

You can find our **consulting office** in Wedding near the subway station Leopoldplatz



▶ Triftstraße 52
13353 Berlin-Wedding



SPRUNGBRETT zum ERFOLG

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

Your jump
into the
labour market

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SPRUNGBRETT zum ERFOLG

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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.)