

YOUUnite

Employment Module

Holistic Programme Fostering The Integration of Overweight and Adipose Youth Into the Labour market

HEY.
I have an
interview!

HEY.
I got the job!

HEY.
I'm prepared!

About the modules

This module was developed in the context of the ERASMUS+ co-funded YOUnite project, executed from October 2022 to October 2024, which brought together five organisations from Austria, Finland, Hungary, and Poland to collaboratively address challenges faced by youth with obesity and overweight with a special focus on their labour market integration. It is part of the YOUnite training programme, consisting of six modules covering Health/Medical aspects, Nutrition, Sports, Stress Management, Awareness, and Employment. Each Module targets essential aspects of managing obesity and overweight and promoting overall well-being. The Health/Medical aspects and Nutrition Modules provide basic knowledge for making informed dietary and lifestyle choices. The Sports Module encourages physical activity in a supportive environment. Stress Management and Awareness address mental health and coping strategies. Employment focuses on enhancing employability and addressing workplace discrimination, empowering youth to enter the labour market confidently and successfully. Together, these Modules offer a comprehensive toolkit for trainers, teachers, and youth workers and counsellors to support and empower young individuals to take the first steps in their journey towards a healthier, more balanced life.

The YOUnite training programme was designed in such a way that its components can be used very flexibly: Either by implementing the whole programme or only specific modules or activities. Thus, the modules can accommodate very diverse training environments. For each module, there is a module activity paper and instructions for trainers. These documents form an entity and should thus be consulted together. To ensure that the developed training is both effective and comprehensive, working groups were established in each country, bringing together experts from diverse fields, including doctors, medical workers, nutritionists, cooks, employment counsellors, youth workers, athletes, teachers, and psychologists. These experts shared their insights, helping to shape activities tailored to the unique needs of the target group.

Based on the outcomes of the working groups, a draft training programme for youth was developed and the partners conducted train-the-trainers events to equip future trainers with the skills and knowledge necessary to effectively deliver the new training. These trainers then led pilot sessions with youth where the modules were tested and refined through practical application. The iterative process of testing and refining allowed us to gather valuable feedback from trainers as well as young people themselves, make necessary adjustments, and confirm that the modules were both practical and impactful. The focus on disadvantaged youth ensures that those who need it most receive the support and guidance to adopt healthier lifestyles and improve their future employability.

Focusing on obesity is crucial given its alarming prevalence and far-reaching consequences. According to the World Health Organization, as of 2022, approximately 20% of children and adolescents (aged 5-19) worldwide are affected by obesity or being overweight (World Health Organization). This growing epidemic is not only a significant public health concern but also a burden on societies and public health systems. Obesity among youth is linked to numerous negative outcomes, including increased risks of chronic conditions such as type 2 diabetes, cardiovascular diseases, and mental health issues. These health problems often persist into adulthood, contributing to higher healthcare costs and economic strain. Additionally, obesity can impact quality of life, academic performance, and employment prospects, perpetuating a cycle of disadvantage. Tackling obesity is essential not only to improve individual health outcomes but also to reduce the economic burden on public funds and enhance overall societal well-being.

Addressing obesity requires a multifaceted approach, underscored by comprehensive health education. This involves implementing preventive measures and treatment strategies to counteract the pervasive effects of overweight and obesity, while raising awareness about balanced nutrition, consistent physical activity, mental wellness, and stress management. The YOUnite training programme takes a significant first step in this direction, particularly for disadvantaged youth who are further away from the labour market and have not previously engaged with the subject of healthy life habits.



Introduction: What is the goal of the Employment Module?

People with overweight and obesity often face unique and complex obstacles when it comes to entering or reentering the labour market. They may encounter discrimination, stereotypes, and a lack of confidence due to societal biases related to their weight (Flint et al., 2016). These challenges can lead to a state of NEET (Not in Education, Employment, or Training), limiting their opportunities for social participation and economic self-sufficiency (Rahmani & Groot, 2023).

The Employment Module is designed to target these challenges head-on. By focusing on job readiness, job interview preparation, and related skills, we aim to equip participants with the tools they need to be able to enter the job market and secure employment successfully. In doing so, we not only take the first steps to improve their employability but also foster social inclusion and reduce their risk of becoming marginalised.

