionals and young graduates

- The resume in the hands of applicants and job-seekers
- Professional CV
- Internship offers, graduate trainee programs, job openings: employment opportunities abroad. How to attract recruiters.
- Working mobility abroad: The candidate's options in the market area: paid internships and employability