

Erasmus+

# Youth exchange

5th - 15th March

2018

Liepāja, Latvia

Latvia

Serbia

Greece

Ukraine

Poland

Czech Republic





# Erasmus+

- EU's programme
- Supports education, training, youth and sport in Europe
- Gives opportunities to study, train, gain experience, and volunteer abroad
- Lasts until 2020

Objectives of the program:

Specific issues tackled by the program include:

- Reducing unemployment, especially among young people
- Promoting adult learning as required by the labour market
- Encouraging young people to take part in European democracy
- Supporting innovation, cooperation and reform
- Reducing early school leaving
- Promoting cooperation and mobility with the EU's partner countries

For more information, visit:

[ec.europa.eu/programmes/erasmus-plus/about\\_en](http://ec.europa.eu/programmes/erasmus-plus/about_en)



# Youth Exchange

Youth exchange brings young people from different countries and cultures together, providing them with marvelous opportunity to get new skills, knowledge and experiences. Also to learn about others countries and cultures, expand professional and personal horizons. And make a new step into the global citizenship.

Who can participate?

You! Everyone ages from 13 to 30. To be a group leader in a Youth exchange, you must be at least 18 years old.

How to apply?

Go to Facebook and search for groups connected with Erasmus+ Youth exchange. Follow links and fill the application form. If you need help in finding a suitable Erasmus+ Youth exchange or have any questions, the Erasmus+ National Agency in your country will assist you.

The European Youth Portal also provides information and opportunities for young people.

# Training Course



- An educative, innovative and practice-driven program KA1 for professional youth workers (teachers, trainers, ...) able to improve your skills and competences
- Required age: 18+
- Costs are 100% covered by EU (Erasmus+ grand – travel, accomodation, food)

# Volunteering activities

Volunteering is an altruistic activity where you provide services for no financial or social gain "to benefit another person, group or organization".

Idea: make the world a better place to live in

Benefits: - experience that helps you get a job (you can put our voluntary activity on CV)

- meet new people
- positive emotions
- developmnet of yourself
- intercultur learning
- usefull knowledge

EVENTS: International vol day

Global youth service day

World kidness day

People say that small help is better than big compassion and volunteering proves it!





# Youthpass

As result of successful participation in Erasmus+ activities, you can receive document named “Youthpass”. Youthpass is the tool, process and strategy for recognition of non-formal learning within Erasmus+ programme, which is based on reflection and dialogue about learning. Youthpass certificates are available for:

- Youth Exchanges
- European Voluntary Service
- Mobility of Youth Workers
- Transnational Cooperation Activities
- Structured Dialogue meetings

In that document, you can find what you have done during the project and what you have learned. This tool to systemise your achievements usually consists of following parts:

- Communication in the mother tongue
- Communication in foreign languages
- Mathematical competence, basic competences science/technology
- Digital competence
- Learning to learn
- Social and civic competences
- Sense of initiative and entrepreneurship
- Cultural awareness and expression

# Youthpass

## EUROPEAN VOLUNTARY SERVICE

**José Maria Teixeira Bastos Vaz e Gala**  
 BORN ON **22/11/1987** IN **Lisbon, Portugal**

PARTICIPATED AS A VOLUNTEER IN THE PROJECT

**STRANA EVS IDEA**  
 IN THE RECEIVING ORGANISATION **STRANAIDEA**  
**S.C.S. IMPRESA SOCIALE ONLUS.**

THE PROJECT TOOK PLACE FROM **05/09/2014**  
 TO **04/09/2015** IN **TURIN, Italy.**

## EUROPEAN VOLUNTARY SERVICE

The aim of European Voluntary Service in Erasmus+ is to develop solidarity and promote active citizenship of young people. During their stay of up to 12 months in the receiving country, young people contribute to social cohesion and considerably enhance their personal, professional and intercultural competences.

European Voluntary Service is carried out in partnerships between young volunteers, organisations in their country of residence and organisations in a receiving country.

Erasmus+ is the European Union's programme for boosting skills and employability through activities organised in the field of education, training, youth, and sport. Youth activities under Erasmus+ aim to improve the key competences, skills and employability of young people, promote young people's active participation in the society, their social inclusion and well-being, and foster improvements in youth work and youth policy at local, national and international level.



**CINZIA POLICASTRO - President**  
 Representative of the organisation

The ID of this certificate is ZPL2-L2U1-Z2XX-11FC.  
 If you want to verify the ID, please go to the web site of Youthpass:  
<http://www.youthpass.eu/qualitycontrol/>

Youthpass is a Europe-wide validation system for non-formal learning within the Erasmus+ Youth in Action Programme. For further information, please have a look at <http://www.youthpass.eu>.

# WHO AM I / HOW TO UNDERSTAND MYSELF

- Get an objective assessment

Check out on internet websites about personality tests in order to understand your inclinations.

Example : [16personalites.com](http://16personalites.com)

- Character writing exercises

Write down specific questions to be able to answer to the like it's an other person asking. This way you can be objective.