This module is a critical component of the YOUnite programme, as it directly addresses the core issue of helping young people with overweight and obesity break free from the cycle of unemployment and marginalisation. By enhancing their job readiness and career prospects, we pave the way for their (re)integration into the labour market and access to society, which is what employment entails. Through this module and the programme as a whole, we aspire to empower these young individuals to overcome adversity and realise their potential.

The employment module is designed to help facilitate the chances of entering the labour market with a focus on the application process and the first weeks and months (probationary period) in employment. The skills they learn should help them to get and keep a job. Within this module, the participants are offered a range of activities with the focus on the application process, to promote the strengths of young people and provide them with new techniques/skills.

The employment module consists of seven activities and all seven activities in this module are focusing on different areas of the way into employment. One main aim is to inspire and motivate as well as to develop certain skills which will be useful at a job interview. Throughout the activities participants will be led from the first step to get ready for the application process till the very last part, which is the job interview. They will be skilled with competences to prepare for the application process professionally and to face it with confidence.

In order to fulfil the module's aim if used in a course setting, it is important to structure the activities in such a way that participants can really see through the process. It is necessary to start with the activity, which covers the very first step of entering the labour market (job application) and have the final step as the last activity in line (job interview). In this way the learning value of the participants will be maximised.

It's about empowering young people and giving them skills and approaches that help them to embark on a career, or to find one. They are not reduced to their weight, but are also provided with information on the topic of health in a very pragmatic way, using target group-specific approaches.



What are the issues addressed?

In the described activities, various issues are addressed to support the empowerment and employability of young individuals facing challenges, including overweight and obesity related biases.

Activity 1: Confident Candidate

The activity addresses overweight and obesity by recognising the challenges faced by people with overweight and obesity in the job market, offering a platform to navigate stereotypes and discrimination through simulated job interview scenarios with humour and confidence. It supports the self-esteem and well-being of participants by allowing them to practise and enhance their interview skills in a lighthearted setting, fostering interpersonal development and self-assurance.



By helping participants cope with and address overweight and obesity, the activity equips them with strategies to challenge societal prejudices and build resilience. Furthermore, the activity provides practical insights into job interview dynamics, enhancing communication skills and self-presentation to give participants a competitive advantage in the labour market.

Activity 2: Triumphs Through Trials

By showcasing successful individuals with diverse backgrounds and challenges, including those related to body image, the activity inspires participants struggling with obesity and overweight to focus on their strengths and personal growth rather than solely on weight. The activity supports self-esteem and wellbeing by providing motivation and insights into resilience and self-acceptance. The activity broadens participants' perspectives on success and career possibilities, encouraging them to pursue their aspirations without feeling limited by societal norms or biases. The stories shared offer inspiration and guidance for participants to pursue their career goals with confidence.

Activity 3: Snapshot Success

The activity promotes self-esteem and self-confidence, which may also have a positive effect on body image. A good photo can be a motivating factor in job applications. By providing high-quality photos, participants can enhance their applications and online profiles, increasing their chances with employers and standing out in the competitive job market. Additionally, the activity equips participants with effective tools to present themselves professionally, support their transition into the labour market and improve their employability.

Activity 4: Pitch Perfect

The activity helps participants build their communication skills, promote their strengths, and present themselves effectively, which can positively impact their confidence and future opportunities in the labour market. By learning to craft a persuasive and confident introduction, individuals can feel more empowered and self-assured in various settings, including the job market. Overall the activity contributes to personal growth and general self-esteem, which are important aspects of holistic wellbeing.

Activity 5: From Search to Success

Getting familiar with job search platforms opens the gates to the labour market. The participants will get to know various forms and settings of work, which will help them to figure out their own way. In the activity participants will also enhance their ability to convey information persuasively and develop the skills to write effective job applications. A strong job application is one important step of the application process.

Activity 6: Job Speed Dating

People with overweight and obesity often encounter discrimination in the labour market based on stereotypes related to poor health, low motivation, and low productivity. This activity provides participants with crucial interview skills to boost their confidence and job readiness. Through the Speed Dating Set-up, participants can quickly gain job interview experience in a safe and fun environment.



