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### **03- Career skills advice**

#### The Job's world

- 1) Job Market and his evolution  
Overview on the job market and its projection
- 2) Types of professions and crafts  
What are the professions and crafts most requested today
- 3) Characters in the the labor market : Job hunters etc  
Who are the characters in labor market?
- 4) Types of forms of collaboration in the the labor market: employees, freelancers, partners  
A view on the different kind of collboration

#### Know yourself

- 5) Who are you?– knowing own capacities  
Who to know himself anf own potentiality
- 6) What are you looking for? How to be confident  
First step is to understand what we are looking for

#### Strategies

- 7) Self Marketing  
Improve the strategy to be a brand of themselves
- 8) Personal branding on social network  
How to use the social network for self-branding

#### How to looking for a job

- 9) How to write a CV and Cover Letter  
Focus on the the cover letter and CV preparation
- 10) Job interview  
Focus on the job interview and how to deal it
- 11) How to become a self-employer  
Basic infomations to a sell-employer activity
- 12) Working in a public field
- 13) Working in a private field
- 14) Leadership  
Focus on the leadership
- 15) Management  
Focus on the management