- Evaluate strengths and weaknesses

To compare your perception with your strengths and weaknesses compared to the ones of other people close to you identify

- Examine your priorities

Compare your priorities to the ones of people you respect. Think what conclusions they say about you.

- Look at how you have changed

Look at your past and evaluate your change over time. Consider how and why you talk about yourself

The opinion you have about you is very important. Be careful with it

- don't try to forget about your past when it causes you unpleasant emotions. Remembering will help you change what you did wrong and not to repeat it.

- Look at the way you react in bad situations.

When there is a tough situation the most hidden and restrained parts of your character tend to come out. Try to understand why and analyse them.

It's like constantly running while looking at others but we need to stop from times to times to look at the mirror.



# Strenghts

Hard working

Organised

Studies and personal  
experiences

# Weaknesses

Perfectionist

Impulsive

Not able to afford your  
dreams

# Opportunities

Erasmus +

Scholarships

Easy travel in EU

# Threats

Economic crisis

Corruption of the political  
system

Family problems



# SWOT analysis

A tool that can be used by people and companies to help you or your company make decisions about your future actions and discover your competitive advantage.

Strengths and weaknesses → internal factors - these factors depend only on you (personal skills, education, character, etc)

Opportunities and threats → external factors - factors that are not determined by us but affect us in our decision and actions (political, economics situation, etc)

## Conclusion

You can always go back to your swot analysis and make any changes you want. For example, you can try to eliminate your weaknesses and turn them into strengths. Also, always try to make good use of the opportunities you are offered. Finally, this evaluation helps you be more prepared to face any threats that may come in your way.

# CURRICULUM VITAE

(eng. the course of my life)



## What is a CV?

CV is a written overview of a person's experience and other qualifications for a job opportunity.

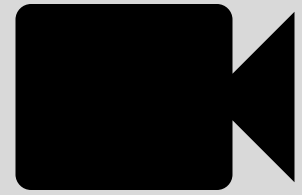
## When do we write a CV?

We write CV's when we are applying for a job, postsecondary programs, scholarships, grants, etc.

## What should a CV contain?

A CV should be short, usually a maximum of two sides of A4 paper. Your CV must begin with your contact information: name, address, phone number, e-mail address, etc. It contains a summary of employment history, qualifications, education, some personal information. It should contain details about all publications, research projects and presentations. In addition to jobs, you should include internships and volunteer. In the end you will provide a list of references, along with their contact information.

# Video CV



Video CV is an alternative to a normal paper CV. Attached videos enhance job applications by providing employers with more insight into what an individual has to offer, it enables an employer to get a feel of your personality. Video CVs a great opportunity to show your presentation and creative skills.

## When to use a Video CV?

Whether you use a video CV or not depends on the sector, the role you're applying for and you as a person. They tend to be most appropriate when applying for creative or customer-facing roles in sales, media, marketing, PR and advertising.

## What makes a successful video CV?

There is no set rule for creating a video CV. However, there are some things that good video CVs have in common. They should be from one to three minutes long. Introduce yourself clearly and tell the viewer why you're the right person for the job. Body language is also important.

Maintain eye contact with the camera and have a "happy, cheery disposition".

Video CV is the best way to sell yourself. We can a show ourselves in a way, which is not possible on the paper version. If it suits the you're applying for, why not to break free from the limitations of the paper CV and try the multimedia one?

# Motivation letter



A motivation letter, motivational letter or a letter of motivation is a letter of introduction attached to, or accompanying another document such as a résumé or curriculum vitae. The main purpose of a cover (motivational) letter is to persuade an HR specialist that you are the most suitable candidate for a given position or programme or for your applying a university.

Motivational letter helps to sell yourself in the most efficient way, to show yourself to impress an employer or applying commission.

Don'ts:

“Average is not enough”. Your motivation letter has to be different than that of others. So don't copy your motivation letter from others, but make sure that the letter is tuned to the company and job you are applying for. A motivation letter is a personal letter, so use your own style to show who you are.

“Stick to the point”. Companies want to know why you want to work in their company, so don't use complex language constructions or long poetic phrases. Be as concrete as possible.

“Don't let your motivation letter and your CV „echo“”. The motivation letter should be complementary to your CV where you can highlight some of the relevant items of your CV. Don't list all the items of your CV in the motivation letter.

“Don't exaggerate”. Make sure that you don't mention new items in your motivation letter (work or education or other skills) which are not mentioned in your CV.

## Do's:

Mention clearly why the company has to choose you for the stage/ job. Be concrete, convincing, without being arrogant.

If you know the name of the responsible person, start your letter with this name. This person will feel personally approached by your letter, which is always positive.

Start always with your positive points, weak points they will ask in the talk, so don't mention them in your letter.

Formulate your letter positive and future oriented. Example: "I am eager to learn and prepared to adapt myself to the new working situation...", instead of "I have no experience in this working field."

