

Booklet

APTE



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Introduction

APTE presentation

APTE (A pathway to employment) is a ten-week mentoring program designed to discover opportunities in the social and sustainable economy sectors. It is a European project financed by the ERASMUS+ program, and involves five partners from France, Spain, Hungary and Belgium. The aim of APTE is to introduce the concepts of the social and sustainable economy to young and not-so-young jobseekers, as well as to set up a mentoring program and organize a pro bono mission.

Course framework



Curiosity

Open-mindedness

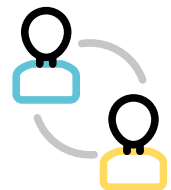


Cadre des animations



Arrive on time

If absent,
inform the
trainers



Participate

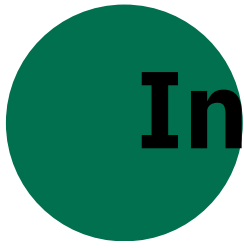
Introduction

Calendar

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Introduction

Questions

- What do you expect from this course?

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- What are your difficulties in finding a job?

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- What do you know about the sustainable economy?

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- What do you know about the social economy?

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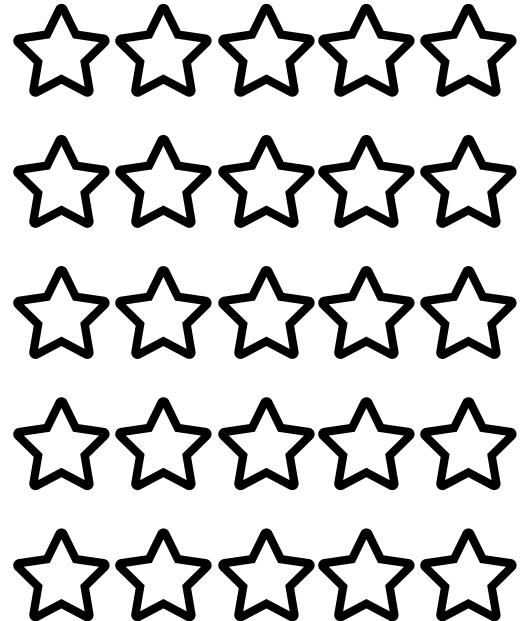
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Self-assessment

- Written expression (CV, cover letters, reports...)
- Oral expression, public speaking
- Time management
- Teamwork
- Digital tools



My strength in my job search :

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What I wish to improve in my job search:

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What makes me unique in the job market :

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A photograph of two men in an office setting. The man on the left is wearing a checkered shirt and holding a green sticky note. The man on the right is wearing a denim jacket. They are looking at a glass wall covered with various colored sticky notes (green, pink, yellow, orange). The image has a green tint.

Group activities

APTE

Group activities

General framework



Be on time



Address



Phone numbers

Program

1. Ikigai
2. Discovering entrepreneurship
3. Climate mural
4. PITCH
5. LCG - Company visits
6. Personal Brand
7. Pro bono preparation
8. Pro bono mission
9. Closing



IKIGAI

What is it ?

Ikigai is a Japanese concept that literally translates as "reason for being". It's described as the meeting point between what you love to do, what you're good at, what the world needs and what you're paid to do. According to this theory, finding your Ikigai is the key to living a fulfilling and meaningful life. It is often visualized as a diagram with four overlapping circles to represent these four aspects of life (see next page).

We encourage you to explore your own passions, talents, values and needs to see how they can combine to give meaning to your life. It's important to stress that ikigai isn't something you find quickly, but rather an ongoing process of exploration and adjustment.

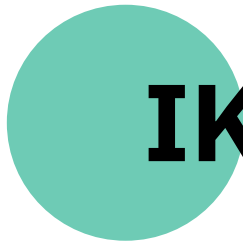
Further information

- The book "Ikigai: The Japanese Secret to a Long and Happy Life" by Héctor García and Francesc Miralles is an international bestseller that explores the roots of Ikigai and gives practical advice on how to find it.
- The Japanese Art of Ikigai: A Step-by-Step Guide to Finding Your Purpose in Life" by Hector Garcia and Francesc Miralles is another book that explores the concept of Ikigai and gives practical advice on how to find it.
- Dan Buettner's article "Ikigai: The Japanese Secret to a Long and Happy Life", which appeared in the January 2017 issue of National Geographic, is a comprehensive and detailed introduction to Ikigai that explains its origins, characteristics and benefits.
- "The Ikigai Way" website (www.theikigaiway.com) is dedicated to Ikigai and features articles, podcasts and online training to help people find their Ikigai.
- The book "Ikigai: The Japanese Secret to a Long and Meaningful Life" by Ken Mogi is another book that explores the roots of Ikigai and gives practical advice on how to find it. It is also available in several languages.

