

# Certified Job Coach

## MODULE 1

### PROFILE

Applicant's personality profile

Applicant's requirements profile

Search area

Selection of vacancies

Compilation of profile

Basics of communication

Conscious/unconscious communication

Our self-image

The Halo Effect

Stereotypical views

Attribution

Nonverbal communication

Listening

Mirroring

Coaching conversations

### TASK

### ASSIGNMENT

## MODULE 2

### FIND JOBS

Selection of search parameters

Job sites

Social media

Unsolicited applications

Featured companies

Register your interest by phone

Register your interest on site

Leadership

What is leadership?

Technical Skills

Cognitive skills

Interpersonal skills

Authoritarian leadership

Democratic leadership

Transformational Leadership

Charismatic Leadership

Transactional Leadership

Situational Leadership

### TASK

### ASSIGNMENT

# Certified Job Coach

## MODULE 3

### RESUME WRITING

Graphic design

Portrait image

Personal Information

Competences

Cover letter

Work experience

Follow-up

Conflict

What is a conflict?

How do conflicts arise?

The impact of conflicts in the workplace

Structural conflicts

Personal conflicts

Role expectations

Role conflicts

The ABC triangle model

The conflict iceberg model

The nine-stage model of conflict escalation

Conflict management

Professional treatment

TASK

ASSIGNMENT

## MODULE 4

### INTERVIEW

Preparation

Telephone interview

Outline of interview

Value-driven interview

Competency-based interview

SWAN analysis

The five-factor model

Personal Information

Career

Tests

TASK

ASSIGNMENT



## The goal of the education

The goal of the education is that the student, after completing the education, has acquired the knowledge required for qualified and independent work in the field.

## Eligibility requirements

No special eligibility requirements.

## Assessment criteria

After completing the education, with a passed result on all assignments and tests, the student receives a certificate. The main teacher for the education is the one who examines the student.

## Degree title

Certified Job Coach

## Extent of education

The studies are conducted at any study pace and include about 6 weeks of full-time studies.