Activity 7: The Career Wheel

The activity encourages self-exploration and introspection, enabling individuals to understand their skills, values, and interests. This process empowers participants to make informed career decisions, instilling a sense of purpose and direction, fostering personal growth, adaptability, and problem-solving skills essential for career navigation. By aligning career choices with personal values, the activity promotes job satisfaction and may as well enhance participants' overall well-being, positively impacting their approach to health, including addressing concerns related to obesity.

Overall, these activities foster a sense of self-worth and prepare participants for success in the job market, regardless of their physical appearance.

What special skills do trainers need for this module?

When leading a workshop on employment, a trainer should have basic knowledge about entering the job market: e.g. how does a job interview work, what are common questions, do's and don'ts in a job interview, what do companies want from a future apprentice, how do companies go about looking for apprentices, etc.? Furthermore, they should be familiar with effective job search strategies (like tailoring resumes and mastering interviews), the importance of networking, and the significance of soft skills (like communication and teamwork) in the workplace. Incorporating interactive elements, such as role-playing interview scenarios or application critiques, can enhance learning.

List of Activities

1. Confident Candidate
2. Triumphs Through Trials
3. Snapshot Success
4. Pitch Perfect
5. From Search to Success
6. Job Speed Dating
7. The Career Wheel

1. Confident Candidate

Time required	Around 1,5 hours
Type of activity	Action based activity
Key takeaway	The activity prepares participants for job interviews and equips them with practical skills and effective self-presentation strategies.
Worksheet	<ul style="list-style-type: none">• Job Interview Guide• Role-play• Worst Case Scenario• Evaluation and Discussion
Other materials	<ul style="list-style-type: none">• Pens for taking Notes

Overview

This activity revolves around simulated job interviews aimed at boosting the confidence of young people with overweight and obesity. Through role-played scenarios, participants are guided by the trainer on how to navigate interviews with self confidence and knowledge. For job interviews the rule of thumb is that the more often you practise, the better you pass. Practising different scenarios prepares you for a range of possible situations in the interview. All the information required for the activity is available in the worksheets.

Each role-play session involves scripted scenarios designed to demonstrate poor interview techniques. Following each role-play, the group engages in reflection and discussion, focusing on strategies to present themselves confidently in actual job interviews. The goal is to use humour as a tool for learning and preparation, ultimately empowering participants to pursue successful job applications. Basic skills for an interview are trained. The aim is to go through the interview with more confidence and good practice.

As an optional extension, several participants may be involved in the role play, or the trainer may switch roles and take on the role of the applicant to provide further insights, or participants may take over the roles of the employer and the applicant. The session will conclude with a summary of key takeaways, encouraging participants to apply the lessons learned during the activity to their real-life job application experiences.



Step by step instructions to conduct the activity

1. Introduction (5 minutes)
 - The trainer informs the group about the upcoming activity focused on job application role plays.
 - Mention that the goal is to engage in one or more role plays to enhance their understanding of job interview dynamics.
2. Script Preparation (10 minutes)
 - The trainer explains that scripted scenarios have been prepared, providing precise instructions on how the applicant should behave and what to say.
 - Emphasise that there's room for improvisation based on each participant's creativity.
3. Volunteer Discussion (5 minutes)
 - Select a volunteer from the group and take them aside for a brief discussion about the role play.
 - Keep the others unaware that the selected participant will intentionally behave poorly during the role play.
4. Role Play Demonstration (15 minutes)
 - The trainer and the selected participant return to the group to perform a job application role play with the applicant intentionally behaving poorly.
 - Allow improvisation within the scripted scenario.
5. Group Reflection (15 minutes)
 - After the role play, engage the group in a reflection session.
 - Discuss what went wrong and explore alternative, more effective behaviours and responses.
6. Learning Discussion (10 minutes)
 - Lead a discussion about the humorous worst-case scenario and what can be learned from it.
 - Highlight the importance of presenting oneself naturally and confidently in job application situations.
7. Second Participant or Role Reversal (15–30 minutes)
 - Optionally, involve a second participant in the role play.
 - Alternatively, switch roles, with the trainer taking on the role of the applicant or participants engaging in the activity themselves being employer and applicant.
8. Closing Remarks (10 minutes)
 - Summarise key takeaways.
 - Encourage participants to apply the lessons learned to real-life job application situations.