It's important to note that there is no single formula for finding your Ikigai; it's a personal process that depends on each individual. So it's important to take the time to reflect on your passions, talents and values to discover what's important to you and how you can use this to contribute to society.

IKIGAI





IKIGAI

Notes

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Climate fresk

What is it ?

The objective of this animation is to understand the causal links that exist between human activities and climate change. The climate fresk is an animation that was created by Cédric Ringenbach, a French engineer, with the aim of popularizing the IPCC report.

Further information

There are many websites and organizations offering detailed information on climate change, its causes and consequences, and the actions that can be taken to mitigate negative effects.

The Intergovernmental Panel on Climate Change (IPCC) is an intergovernmental scientific organization that assesses scientific knowledge on climate change and provides advice and reports on climate-related issues. Their website (www.ipcc.ch) contains numerous reports and publications on climate change and its causes.

The mission of the United Nations Environment Programme (UNEP) is to promote sustainable development and protect the environment. Their website (www.unep.org) contains information on climate change and the actions that can be taken to mitigate negative effects.

- The Climate and Society Research Center (CCS) is an interdisciplinary research organization that studies the social impacts of climate change and policies to mitigate them. Their website (climatecenter.columbia.edu) contains information on climate impacts and scenarios, as well as case studies of actions taken to adapt to the impacts.
- Reports from the U.S. Environmental Protection Agency (EPA) (www.epa.gov/climate-indicators) provide information on key indicators of climate change, including greenhouse gas emissions, temperature and precipitation.
- Data from the World Meteorological Organization (WMO) (www.wmo.int) provide information on global climate trends, including temperature, precipitation and extreme weather events.



Climate fresh

Questions

- What did you learn ?

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- What surprised you?

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- Other personal reflections

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“2Tonnes” workshop

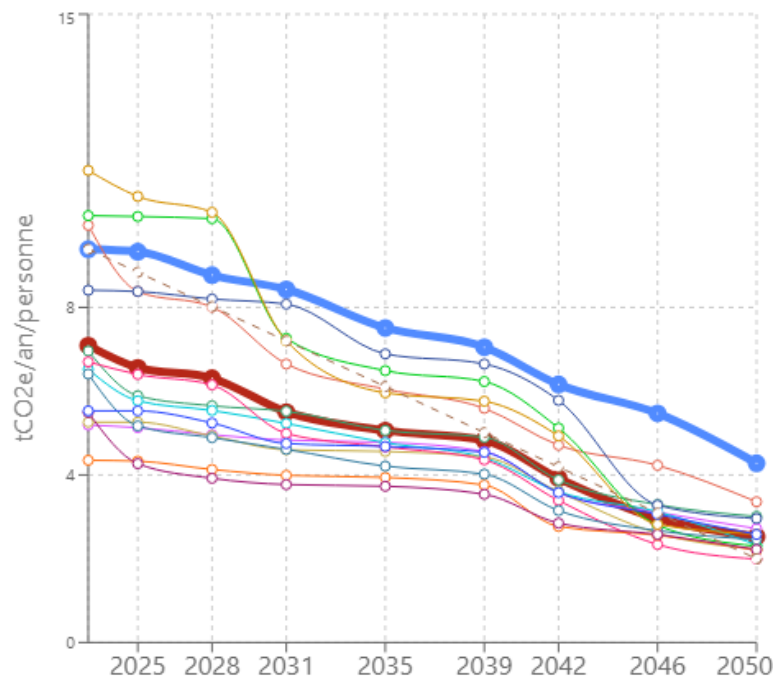
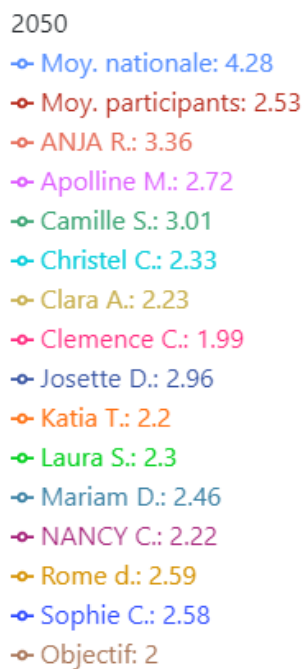
What is it?

