

Partner Organization (project partner) and country:	Centro Studi Pluriversum, Italy
Other organization involved in the Pilot Action (if not directly the partner organization):	Friuli Venezia Giulia Region - ATS Effe.Pi Orientamento 2015-2018

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

Career Guidance Center / Service (NAME of the Service/Organisation)	ATS Effe.Pi Orientamento 2015-2018 (on behalf of the Autonomous Region of Friuli Venezia Giulia) within the project "Regional Guidance Offer Catalog"
Address, e-mail, website	Description of the project on the Friuli Venezia Giulia web pages: http://www.regione.fvg.it/rafvfg/cms/RAFVFG/istruzione-ricerca/regione-per-orientatori/FOGLIA7/
Career Guidance Provision Describe the service and the activities carried out by this organization (list of services and list of main target groups)	<p>The educational guidance path described here is part of a larger project called "Regional Guidance Offer Catalog", which is implemented by the FVG Region, using the European Social Fund and through the assignment to the ATS Effe .Pi Orientation 2015-2018, a group of professional training agencies with leader EnAIP FVG.</p> <p>The project involves the provision of medium-short-term guidance activities at the schools and training institutions that make the request of the service, starting from a "Regional Catalog" that includes paths from standardized content, easily replicable in the different educational and training realities of the territory. The costs of providing the service are covered by the ESF.</p> <p>All the schools and training institutions of the regional territory can access the "Catalog" guidance paths. The service consists of the delivery of educational guidance pathways to internal class groups of the beneficiary institutions.</p>
Staff and practitioners involved Describe the main roles and professional backgrounds	Educational guidance paths can be run in the classroom either by internal teachers of the educational institutions and beneficiaries, as well as by external experts, provided at the request of schools by the training agencies that take part in the grouping.

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LEARNING AND Decision making Resources

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Resources and tools Describe main tools available and database, web sites, etc.	In the educational guidance path described here, we use the methodologies of group work, collective discussion, role playing and simulation of the job interviews, also using video registration. Dedicated working sheets are provided by the teacher to help students highlight their salient features and to support the preparation for the job interview.
Other information (Opening time, on line services, etc.)	

INFORMATION ABOUT PILOT ACTION

Title:	How to handle a job interview
Short description of the Pilot Action:	Training pathway aimed to support the career management skills of students and gaining expertise in managing job interview sessions. Educational action is aimed at creating the methodological prerequisites, supporting transitions between school/vocational training and work.
Target group (with description of specific guidance needs)	Last year students of the secondary high school and of the professional education training courses (IeFP courses).
Expected learning outcomes , within the CMS framework	<ol style="list-style-type: none">1. Personal effectiveness2. Managing relationships3. Finding work and accessing learning

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<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>Title</p>	<p>Activities</p>	<p>Career guidance resources</p>
	<p>Job interview: who and where 2 hours</p>	<p>Analysis of the selector's profile: who he/she is, what he/she does - what he/she can not do - and where.</p>	<p>Working sheet "Job interview"</p>
	<p>Techniques and tools of the interview 3 hours</p>	<p>Reading and group analysis of some of the most used selection tools, their contextualization and goals</p>	<p>Descriptive working sheet "Job interview"</p>
	<p>I describe myself, I propose myself 3 hours</p>	<p>Recognition of the information that is the subject of the job interview</p>	<p>Working sheets "My Personal Style", "My Qualities", "My Skills"</p>
	<p>Practical exercise 3 hours</p>	<p>Practice of an interview</p>	<p>"Candidate working sheet", "Track of the interview"</p>
	<p>Final proof 1 hour</p>	<p>Individual Job interview simulation</p>	<p>Interview working sheet, video registration</p>
	<p>TOTAL: 12 hours</p>		
<p>Evaluation</p>	<p>Regional Monitoring System MAO (Monitoring Orientation Actions), which can be used to collect qualitative information about the project.</p> <p>To evaluate the learning outcomes we use the video of the final simulation of the interview, with particular attention to the following aspects: the first stage of self-presentation; the central phase of the interview related to the matching between the profile/professional area and the characteristics of the student; the aspects of non-verbal communication throughout the selection interview; the description of the educational/school choices in relation to the career project.</p>		