2. Triumphs Through Trials

Time required	Minimum 1 hour
Type of activity	Workshop
Key takeaway	The message emphasises that success is attainable for everyone, regardless of their background or circumstances. It highlights the importance of viewing setbacks as natural and learning from failures to adapt and move forward. By studying the stories and strategies of others, individuals can find valuable lessons to apply to their own journeys. It also encourages recognising and utilising personal resources, while reminding youth that success is subjective and personal comparisons are unproductive.
Worksheet	<i>Not applicable for this activity</i>
Other materials	<ul style="list-style-type: none">• Paper and pencil to write down questions• Space for holding a presentation• Possibly a laptop and screen to have visual materials to show for the presentation• Flipboard, smartboard etc.

Overview

The idea of this activity is to show the participants different life paths and how behind every successful person there is a person like you and me, who has struggled and worked their way up to where they are now. In our eyes successful people with their own challenges will be invited to tell their own life stories. Who they are, what they are doing, how did they get where they are, etc..

For the activity you invite successful people with some kind of disability (they have/had to deal with) for them to be more relatable for the young participants, e.g. eating disorders, body dysmorphia, dyscalculia, dyslexia, learning disorder, ADHD, mental disorder, etc. The guests can be athletes, doctors, musicians, teachers, carpenters, flight attendants etc. (every organiser decides on their guest speakers depending on connections and possibilities). Guests should be open minded and excited to talk to young people, preferably at least two guests from different generations.

It is particularly important to prepare the guest in advance by talking about the idea behind the activity and the objective.

Ahead of the Activities the youth should learn which role model they will be listening to and prepare questions together with the group so they are prepared to gain the most out of the activity.



Step by step instructions to conduct the activity

1. Introduction and Activity Overview (5 minutes)
 - The trainer begins by explaining the purpose and nature of the activity, emphasising that everyone can participate and the importance of taking the first step
2. Introduction of Guests to Youth Group (5 minutes)
 - The coach introduces the guests to the youth group, setting the stage for the upcoming interactions
3. Life Story Sharing (20 minutes x amount of quest speakers)
 - Guests take turns sharing their life stories.
 - Introduce themselves (who they are and what they do).
 - Explain their challenges (if applicable)
 - Discuss obstacles faced and how they overcame them.
 - Share information about resources and help received.
 - Offer life advice for the youth.
4. Participant Questions (10 minutes)
 - Participants are given the opportunity to ask questions directly to the guests.
 - Guests respond to inquiries, fostering direct interaction.
5. Reflection and Sharing (10 minutes)
 - Participants share their thoughts and opinions about the activity and the guests.
 - Encourage open discussion and reflections on the shared life stories.
6. Closing and Appreciation (5 minutes)
 - The coach expresses gratitude to both the guests and the youth for their active participation.
 - Summarise key insights and takeaways from the activity.



3. Snapshot Success

Time required	2-3 hours, depending on group size
Type of activity	Action Based Activity
Key takeaway	The process of capturing one's beauty in a photograph serves as a powerful tool for enhancing self-appreciation and confidence. It reinforces the idea that true beauty is not tied to physical attributes, promoting self-validation and acceptance. Also overcoming possible fears associated with a photoshoot requires courage, leading to personal growth, increased self-confidence, and a sense of achievement.
Worksheet	<i>Not applicable for this activity</i>
Other materials	<ul style="list-style-type: none">• Camera (and photographer)• Neutral background, e.g. wall• Lighting setup/natural light• Mirror• Speaker for music (optional)

Overview

The resume photoshoot is supposed to boost the participants self confidence and motivation towards the job application process. A professional photographer or someone with experience in photographing will be invited for this activity. Before the actual photoshoot the group will discuss their feelings and thoughts towards the photoshoot. They will come up with outfit suggestions together. The idea is to find something from your own closet. No one should feel like they have to buy new clothes for the photoshoot. A photographer will come on the day of the photo shooting. They will help with the setting and take pictures of everyone. The participants will receive their photos online and they can add these to their resume.

