

You can find our **consulting offices** in Wedding near the subway station Leopoldplatz and in Marzahn at the S-Bahn station Springpfuhl.



- Triftstraße 52
13353 Berlin-Wedding



- Allee der Kosmonauten 28
12681 Berlin-Marzahn

SPRUNGBRETT zum €RFOLG

Training and Consulting Company

handed over from

SPRUNGBRETT zum €RFOLG

Training and Consulting Company

AVGS training measure with individual coaching: Access to the labour market

Your jump
into the
labour market

Fit für den beruflichen Erfolg

AVGS-Maßnahme-Nr.: 962/189/19
nach § 45 Abs. 1 Satz 1 Nr. 1 SGB III



Our qualified consultants offer their services in German, English, Turkish and Arabic. Interpreters of other languages are available.

These consultations and individual coaching sessions are free of charge if you submit an "Aktivierungs- und Vermittlungsgutschein" (AVGS) issued by the Federal Agency for Employment or a Job Centre.

- **Individual coaching**
- **56 course units**
- **2 months**
- **2 sessions à ca. 2 hours per week**

for the following areas:

- Strength and weakness assessment (SWOT analysis)
- Define goals and work stages
- Working methods and time management
- Relevant personal work experience
- Needs for further training
- Writing cover letters and CVs
- Self-promotion regarding job applications
- Self-presentation in job interviews
- Professional rhetorics, style advice und body language
- Work etiquette
- Job research, job advertisements, job requests and speculative applications
- Digital media use (Web 2.0, Social Media, Xing u. a.)

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For the above training measure, we are responsible as a provider of vocational training, certified by the Federal Agency for Employment and registered with Job Centres in Germany.