The 2tonnes workshop is an immersive workshop that uses collective intelligence to explore the future and act together for the climate.

Highly complementary to climate workshops such as the Climate Fresco, 2tonnes aims to give to its participants the knowledge and ideas to take action for the climate on their own scale.

The workshop takes around 2 to 3 hours, and enables participants to draw up their personal carbon footprint and improve their knowledge of climate issues. The objective is to engage in a collective dynamic of solution-finding, and together to identify concrete courses of action that can be activated within their everyday life.

The result



Here is the final result on each participant's carbon footprint at the end of the workshop. In fact, "2tonnes" is the carbon emission target per person per year, to be reached by 2050, if the planet is to remain viable for human beings.

Today in France, the national average carbon footprint is 9.3 tonnes per capita, which is a long way from the 2050 target. The main objective of this workshop is therefore to identify actions that will enable every country to reach the 2050 target, and significantly reduce the current figure.

There are several categories of actions to be implemented:

- Influencing actions, which concern the policies and laws in force in the country to act on the climate issue
- Actions on consumption, to reduce CO2 emissions from everyday actions (food consumption, transport, etc.)
- Training initiatives, aimed at raising awareness and equipping the population to deal with the challenges of human impact on the climate.

This result shows the effect of collective and individual action on CO2 emissions at national level, and how everyone's action can bring positive impact and solutions to climate issues.



Life Cycle Game

What is it?

This game traces the complex, linear production chain of a pair of jeans. Next, you'll describe how the natural food chain works. Then, by comparing the two diagrams, the 8 key principles of the circular economy are identified: zero waste, eco-design, functionality, systems thinking, cascade thinking, renewable energies, recycling and local.

Company visits



Life Cycle Game

Questions

- What did you learn ?

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- What surprised you ?

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- Other personal reflections

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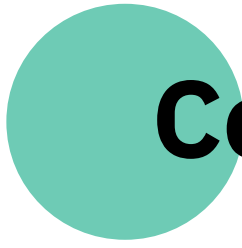
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Company visits

Questions

- What did you learn ?

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- What surprised you ?

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- Other personal reflections

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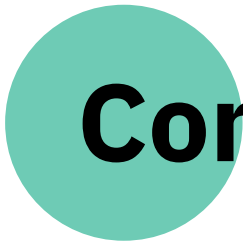
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Company visits

Notes

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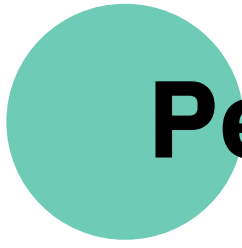
Personal Brand

What is it?

- Sum of expertise + skills + experience
- Intangible factors (how you communicate, how you treat people,...)
- Tangible factors (how you speak, how you dress, how you travel,...)
- Depth of your engagement (the type of clients you have, the type of companies you have worked for,...)

Elements

- Recognition: working on your personal brand will give you the opportunity for people to get to know you in the ecosystem in which you want to move.
- Credibility and trust: demonstrate that you are valid in your area of expertise. Your professional life depends in part on this.
- Authority: working on your personal brand gives you enough credibility to show that you are an expert in that subject and you can talk about whatever you consider in that field.
- Differentiation: working on your personal brand allows you to reflect and communicate what makes you unique.
- Reputation: working on your personal brand will allow people to get to know you before you meet them personally (word of mouth). For certain jobs this is important.
- Reap the rewards: working on your personal brand will help you to find a new job, new professional opportunities,...



Personal Brand

Questions

- What did you learn ?

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- What surprised you ?

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- Other personal reflections

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A man and a woman are standing in an office, looking at a laptop. The man is on the left, wearing a checkered shirt, and the woman is on the right, wearing a denim jacket. The background is a blurred office space with a glass wall and plants. The image is overlaid with a green tint and several colorful sticky notes (pink, yellow, orange) scattered across it.

Pro bono

APTE

Pro bono

General framework



Be on time



Address



Phone numbers

Program

- **Pro bono preparation**
- **Pro bono mission**

What is it ?

Pro bono refers to the voluntary commitment of individuals who offer their skills to serve an organization or another individual with a social purpose, who would not otherwise have the means to access it.

It is a form of volunteering and civic engagement!