In Advance: Tell the participants that a photoshoot is coming up, so they can choose what to wear, how to style, etc. Emphasise that no new clothes need to be purchased for the shoot. Also encourage participants to experiment with poses and expressions at home in front of a mirror to help them feel more comfortable during the actual photoshoot.



Step by step instructions to conduct the activity:

1. Introduction and Discussion (15 minutes)
 - Introduce the activity and discuss positive and negative thoughts related to the photoshoot.
 - Emphasise that participation is voluntary, and the primary goal is to have fun and embrace oneself.
2. Planning the Photoshoot (10 minutes)
 - Allow participants to plan their photoshoot.
 - Encourage consideration of personal style and the image they want to project.
3. Poses and Expressions Practice (20 minutes)
 - Experiment with different poses and expressions in a group setting.
 - Begin with funny faces to lighten the mood.
 - Practise smiling naturally and finding flattering angles.
4. Individual Photoshoot (variable time per participant, around 10 to 15 minutes)
 - Each participant has their moment with the photographer.
 - The photographer should be encouraging and patient.
5. Group Debriefing (15 minutes)
 - After the photoshoot, the group sits down for debriefing.
 - Share feelings, both positive and negative, related to the photoshoot.
 - Evaluate the outcome and discuss how participants feel about their pictures and themselves.

The participants will receive their photos online/via email after the session.



4. Pitch Perfect

Time required	About 1,5 hours
Type of activity	Action Based Activity
Key takeaway	The activity enhances participants' communication and self-presentation skills through crafting elevator speeches, boosting their confidence and empowering them to effectively articulate their strengths and aspirations for greater success in professional settings.
Worksheet	<i><u>Elevator Speech Guide</u></i>
Other materials	<ul style="list-style-type: none">• Pens or pencils• Papers or notepads

Overview

In this activity, participants will develop their elevator speeches, concise self-introductions that capture attention and showcase their skills. They will learn to effectively communicate who they are, what they do, and how they can contribute. Participants will also engage in sharing their speeches, receiving feedback, and participating in a group discussion to deepen their understanding and learn from one another's experiences.

The activity begins with an introduction emphasising the importance of crafting a concise and persuasive elevator speech for job interviews and various life situations, followed by a clear structure defined as an opening, highlighting abilities, and offering solutions. Participants then engage in a writing session where they create their speeches while being encouraged to reflect on their strengths and goals, with support and guidance provided. After writing, participants share their speeches in a supportive environment, receiving constructive feedback to enhance their skills. The session concludes with a debriefing discussion about the challenges and skills developed, reinforcing the value of effective communication and summarising key takeaways from the activity.



Step by step instructions to conduct the activity:

1. Introduction and Purpose Explanation (5 minutes)

- Begin by introducing the activity and explaining its purpose: crafting a concise and persuasive elevator speech.
- Emphasise the importance of this skill in job interviews and various life situations.
- Specify that the elevator speech should be no longer than 30 to 90 seconds and cover self-introduction, goals, and possible contribute to a company or organisation

2. Structure Definition and Examples (10 minutes)

- Clearly define the structure of the elevator speech: opening, highlighting abilities, and offering solutions.
- Encourage participants to reflect on their strengths, experiences, and goals before writing.
- Illustrate the desired format and content (see supporting worksheet).
- Give enough time for preparation.

3. Writing Session (20 minutes)

- Instruct participants to begin writing their elevator speech, following the provided guidelines.
- Remind them to be clear, concise, and persuasive, encouraging creativity and personalisation while staying within the time limit.
- Circulate among the participants, offering assistance, answering questions, and providing guidance as needed.
- Keep track of the time and provide periodic reminders to help participants manage their progress.

4. Sharing and Feedback (20-30 minutes)

- Create a supportive environment for participants to share their elevator speeches with the group.
- Encourage constructive feedback and discussion, highlighting strengths and offering suggestions for improvement.
- Have two rounds of the speech so the feedback can directly be implemented.

