

## CONTENT PRODUCTION

<b>COURSE TITLE</b>	<b>‘JOB HUNTING 4.0’</b>
<b>UNIT 1 TITLE</b>	<b>‘Getting into Job Hunting 4.0’</b>
Learning outcomes	<p>UNIT 1 is developed in order to provide information and all relevant so that students to</p> <ul style="list-style-type: none"> <li>• Understand what is ‘job hunting’ as strategic action</li> <li>• To learn about the various theoretical approaches behind</li> <li>• To identify the difference between traditional and modern strategies ,a s job hunting 4.0</li> </ul> <p>Through the sessions, the students will become able to participate actively and get motivated to implement all provisional activities that ensure their preparation as Job Hunters 4.0</p>
Unit contents	<p>The UNIT is consisted by the following sessions :</p> <p>1.1 Why Job Hunting 4.0?</p> <p>1.2 Reflecting on basic theories of Job Hunting</p> <p>1.3 Job Hunting and Talent : “Talented Hunters and Hunting your Talents”</p>
Unit general description	<p>‘Getting into Job Hunting 4.0’ is an introductory session which aims to provide an overall information about the concept of Job Hunting in the era of Internet and digital communication, as also the theoretical and conceptual frameworks from which these methods and tools are derived from. Talent is considered as a self awareness process either in identifying and promoting ones strengths , either through understanding and ready to apply the most effective job hunting tools in favor. In this session the students will discuss and critical invent what are the qualities of a successful job seeker and how the social media promote talent via personalization strategies.</p>
Knowledge pill	<p>Job Hunting 4.0_ Supporting ppt.ppt          Slides <b>(4,9,14,17,18,39)</b></p>
Video title	<b>Getting into job hunting 4.0</b>

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Practical tips	Job Hunting 4.0_Unit 1_Practical Tips.pdf
Practical info (Pi)	Job Hunting 4.0_Unit 1_Practical Info.pdf
<b>UNIT 2 TITLE</b>	<b>Personal assesment</b>
Learning outcomes	<p><b>2.1</b> The students will understand the difference between professional skills, qualifications and general skills, will learn to describe in accurate way the qualifications in accordance to the EQF classification and descriptors and jointly to Bologna Process compatibility. They will also have an idea of critical reflection in writing their skills as a list of achievements.</p> <p><b>2.2</b> The students are expected to <b>understand</b> the definition of goal ,the importance of setting professional goal , <b>develop and apply</b>,steps of personal / professional goal setting, review and update plans for goal achievement, <b>rewarding aspects of a setting goal</b></p> <p><b>2.3</b> The learners will get into <b>deeper questions about what kind of work need to search about, and</b> identify personal <b>meaning</b> and <b>pleasure</b> indicators as well as your strongest <b>skills</b>.</p> <p><b>2.4</b> The Students will get into practice of SWOT ( <b>Strengths- Weakness- Opportunities-Threats</b>) personal analysis, will learn to focus on their strengths, minimize their weakness and take the most possible advantage of the opportunities</p>
Unit contents	<p>The UNIT is consisted by the following sessions :</p> <p><b>2.1</b> Defining ones professional Skills or Qualifications</p> <p><b>2.2</b> Identifying ones Professional Goals</p> <p><b>2.3</b> How to Know What you Want</p> <p><b>2. 4</b> Creating one’s Self Portrait for success: Marketing yourself</p>
Unit general description	<p>Personal Assesment is crucial element of a personal job hunting strategy. Through the specific Unit . learners will find various information on how to idenfity strengths and succesfully setting professional goals, to be accurate in defining expectations . In 2 words how to develop the ‘marketing myself’</p> <p>Personal Assesment is consisted of four ( 4) sessions which promote the idea of self awareness via personal assement strategies and critical reflections , named who Am I , what I am able to do, what I want to acheive and how to organize my personal marketing strategy in</p>

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	effective way in web.
Knowledge pill	Job Hunting 4.0_ Unit 2_ Supporting ppt.ppt Slides (14,37,59-63)
Video title	<b>Personal Assessment</b>
Practical tips	Job Hunting 4.0_ Unit 2_ Practical Tips.pdf
Practical info	Job Hunting 4.0_ Unit 2_ Practical Info.pdf
<b>UNIT 3 TITLE</b>	<b>Social media and job hunting 4.0</b>
Learning outcomes	<p>Through the Unit3 Sessions ( 3.1-3.3) the learners are expected to understand and effectively practice and apply the following aspects and relevant activities:          The meaning of Social Networking and its impact to carrer development and Job Hunting, the more effective ways to self marketing via Social Media, ethics and tips in applying via modern Social Media , in specific</p> <ul style="list-style-type: none"> <li>✓ Getting into LinkedIn community</li> <li>✓ land a job via Twitter</li> <li>✓ provide personal information in Instagram as tool now replacing CVs and Portfolios</li> <li>- pick up useful tips on nthe companies and recruitment process via FACEBOOK as job seeking tool</li> <li>- get noticed</li> <li>- critical decide what information they provide via Social Media</li> <li>- mention career goals in specific</li> <li>- develop a video CV via peer learning ( video case studies, etc)</li> </ul>
Unit contents	<p>The UNIT is consisted by the following sessions :</p> <p><b>3.1</b> Social Networking for Job Hunting  <b>3.2</b> How to put Your profiles to Work for you in Social Media?  <b>3.3</b> Most popular Social Media for a Job Hunter – step by step</p> <p><b>3.3.1</b> LinkedIn  <b>3.3.2</b> Twitter  <b>3.3.3</b> Facebook  <b>3.3.4</b> Google+  <b>3.3.5</b> Pinterest  <b>3.3.6</b> YouRock</p>