Intro pro bono

Mission sheet



Présentation de la structure

VISION :
Texte

MISSION :
Texte

DONNÉES CLÉS :
Texte

**FORMAT JURIDIQUE ET
IMPLANTATION :**
Texte

HISTORIQUE

- Date : événement
- Date : événement

Lien du site internet

probonolab.org • #probono



Fiche mission de la structure

CONTEXTE :
Texte

REPRÉSENTANT DE LA STRUCTURE :
• Prénom, Nom, intitulé de poste

OBJECTIFS :
• Objectif
• Objectif

LIVRABLES :
• Livrable
• Livrable

COMPÉTENCES :
• Compétence
• Compétence

**Plan de
travail**
• Texte
• Texte

logo

probonolab.org • #probono



Intro pro bono

Notes

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Pro bono

Notes

A series of horizontal dotted lines for taking notes, consisting of 25 lines.

MENTORING



APTE

Mentoring

What is it ?

As part of the APTE project, we offer peer mentoring, i.e. mentoring between peers (two people living the same reality). It involves mutual learning and collaborative work between two people (= binomial) seeking training, employment or guidance. The aim is to achieve their personal and professional goals together.

In practice

- **What ?**
- **Who ?**
- **When?**
- **Where ?**



Mentoring

Program

Session 1: Getting to know each other and defining personal goals

Session 2: Improving your CV

Session 3: Improving your cover letter

Session 4: Working on oral expression

Session 5: Co-development

Session 6: Active listening

Session 7: Feedback

SESSION 1: Getting to know each other and discover your power to act

Description

Cette première session de mentorat a pour but de mieux connaître son binôme. Pour ce faire, nous vous proposons de travailler à l'aide d'un outil qui se nomme "**Clichés**". Cet outil vous permettra notamment d'identifier des moments de votre vie où vous avez réussi à franchir des étapes et pris des décisions qui vous ont permis de sortir d'une situation qui vous paraissait impossible à dépasser.

Objectives

- Getting to know your partner
- Become aware of your power to act
- Define each other's objectives
- Identify expectations regarding your mentoring relationship

More information

- Presentation of "Session 1 - Mentorat" received by email
- Website: Clicheseu.wixsite.com

Step 1: Inspiring people

- Personalities who inspire you (and why?)

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- Remarkable people in your circle (and why?)

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- Your inspirational actions (what decisions have you made in your life that could inspire others?)

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Stage 2: Discovering your power to act

- In this second stage, each member of the pair is invited to reflect in depth on a personal experience.
- Each identifies a moment in his or her life when he or she succeeded in triggering his or her "power to act", i.e. that moment when what seemed impossible became possible. This can be linked to inspirational people, reminding you that you yourself are also an inspirational person for others.
- This second step can be broken down into 3 sequences:

1. The impossible

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Stage 2: Discovering your power to act

2. Raising awareness

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3. I AM POSSIBLE

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Step 3: Find your totem pole

- Help your partner to find the "totem" he/she feels symbolizes his/her power to act.
- This totem can be an object, a word, a smell, a color, music... It will be the symbol he/she remembers the day he/she needs to motivate him/herself.
- Draw this totem/symbol HERE :

SESSION 2: My CV

Description

The CV is the gateway to a potential employer. It links the job offer to your profile. It is designed to showcase your know-how in an identified market. The CV is a synthesis that doesn't have to tell the whole story about you. It's an easy-to-read summary, with elements that are relevant to the vacancy in question, and which, together with the cover letter, should make people want to meet you!

Objectives

- Improve the "virtual" and "physical" tools currently used in your job search
- Discover digital tools and resources to support you in your job search
- Learn from the experience of your partner

More informations

Tips for an attractive CV

- Use a professional, polished design: a well-presented, aesthetically pleasing CV will attract employers' attention and show your attention to detail.
- Be concise and clear: a clear, concise and easy-to-read CV is more likely to be read and remembered by employers.
- Use relevant keywords: by using the same terms and expressions as those used in the job advert, you increase the chances of your CV being spotted by automated recruitment systems.
- Include concrete examples of achievements: show employers what you've accomplished in your previous work experience, using figures and statistics to back up your achievements.
- Highlight your key skills: employers are looking for candidates who have the skills they need to succeed in the job, so make sure you highlight the key skills that are relevant to the position you're applying for.
- Tailor your CV to the job you're applying for: take the time to personalize your CV by highlighting the experiences and skills that are most relevant to the position.
- Check spelling and grammar: a CV containing spelling or grammatical errors can give employers the wrong first impression. Use spell-checking software or have someone else proofread your CV.