5. Debriefing Session & Conclusion (15 minutes)

- Facilitate a debriefing session to discuss the activity's outcomes and participants' experiences.
- Encourage participants to reflect on the challenges faced and the skills developed during the activity.
- Discuss the effectiveness of the elevator speeches and their potential impact in various settings.
- Summarise the key takeaways from the activity, emphasising the importance of concise and persuasive communication.



5. From Search to Success

Time required	Minimum 3 hours
Type of activity	Action Based Activity
Key takeaway	The participants will develop essential skills for navigating the job search process, including crafting compelling job applications that reflect their strengths and achievements, enhance their confidence, and effectively communicate their qualifications while exploring various career paths through job search platforms.
Worksheet	<ul style="list-style-type: none">• <u>Cover Letter - Things to Remember</u>• <u>Cover Letter Example</u>
Other materials	<ul style="list-style-type: none">• Own computers (or library/ other places with available computers)• Internet access

Overview

In this activity, participants will get to know different job search platforms on the internet. There are numerous job search platforms available to help job seekers find employment opportunities. Introduce and focus on one of them. Together with a coach the participants will learn how to use these platforms by themselves also in the future. After getting more familiar with the search, the participants are asked to look for a job they are interested in and discuss why. In the next step of the activity the participants will write a job application for this specific job. Worksheets are provided to support the writing process, and participants can always ask each other or the trainer for help.

In between the work a sharing round is possible if the group is open for it. It will be emphasised that sharing can be a possibility to get feedback and be inspired by other peoples approaches.



Step by step instructions to conduct the activity:

1. Introduction and Purpose Explanation (10 minutes)

- Begin by introducing the activity and its purpose: getting to know job search platforms and gaining confidence in writing a job application.
- Emphasise that the writing process is challenging but achievable, and participants will progress step by step toward their goal.

2. Platform Demonstration (20 minutes)

- Ideally, each participant sits at their own computer while following the coach's screen on the wall.
- The coach demonstrates different job search platforms and explains how to search for various types of jobs, guiding participants on what to fill in where.

3. Independent Job Search (30 minutes)

- Participants independently search for a job they are interested in and would like to apply for.
- The trainer circulates, offering advice and assistance.

4. Decision and Handout Distribution (10 minutes)

- After approximately 30 minutes of independent search, participants decide on a position to apply for.
- Guideline and Structure for Job Application are handed out to participants.
- The coach discusses the handout with participants, emphasising that the first version is a starting point and can evolve.

5. Job Application Writing (1 hour)

- Participants begin the writing process. Emphasise that the initial version is not final, and starting with bullet points is an option.
- After 30 minutes, an optional sharing round allows participants to discuss their progress, receive feedback, and inspire each other.

6. Finalisation and Reflection (30 minutes)

- Each participant will have a written job application.
- Participants share feelings and thoughts about the activity, discussing its helpfulness and whether they plan to use these tools in the future.

7. Closure and Appreciation (10 minutes)

- Coach thanks the participants for their active participation and highlights the quality of their work.
- Emphasise that the created application can serve as a guideline for future applications.



6. Job Speed Dating

Time required	Minimum 1 hour
Type of activity	Action Based Activity
Key takeaway	The participants have the opportunity to practise for a job interview in a protected setting. This leads to them being less nervous and more confident in a real job interview.
Worksheet	<ul style="list-style-type: none">• <i>Job Interview Guide</i>• <i>Get Ready!</i>
Other materials	<ul style="list-style-type: none">• Writing Materials, e.g. Pens and Notebooks

Overview

The activity begins with a brief introduction, highlighting its purpose of enhancing interview skills and reducing anxiety, alongside the distribution of worksheets containing common interview questions. Participants then prepare self-portraits, which can include pre-prepared elevator speeches, before engaging in two rounds of interviews where they alternate between the roles of applicant and interviewer, each lasting about 2 minutes. Following the interviews, a debriefing session encourages participants to share their experiences, feelings, and insights on the differences between each role, fostering empathy and reflection. Finally, the group summarises key takeaways, emphasising the importance of preparation and practice in helping young people approach job interviews with confidence.

This structure helps foster a supportive environment while honing vital skills!



Step by step instructions to conduct the activity:

1. Introduction (5 minutes)

- Briefly introduce the activity's purpose: To enhance interview skills and reduce anxiety.
- Distribute handouts with common interview questions (e.g., "Tell me about yourself", "What are your strengths and weaknesses?").
- Discuss why these questions are important: They help employers gauge fit, skills, and personality.

