

## 2 Realization

	Phase	Aims	Input/ tools	Activities	Output	Professionals involved	Indicators	Notes
2.1	Analisis of potential and motivation of the participant	To check motivation and skills of participants	Skills assessment (Attachment 01)	Individual interviews, completion and return of questionnaires	Map of competences, skills and motivation of each participant	Career guidance experts	1 completed questionnaire per user	
2.2	Identification of individual training needs	To identify the detailed content of training actions	Analysis of training needs (Attachment 02), Context analysis (Attachment 03)	Individual interviews, completion and return of questionnaires	Detailed contents and competences for training actions	Trainers, project managers	1 completed questionnaire per user	
2.3	Collective career guidance actions	Self-efficacy	To check and develop the self-efficacy of participants and autonomy in job searching	Individual interviews, Self-efficacy interview (Attachment 04)	Classroom activities, completion and return of questionnaires	Individual file updated	Career guidance experts	1 completed questionnaire per user + summary of the interview
		Communication skills	To develop the relational and communication skills of participants	Individual interviews	Classroom activities, completion and return of questionnaires, roleplaying	Individual file updated	Career guidance experts	Quality of the assessment + summary of the interview
		Motivation	To assess and increase participants' motivation	List of job values (Attachment 05)	Classroom activities	Individual file updated	Psychologists	100% completed questionnaires + classroom attendance
		Job search	To know and use tools for active job search	Technical guides: Network of relations grid (Attachment 06) web sites, Recruitment and selection process (Attachment 07), Applying for a job (Attachment 08), Guide for professional profile description (Attachment 09), Europass ( <a href="http://europass.cedefop.europa.eu/en/home">http://europass.cedefop.europa.eu/en/home</a> ), Template for Cover letter (Attachment 10), Phases and topics of a job interview (Attachment 11)	Classroom activities, compilation of CVs and self presentation letters, simulation of job interviews	CVs, self presentation letters updated	Career guidance experts	X CVs, X cover letters, X interviews per user
		Labor market	To know rules, processes and laws of the labor market	Slides, presentations, handouts	Classroom activities	Participants informed on the job market	Career guidance experts	Classroom attendance
		Business Start up	To check the propensity of participants in business start up	Map of entrepreneurial competences (Attachment 12); Self-evaluation management value diamond (Attachment 13)	Individual interviews and self-analysis (questionnaires)	Individual file updated	Career guidance experts	Completed questionnaires
2.4	Individual career guidance actions	In presence coaching	To support individuals in active job search process	Individual file updated	Individual monitoring of job search	Participants individually assisted	Tutor, career guidance experts	# of CV sent out, # of interviews performed
		Back office coaching	To detect and contact companies and firms potentially interested in the participant	Individual file (Attachment 14), databases	Demand/supply of labor matching and the promotion of participants	Contacts with companies and participants	Tutor	# of companies contacted
2.5	Training actions	To upgrade/refresh professional skills and competences of participants	Individual file updated, datas on the context	Short training actions	Professional skills upgraded	Trainers	Classroom attendance and customer satisfaction analysis	
2.6	Monitoring of the process and activities	Effectiveness monitoring	To check the results of the process and the gaining of project goals	Customer satisfaction questionnaires, indicators, individual files, databases	Check	Individual file updated, database updated	Tutor	Indicators updated
		Financial and economic monitoring	To grant internal sustainability of the process	Company administrative software, tools and rules	Check	Internal auditing documents	Accounting department, tutor	