Exemple 1 - CV

Votre photo : ajoutez votre photo si l'employeur le demande ou si vous souhaitez personnaliser votre candidature.

Nom de la fonction pour laquelle vous postulez

Vos coordonnées : nom, prénom, adresse, n° de téléphone, adresse mail et profil LinkedIn. Cela permettra à l'employeur de vous contacter.

Votre formation : citez les formations suivies. Vous pouvez également mettre en évidence ce que vous y avez appris. Parlez de vos stages ou travaux de fin d'études à cet endroit également.

Paul DUPONT
Architecte d'intérieur

0478/12 34 56
paul.dupont@hotmail.com
100 rue des Cerisiers
4000 Liège
<http://www.dupont-architecture.com>
Permis B et véhicule personnel

Possédant plus de 20 années d'expérience en tant qu'architecte d'intérieur auprès d'architectes reconnus et mes principales qualités sont la réactivité, l'orientation client et la fiabilité.

INFORMATIQUE

- 7 / 10 AUTOCAD
- 8 / 10 SKETCHUP
- 9 / 10 ARTLANTIS STUDIO
- 10 / 10 ADOBE ILLUSTRATOR
- 6 / 10 PHOTOSHOP

FORMATION

Master 2 spécialisé en architecture d'intérieur (Patrimoine)
ESA - Saint-Luc à Liège
2009 - 2010

Master 1 en architecture d'intérieur
ESA - Saint-Luc à Liège
2005 - 2009

CESS (latin-math)
Collège Saint-Barthélemy à Liège
1999 - 2005

COMPETENCES

- Concevoir un projet d'aménagement intérieur
- Etablir des devis
- Sélectionner les entreprises chargées de la réalisation matérielle du projet
- Coordonner les interventions des différents corps de métiers
- Assurer le suivi d'exécution des travaux
- Réaliser la décoration intérieure (revêtements, éclairages...)

EXPERIENCES

Architecte d'intérieur
Les as du placard / Ans / de 2015 à 2019

Architecte d'intérieur
LORENZI, bureau d'architecture d'intérieur / Liège / de 2011 à 2015

Architecte d'intérieur
PALLADIO, bureau d'architecture d'intérieur / Liège / de 2008 à 2009

CONNAISSANCES LINGUISTIQUES

Français : langue maternelle

Anglais : bonnes connaissances, niveau B1 (immersion linguistique à la King's School de Londres en 2011)