2. Set-up (5 minutes)

- Arrange several interview stations with tables for one-on-one interactions, or set up a large table for a more dynamic movement between applicants and interviewers.

3. Preparation for Interview (10 minutes)

- Participants prepare a self-portrait using the handouts. Encourage them to think about their experiences and how to present themselves authentically.
- If they have an elevator speech ready, they can incorporate that to save time.

4. First Round of Interviews (10-20 minutes)

- Conduct the first round where half of the participants act as interviewers and the other half as applicants.
- Each interview lasts about 2 minutes. After time is called, applicants rotate to the next interviewer. This setup allows for multiple interactions and feedback opportunities.

5. Second Interview Round (10-20 minutes)

- Participants switch roles: those who were applicants now become interviewers and vice versa.
- This rotation helps everyone understand both perspectives, enhancing empathy and insight into the interview process.

6. Activity Debrief and Closing (20 minutes)

- Gather everyone for a group discussion. Encourage participants to share their feelings, stress levels, and experiences during the interviews.
- Facilitate reflections on what they learned, focusing on how each role feels differently.
- Summarise key takeaways: the importance of preparation, the value of practice, and strategies to manage anxiety in interviews.
- Emphasise the overarching goal: equipping young people with the skills to handle job interviews confidently and effectively.



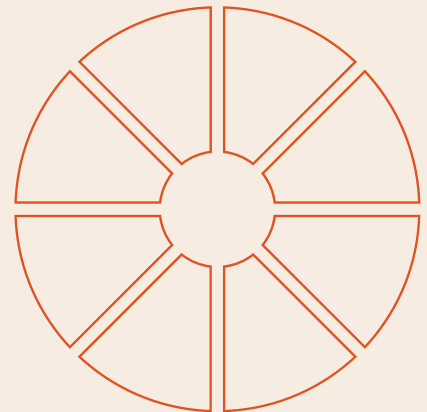
7. Career Wheel

Time required	About 1 hour
Type of activity	Self-reflection
Key takeaway	The Career Wheel activity helps young people make informed career choices by evaluating potential jobs across key factors like Work Enjoyment, Values, Money, and Work/Life Balance. This comprehensive approach ensures they find careers that align with their skills, interests, and life goals.
Worksheet	<u>Career Wheel</u>
Other materials	<ul style="list-style-type: none">• Writing materials (pens, pencils, or markers)

Overview

The Career Wheel activity is designed to help young people explore and understand different aspects of potential career options in a structured and insightful way. The main idea is to provide a comprehensive view of what a fulfilling career might look like, beyond just job titles and salary. By using the Career Wheel, participants can evaluate how well various careers align with their personal preferences, values, and life goals.

During the activity, participants will engage with a visual tool—the Career Wheel—which is divided into eight key sections: Work Enjoyment, Values & Passion, Money, Challenge, Networking/Connections, Status, Work/Life Balance, and Development. Each section represents an important aspect of a career that can impact overall satisfaction and success. The Career Wheel encourages participants to think critically about each of these factors and how they contribute to a well-rounded career experience.



The Wheel has 8 sections:

- **Work Enjoyment:** How much you like the work you'll be doing?
- **Values & Passion:** How well the career matches your personal values and interests?
- **Money:** How much the job pays and if it meets your financial needs?
- **Challenge:** How stimulating and challenging the job is?
- **Networking/Connections:** The importance of relationships and connections in the field?
- **Status:** How the job is perceived by others and how it affects your personal identity?
- **Work/Life Balance:** How well the job allows you to balance work with personal life?
- **Development:** How important are opportunities for growth and learning in the career?