Motivate your statements with facts and experiences. Use for example experiences in your personal life: "I have three years experience in leading and animating children in the regional scouts team"

Collect information about the company. In this way you show interest and you can adapt your letter better to the company needs and function.

Put only the most relevant facts and experiences in your motivation letter.

Keep it brief and clear. Don't forget to tell something about you as a person.

Mention what you have reached for so far at educational and or professional level (former work or stages) and your career perspective.

Tell in which way you distinguish yourself from others with the same education and diploma.

To check before sending your letter....

Did I mention clearly the function I want to apply for?

Did I motivated clearly why I want to apply for that function?

Did I mention why I fit this job/ stage?

Am I as concrete as possible, with examples where relevant (from my CV or other experiences)

Did I gave an impression of who I am?

Did I checked my motivation letter on errors?

Did I checked if my CV is still up to date and relevant for the function?

# Encouraging words

1)improve yourself to change the world

Change yourself to improve the world

2)be active, be useful, be a volunteer

3)look at the sun and shadows will fall behind you

4)we rise by lifting others

5)no one can do everything but everyone can do something

6)alone we can do so little but together we can do so much



# Job Market

Job market is a market in which employers search for employees and employees search for jobs. In our session we divided to teams by nations and had a brainstorming about questions:

1. What is job which has more job opportunities than employees in your country?
2. What is job which has less job opportunities than employees in your country?

After than we played an interactive game and had a discussion about how we can improve an employment in a job market in each country. We discovered a lot about other countries job market and we learnt about most needed jobs in our countries and we saw differences and similarities between each other. Workshop was very usefull.





# Interview

Nowadays most employers require an interview in order to make the decision of hiring someone. The problem is that most of us are anxious just in the thought of an interview. Some prefer to prepare the questions while others just think of the answers right then. In any case, you should have in mind the most frequent interview questions and how to behave in an interview.

## MOST FREQUENT INTERVIEW QUESTIONS:

1. What salary would you be pleased with ?
2. Could you tell us something about yourself?
3. If you could be an animal, what kind of animal would you choose?
  4. Where do you see yourself in 3 years?
  5. Why did you leave your previous job?
6. If you could have as much money as you want what would you do with it?
  7. What are your biggest weaknesses/strengths?
  8. How do you think you can contribute to our company?
    9. Why did you choose our company?
    10. What is your biggest accomplishment?
11. Why do you think you are suitable for this position / why should we choose you?
12. What type of person are you/ do you prefer to be a part of a team or work alone?

## HOW TO BEHAVE:

### 1. appearance

As a Dutch proverb says, A smart coat is a good letter of introduction. Dress up according to situation to make positive first impression.

### 2. polite speech and behaviour

The biggest part is to behave politely and to be able to speak about yourself

### 3. knowledge about the company field

When applying for the job, you should know about company goals, their field and some basic information you can get on their website.

### 5. to show your interests

Show to the personalist that you really want to get the position.

### 6. to be prepared

You should be able to speak about your CV and about your experiences. Sell yourself.

# Ways of finding a job

## Employment Agencies

Employment Agencies or recruitment an organization that can help you to find a job.

## Door-to-Door

Using this method you have to go from one company to other offering your CV. This old job-hunting technique shows employers you are serious about finding work.

## Networking

Family, friends and former co-workers or associates are valuable sources of job information and can even recommend you to their own bosses.

## Job Search Websites & Job Boards

Place where you can post you CV or find open job offer from different companies. Be very careful about putting your personal details into a public domain and follow instructions on privacy settings carefully.

## Internships

This can be a good way to get your foot in the door and make important contacts. In addition it is possible to receive full-time job after internship.

## Company websites

Visit different companies websites aslo can be a usefull way to find a job. You can wether monitor posting of new vacancies or send your CV to potential employer.

## Cold calling

You can use the telephone or email to contact individuals within an organization by finding their conatct deteils on the company website or by inquiring with the receptionist.

## Job fairs

Job fairs are typically targeting toward specific industries, though some job or recruitment fairs are more generalized. At such events some organizations may even offer on-site interviews to candidates that match their requirements.

# Useful links

16personalities - Personality test that could help you to determine what job should fit you.

LinkedIn - Social network which connects employer and employee. Just your profile could find you a job.

Europass - Place to create your international CV using premade templates. There is also a lot of useful information about work in EU.

Euras - Jobs from all over Europe.

Other websites you can check out: Job, Indeed, Robert Half, Carrer builder

If you plan to do a startup, try these crowdfunding websites: kickstarter, indiegogo

NOTE: You should find what are your countries job websites!!!

# Contacts of organizations


 Latvia - [perspektiva.latvia@gmail.com](mailto:perspektiva.latvia@gmail.com)

 Czech Republic - TOM Dumánci projects

 Greece - Modern Youth of Greece

 Poland - Foundation Chadoo

 Serbia - SFERA Serbia

 Ukraine - Vzayemopomich

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