Néerlandais : notions scolaires, niveau A1

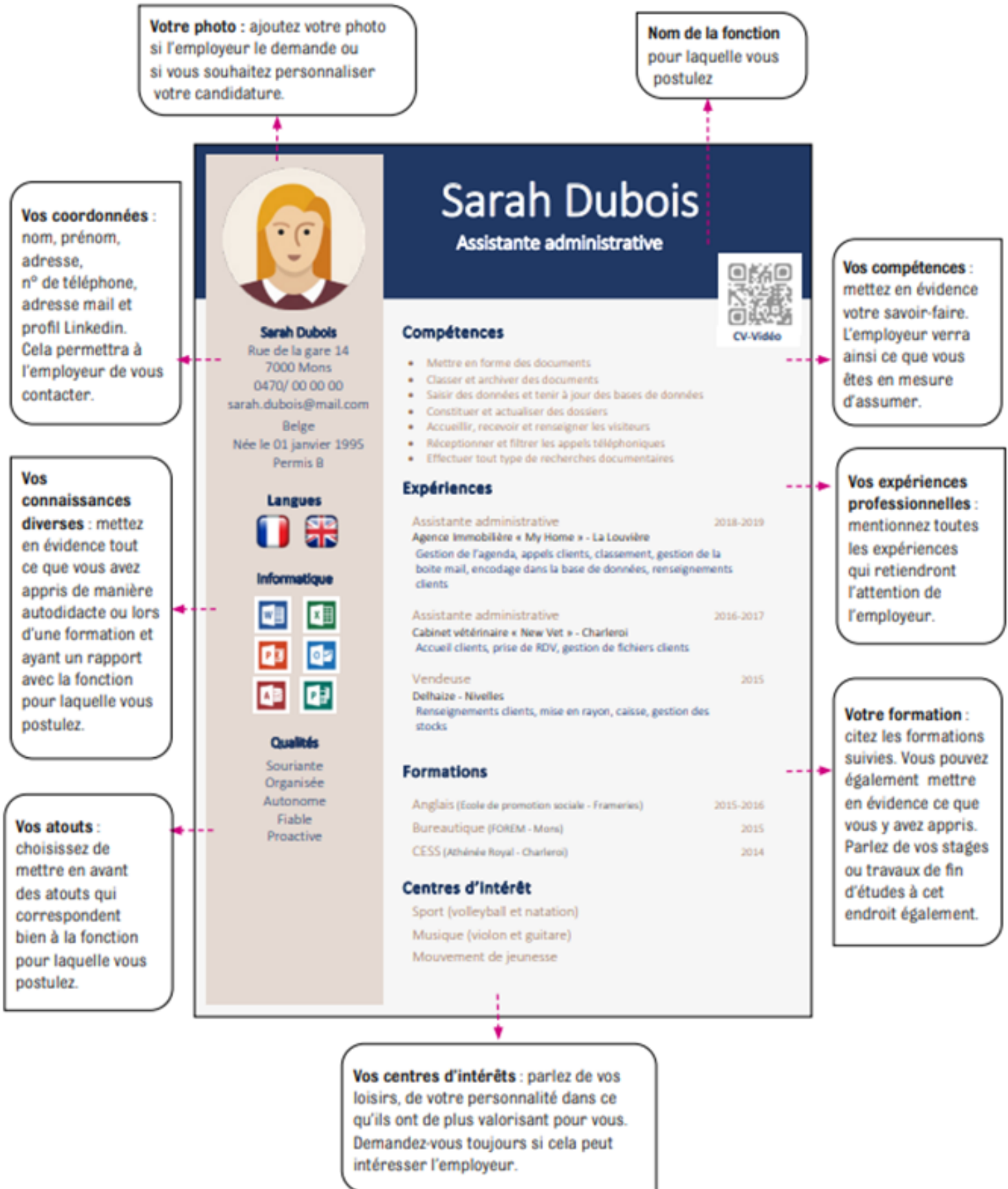
Vos atouts : choisissez de mettre en avant des atouts qui correspondent bien à la fonction pour laquelle vous postulez.

Vos compétences : mettez en évidence votre savoir-faire. L'employeur verra ainsi ce que vous êtes en mesure d'assumer.

Vos expériences professionnelles : mentionnez toutes les expériences qui retiendront l'attention de l'employeur.

Vos connaissances diverses : mettez en évidence tout ce que vous avez appris de manière autodidacte ou lors d'une formation et ayant un rapport avec la fonction pour laquelle vous postulez.

Exemple 2 - CV





SESSION 3: My cover letter

Description

The cover letter should show the recruiter that you are familiar with his or her organization, and that you can bring your skills to the job and succeed in the tasks assigned to you. The aim of the cover letter is to secure a job interview, not simply to introduce yourself, your skills or your background. A good cover letter will make people want to get to know you a little better.

Objectives

- Improve the "virtual" and "physical" tools currently used in your job search
- Discover digital tools and resources to support you in your job search
- Learn from the experience of your partner

More informations

General structure of a cover letter

1. Header

- Your contact details
- Subject: offer for which you are applying
- Place and date (optional)

2. The introduction

- PURPOSE: To demonstrate your understanding of the company's needs and situation.
- Recall the purpose of your letter, whether you are making an unsolicited application or not, and if you are responding to an offer, specify where you consulted it.
- In one sentence, present your professional situation, your main assets and your objectives.

3. Motivation and argumentation

- GOAL: Make the link between the offer, your skills and your experience
- Express what interests you about the position
- Without repeating too much of your CV, highlight a moment in your career path: so that we can identify your strengths and understand why this position is a logical extension of your career path.

4. A meeting proposal

- Indicate your willingness to give more details during an interview.

5. A greeting and signature

- Keep it simple, avoiding over-complicated formulas

Tips for an attractive cover letter

- 1. Keep it short: nothing is more discouraging for a recruiter than a long letter. Keep it to one page.
- 2. Avoid repetition and spelling mistakes: use automatic spell-checkers, reread the next day or have someone else look at it.
- 3. Be clear and complete: make sure you don't lose any essential elements in your various versions. Don't forget to specify the position and the reference number of the advert if there is one, your contact details and your signature!
- 4. Give concrete details: to describe your experience, specify deadlines or production quantities. For example, for a journalist, note how many articles you wrote per day and the number of characters.
- 5. Be motivated: even if you don't quite fit the profile, enthusiasm can convince an employer.