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Unit general description	The Unit 3 is about Social Media as Tool for Job Hunting. It provides a general mapping of the most popular and well organized web tools which facilitate the on line job hunting and provides specific information on the principles and rules applied for succesful use of
Knowledge pill	Job Hunting 4.0_ Unit 3_Supporting ppt.ppt Slides (6,12,23)
Video title	<b>Social media and job hunting 4.0</b>
Practical tips	Job Hunting 4.0_ Unit 3_Practical Tips and Info.pdf
Practical info	Job Hunting 4.0_ Unit 3_Practical Tips and Info.pdf
<b>UNIT 4 TITLE</b>	<b>Resumé in the Era of Job Hunting</b>
Learning outcomes	Through Unit 4 is expected that the students will become aware and able <ul style="list-style-type: none"> <li>• to understand what are the differences between Resume and Curriculum Vitae as both being Tools for jobHunting,</li> <li>• the virtues of an on line resume,</li> <li>• Best approaches in Job hunting process and time line</li> <li>• Open resources that facilitate the development of an on line resume with evidence attached</li> <li>• To reach the most relevant Staffing Services and Recruiting Services on line</li> </ul>
Unit contents	The UNIT is consisted by the following sessions : <ul style="list-style-type: none"> <li><b>4.1</b> Structure of a ‘Social Media friendly’ Resume</li> <li><b>4.2</b> Virtues of the proper Resume in Social media</li> <li><b>4.3</b> The Job Application: How and when to Apply?</li> <li><b>4.4</b> The rationale of posting your resume online and in Job Search Agents websites</li> </ul>
Unit general description	A very important subject of soft skill courses is to build a proper resume.The Unit will enable students to create their resume and make them understand how impoetant is to keep the focus in their resume writing. The Unit will offer tips and tools that could facilitate the transfer of a resume into a webspac that explains ones experiences and skills as also important information about on line agencies providing recruitmentor restaffing services.
Knowledge pill	Job Hunting 4.0_ Unit 1_Supporting ppt.ppt

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	Slides (6,18,27,62,65,81,86)
Video title	<b>Resumé in the Era of Job Hunting</b>
Practical tips	Job Hunting 4.0_ Unit 4_Practical Tips and Info.pdf
Practical info	Job Hunting 4.0_ Unit 4_Practical Tips and Info.pdf
<b>UNIT 5 TITLE</b>	<b>Managing the job interview</b>
Learning outcomes	<p>By the end of this session, is expected that the students will be able to</p> <ul style="list-style-type: none"> <li>✓ Practice interview skills via emulation of a job interview</li> <li>✓ attend appearance</li> <li>✓ make use of proper body language</li> <li>✓ identify gaps in answering techniques,as also</li> <li>✓ being able to rehearse with a real person by responding to Common interview questions.</li> </ul> <p>We optimize that at the end students will become</p> <ul style="list-style-type: none"> <li>✓ more self confident,while</li> <li>✓ keeping clear goals and positive thinking as</li> <li>✓ also becoming ready to take a job</li> </ul>
Unit contents	<p>The UNIT is consisted by the following sessions :</p> <p><b>5.1</b> Managing face to face Job Interview</p> <p><b>5.2</b> Managing Video Conferencing job interview</p> <p><b>5.3</b> Managing short video of your presentation on YouTube for Job Hunting</p>
Unit general description	<p>The Unit 5 gives focus to more practical issues related to virtual ( on line) interview by introducing tips , practices and ready made models to emulate an on line interview. Our intention is to faliliarize students with the process of Job Interview questions usually addressed to job hunters, as also to reflect on ones own video –interviewing performance.</p>
Knowledge pill	<p>Job Hunting 4.0_ Unit 1_Supporting ppt.ppt</p> <p>Slides (6,23-37,47,52,69)</p>
Video title	<b>Managing the Job Interview</b>
Practical tips	Job Hunting 4.0_ Unit 1_Practical Tips and Info.pdf
Practical info	Job Hunting 4.0_ Unit 1_Practical Tips and Info.pdf

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