

Title of the activity	HOW TO PRESENT MYSELF FOR THAT JOB
Brief description	<p>This activity challenges participants to prepare themselves for a job interview. It is not really suited for participants with low language skills. This activity requires a safe space for the participants. It also requires an extra facilitator.</p> <p>Steps:</p> <ol style="list-style-type: none"> 1. This activity should take place after the ‘mind map your dream job’ activity, at the end of which you have asked them to think about how to present themselves if they had to apply for their dream job. 2. Ask the participants what they think is important to keep in mind with regard to a job interview and take notes of what is being said on a flip chart (20 minutes) 3. Make sure the list includes: good preparation (answers to the questions why you want this job, why you think you will be the right person for the job - personal characteristics, the ‘right’ skills) language, manner of speaking; posture; be there on time; careful listening and reacting to what is being said; appearance. 4. Ask the participants to have another look at their mind map and to prepare a presentation for the job they have chosen. In order to do so they should start with their motivation = answering the questions why they want the job and why they think they are the right person for the job. 5. Give them circa 30 minutes to think about the answers to these questions and to write the answers down in a way that will help them to memorize them. This can be in key words, in full sentences, but also in drawings. Put an emphasis on the skills they think are needed and their personal characteristics that make them the right person for the job. After they have done so, form pairs. 6. Ask each pair to go through their answers together and to help each other, if needed, to better these (20 minutes). Include a short break after this. Meanwhile you create a space with a table and two chairs at opposite sides where job interviews can take place. If there is no door through which the potential employee can enter, draw a line on the floor, indicating that door. The extra facilitator will be the recruiter / the person to do the job interview. It adds to the theatrical atmosphere if s.he is overly dressed as a recruiter (glasses, suit, tie and the like). All interviews will end with the recruiter saying “Thank you for this interview. We will get back to you”. 7. Bring the group together again and explain that it is playtime now; that they are going to play-act applying for their job. Make them aware of the fact that the interview starts the minute they enter the (imaginable) door. Each participant gets 5 minutes max.

	<p>8. Ask all participants to pay respect to each other's interviews and to think about what they can say to help each other to make an interview better. They can take notes. You should also take notes of your observations.</p> <p>9. After all participants have done their interview, bring the group together again for an evaluation. Start with a general evaluation (was this difficult to do, and - if so - what was the most difficult part). Next you ask the participants to reflect respectfully on the presentations (motivation, language, posture, etc.), preferably in general terms, but it might turn out to be unavoidable for them to mention names. If they do, ask the participant who mentions a name in a negative context what s.he would do to make it a better interview.</p> <p>10. Be aware that the evaluation should be constructive for all participants! (30 minutes)</p> <p>11. Ask all to applaud for each other.</p>
Aims	<ul style="list-style-type: none"> to stimulate their communication skills (talking and listening); to stimulate their presentation skills; to stimulate their empathy; to stimulate collaboration; to prepare participants for job interviews. <p>All in a playful way with respect for one another</p>
Main skills addressed	<ul style="list-style-type: none"> Self expression Communication Self esteem Self presentation Collaboration Empathy
Why is this activity suitable for promoting civic participation and integration?	Work being one way of participating in society, this activity aims to prepare participants in a playful way for job interviews European style.
Link to website (if available)	
Which non-formal learning tool is (mainly) used	<p>Storytelling</p> <p>Peer education</p> <p>Play-acting</p>
Suitable for how many participants (min. / max.)	<p>2 or more, preferably an even number;</p> <p>Minimum: 2</p> <p>Maximum: 10</p>
Indication of duration of the activity	<p>50 minutes altogether for the preparation of the job interviews plus 5 minutes per job interview plus 30 minutes for the evaluation.</p> <p>One could choose to divide the activity over 2 sessions: 1 dedicated to the preparation of the job interview and 1 to the interviews and evaluation.</p>
Indication of preparation (time,	<p>Needed:</p> <p>Flip chart</p> <p>Enough paper and pens for all participants.</p>



which material are needed)	Tables and chairs for all. Tape or crayon to indicate an imaginary door on the floor. Props/costume for the facilitator/recruiter
Evaluation method (if applicable)	See steps 9-11
Variations (if applicable)	<p>You could also include 'the biggest fear'. What would be your biggest fear of things going wrong? The teams could make a list and think about ways they could react when things go wrong and try it out in a sketch. It can also help to think about different scenario's / or you can give prompts of different scenario's.</p> <p>You could divide different aspects of the activity in different lessons. Lesson 1: preparation, etiquette Lesson 2: preparing possible questions and answers Lesson 3: role play</p> <p>Give participants the possibility to not go for their dream job, but to just go after an activity, voluntary work (possibilities differ per person).</p> <p>Provide templates to use for the lessons; what's important for the preparation, what question will pass and do you need to answer.... You preferably add visuals to the templates.</p>