Example 1 - Spontaneous application

Votre Prénom, nom

Votre adresse complète

Téléphone / Email...

Non de la collectivité

Adresse de la collectivité

Paris, le Jeudi 23 Janvier 2014

Objet : candidature au poste d'Attaché territorial (débutant) Réf: XXXX

Madame, Monsieur,

Titulaire d'une Licence en droit, j'ai récemment été reçue au concours d'attaché territoriale - spécialité gestion du secteur sanitaire et social. Je me permets donc de vous présenter ma candidature, le poste sus-référencé à pourvoir au sein de votre municipalité. Je souhaite en effet contribuer au développement de ce secteur d'activités dont mes études m'ont permis d'avoir une première approche.

Consciente de ma mission de service public, je suis toute disposée à prendre en charge les fonctions d'études et de conseil pour les décisions de politique locale. J'ai pu aborder la méthodologie d'aide à la décision au cours de nombreux cas pratiques abordés lors de mon second cycle d'études. Je vous propose donc de mettre à votre disposition l'ensemble de mes compétences ainsi que mon professionnalisme pour réaliser efficacement vos projets.

Rigoureuse, dotée d'une grande capacité d'adaptation et possédant un bon esprit d'équipe, j'espère pouvoir vous rencontrer au cours d'un entretien qui me donnerait l'occasion de vous exposer en détail mes motivations.

Veuillez agréer, Madame, Monsieur, l'assurance de ma considération distinguée

Prénom, Nom

Signature

Example 2 - Responding to an ad

Votre Prénom, nom

Votre adresse complète

Téléphone / Email...

Non de la collectivité

Adresse de la collectivité

Paris, le Jeudi 23 Janvier 2014

Objet : candidature au poste d'Attaché, Réf: XXX

Madame, Monsieur,

Votre annonce parue sur le site Y, concernant le poste « d'Attaché» a retenu toute mon attention, par rapport aux projets de restructuration de votre service, c'est pourquoi je me permets de vous adresser ma candidature.

Avec une expérience professionnelle de cinq ans à mon actif, j'ai eu l'occasion d'assumer un certain nombre de responsabilités et de mener plusieurs missions pour le compte du Conseil régional de XX. Ce parcours enrichissant, associé à de bonnes compétences en management, me permet de me positionner à présent en tant que professionnel confirmé en gestion de collectivité territoriale.

Mon esprit d'analyse, ma rigueur et ma détermination sont des qualités que j'ai pu mettre en œuvre avec succès lors des mes expériences précédentes en accroissant de 20% la fréquence d'interventions du service sans accroissement du personnel.

Je souhaite pouvoir vous rencontrer afin de vous faire part des réelles motivations qui m'animent ainsi que de vous convaincre de mon potentiel. Veuillez agréer, Madame, Monsieur, l'assurance de ma considération distinguée

Prénom, Nom

Signature



SESSION 4: Oral expression

Description

The elevator pitch is used to quickly describe who you are or what you're selling to your interviewer. The name refers to the idea that the pitch should be understood in the short time of an elevator ride. In general, an elevator speech lasts around 30 seconds, with a maximum of 60 seconds.

Objectives

- Improve your oral expression and communication skills
- Discover digital tools and resources to help you in your job search
- Learn from the experience of your partner

More informations

SESSION 5: Co development

Description

Co-development is an innovative training approach that brings together a group of people facing the same issues.

This new format uses collective intelligence to find solutions to common problems by listening to and hearing from each participant.

Several types of subject can be addressed during a co-development workshop. Above all, there are no binary answers.

Roles

THE CUSTOMER

Presents his problem, gives the context and expresses his specific expectations of consultants

CONSULTANTS

Focus exclusively on the problem expressed and help the customer move forward in his thinking and action

THE ANIMATOR

Ensures that the process runs smoothly. He acts both as a consultant

Methodology



REQUEST

- Customer expresses issues without interruption **(7min)**
- Consultants express their feelings/images **(2min)**
- Consultants ask questions to refine the request **(3min)**
- Customer reformulates request by asking a question **(3min)**

CONSULTING

Consultants propose solutions to the customer.

"If I were in XX's shoes, I would ..." **(20min)**

NB: Customer remains silent, listens and takes notes
(from the back)

20 MINS

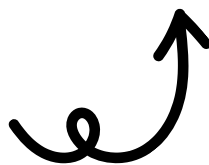
SUMMARY

Customer presents what caught his attention **(5 min)**

NB: Consultants listen silently

The customer outlines the first actions he plans to take **(5 min)**

10 MINS



For example: **How can I...**

15 MINS

SESSION 6: Active listening

Description

A communication technique that consists in using questioning and rephrasing to make sure you have understood the other person's message and to demonstrate it to them, with an attitude that conveys kindness, respect and trust.

