



ENGLISH PROGRAM

for qualified specialists and managers

By acquiring important additional qualifications, the 40-day program supports an effective reintegration of job seekers with minimal knowledge of an official Swiss language into the job market.

TARGET GROUP



job-seeking specialists
and managers

from all industries with mostly
tertiary degrees or corresponding
levels of education

with very good knowledge of English

CONDITIONS OF PARTICIPATION

- ✓ Minimum B2-C1 level in English
- ✓ At least 80% attendance in the program
- ✓ At least two months daily allowance entitlement from the date of entry into the program
- ✓ Program registration after approval of the RAV advisor

OFFER



Labor market measure in English for job
seekers



40 working days for courses, workshops,
coaching, individual tasks and networking



Permanent accompaniment in the program
from Monday to Friday during working hours

PROGRAM

Overview of the English Program

APPLYING IN THE CURRENT LABOR MARKET

- ✓ Applying and navigating in the digital and transforming business world
- ✓ Criteria and procedures for recruiting and selecting applicants



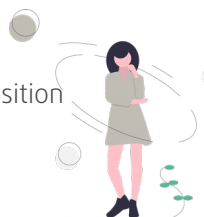
CAREER COACHING AND NETWORKING



- ✓ Individual career coaching tailored to personal and professional needs
- ✓ Application document analysis and optimization
- ✓ Unique aspects of the Swiss labor and hidden job market
- ✓ Methods, tools and best practices for networking

COMMUNICATION ON THE JOB MARKET

- ✓ Personal branding and networking on LinkedIn
- ✓ Strengths-based language for job search and career transition
- ✓ Self-leadership for personal and professional fulfillment
- ✓ Communication models and conflict management
- ✓ Non-verbal communication and resilience



PROJECT MANAGEMENT CERTIFICATION



- ✓ IPMA Level D Certification Course Agile (examination costs an additional CHF 440)

LANGUAGE SUPPORT

- ✓ German at level A1/A2 and B1/B2 to support reintegration into the job market



BUSINESS PLAN AND FINANCE



- ✓ Learn how to build a business model from scratch
- ✓ Gain knowledge on writing a business plan

PROGRAM GOALS

- ✓ Participants are able to reintegrate themselves swiftly into the Swiss labor market
- ✓ Participants know the Swiss labor market and its particularities with regard to job searching
- ✓ Participants acquire additional knowledge relevant to the current job market, in particular a certification in project management according to IPMA® guidelines
- ✓ Participants know their personal and professional strengths and competencies and can clearly present these in their application package. They thereby gain self-confidence and motivation
- ✓ Participants learn how to build and expand their personal network



CONTACT

All program implementation dates, insights into our Centers and your contact person can be found on the [website](#).

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