A few tips for better listening.

- Availability: be able to make time by eliminating distractions
- Quality environment: choose a suitable place for exchange
- Kindness: encourage people to speak by showing interest and empathy.
- Established relational framework: remember that exchanges take place in confidentiality and freedom of speech
- Off-centering: put your own thoughts on the back burner
- Openness: give preference to open-ended questions, and neither direct nor anticipate answers
- Non-verbal: know how to use silences, hands and posture.

There are 4 types of listening:

- *Empathic listening*: to understand (telling a story)
- *Appreciative listening*: for pleasure (music, inspirational speech)
- *Comprehensive listening*: to develop new knowledge (podcast, news)
- *Critical listening*: to form an opinion of another person's words.

Active listening (or "listening to understand") falls into the category of empathetic listening. This type of listening helps you build strong relationships, better understand your friends and colleagues, and strengthen your own empathy.

SESSION 7 : Feedback

Optimal conditions

Feedback, or constructive criticism, is receiving an evaluation of a behavior or situation, with the aim of helping us to do better and be better.

To give constructive feedback :

- Quality environment: choose a suitable place for exchange
- Established relational framework: remember that exchanges take place in confidentiality and freedom of speech.
- Constructive: communicate the good work you've done, not just the negative points.
- Verbal: speak in "I" and avoid words such as "never, always, etc."
- Situation: focus on the situation, not the person. ONE situation at a time

To receive feedback :

Listen: first listen without interrupting.

Dissociate: feedback from personal identity

Clarification: ask for further explanation or concrete examples (if necessary)

Control: manage emotions and disagree constructively

Ask for: advice and jointly find ways to improve

In practice

DESC method

D : Describe the situation objectively, simply and comprehensibly

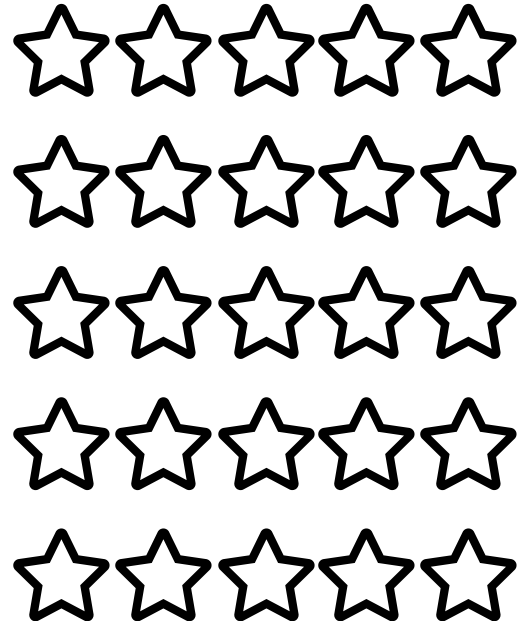
E: Express your emotions and feelings, turning them towards the person's behavior and not towards the person him/herself.

S: Find solutions/actions to implement together to improve the situation



Self-assessment

- Written expression (CV, cover letters, reports...)
- Oral expression, public speaking
- Time management
- Teamwork
- Digital tools



My strength in my job search :

.....

.....



What I wish to improve in my job search:

.....

.....



What makes me unique in the job market :

.....

.....

A man and a woman are standing in an office, looking at a glass wall covered with colorful sticky notes. The man is on the left, wearing a checkered shirt, and the woman is on the right, wearing a denim jacket. The scene is overlaid with a green tint. The text 'Address book' is centered in white, and the logo 'APTE' is at the bottom in orange and yellow.

Address book

APTE



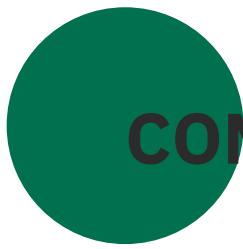
Usefull addresses

LOCAL STRUCTURES

FREE COMPUTERS

TRAININGS

FREE COWORKING



CONTACTS

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Mail	

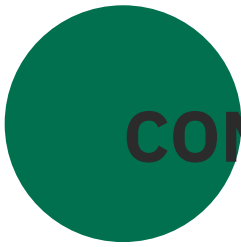
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