Step by step instructions to conduct the activity:

1. Introduction (5 minutes)
 - Explain that the Career Wheel will help the participants think about their career options in a balanced way.
 - Emphasise that the goal is to explore how different jobs might fit into their lives, not just what sounds exciting or pays well.
2. Instructions and Materials (5 minutes)
 - Introduce the Career Wheel and its 8 sections.
 - Hand out Career Wheel templates and writing materials.
3. Self-Reflection (10 minutes)
 - Ask participants to think about careers they are curious about or interested in.
 - Have them reflect on what they enjoy, their values, and how they see their ideal job fitting into their life.
4. Filling the Career Wheel (10 minutes)
 - Guide them in filling out their Career Wheel.
 - Each section represents a different aspect of a career. They should rate from 1 to 10 how they think each aspect would fit with the careers they are exploring (e.g. how enjoyable, challenging, or financially rewarding they expect it to be).
5. Group Discussion (20 minutes)
 - Have a group discussion about what they discovered in their Career Wheels.
 - Encourage them to share their thoughts and ratings for each section.
 - Discuss the importance of exploring and verifying their assumptions about different careers.
6. Reflection and Action Planning (10 minutes)
 - Ask them to reflect on what they learned from their Career Wheels.
 - Help them create a plan for researching and exploring their career options further based on what they found out.
7. Feedback and Closure (5 minutes)
 - Collect feedback on the activity and how helpful they found it.
 - Wrap up by reminding them of the importance of exploring all aspects of a career to make informed decisions.



Worksheets for Employment Module Activities





Employment Activity 1 - Confident Candidate: Job Interview Guide

Job Interview Guide

1. Please introduce yourself
2. Why would you like to become ?
3. What are your strengths and weaknesses?
4. Why would you like to work for us?
5. What makes you different from other applicants?
6. Do you have any previous work experience or gotten to know a workplace?
7. How did you do at school?
8. How do you handle feedback and criticism?
9. How do you deal with stress?
10. How do you imagine a working day with us?
11. What are your career goals and how does this position align with them?
12. Do you have any further questions?



Employment Activity 1 - Confident Candidate: Role Play

Forwarding merchant

Do not use:

- Transport
- Van
- Customs
- Warehouse
- And of course all word parts of the profession, i.e.: forwarding department and forwarding merchant

Bicycle mechanic

Do not use:

- (E-)bike
- repair
- electric
- Customers
- And of course all word parts of the profession, i.e.: bicycle and mechanic

Language teacher

Do not use:

- student
- book
- school
- foreign
- And of course all parts of the profession i.e. teach, teaching and language

Physiotherapist

Do not use:

- Body
- Massage
- Recovery
- Patient
- And of course all word parts of the profession i.e. physio, therapist/therapy

Travel agent

Do not use:

- holiday
- flight
- train
- booking
- And of course all word parts of the profession i.e. travel and agent/agency

Lawyer

Do not use:

- represent
- criminal
- judge
- client
- And of course all parts of the profession, i.e. law

Optician

Do not use:

- Glasses
- Sight defect
- Customers
- measure
- And of course all parts of the profession, i.e. optic

Carpenter

Do not use:

- wood
- build
- repair
- construction site
- And of course all parts of the profession, i.e. carpentry

Music producer

Do not use:

- artist
- song
- edit
- recording
- And of course all parts of the profession, i.e. music, produce and producer

Laboratory assistant

Do not use:

- specimen
- document
- experiment
- pipet
- And of course all parts of the profession, i.e. laboratory and assistant



Employment Activity 1 - Confident Candidate: Worst Case Scenario

Suggestions for bad behaviour:

- Chewing gum
- Sitting casually
- Checking your mobile phone all the time
- Drinking from a bottle
- Forgetting documents that were needed
- Interrupting the recruiter while speaking
- Making inappropriate jokes

Examples of bad answers:

- Tell about yourself: only very briefly, e.g. "(Name) and I went to school at..."
- I don't know why I want to become but I have to learn something
- I don't really know anything about your company now, but everything will be fine
- My strengths? - I am super!
- My weaknesses? - I don't have any..
- Whether I'm prepared to work overtime ... well, I don't know, I need my free time too
- What do I do in my free time? - Playing Playstation, scrolling through my mobile phone, ...
- What makes me special? - Well, everything ...
- I've never worked before, it's exhausting.
- School was never my thing ...
- Stress? Why stress? Is your apprenticeship stressful? - I don't like it at all
- Well, I don't know, whatever...



Employment Activity 1 - Confident Candidate: Evaluation and Discussion

Body language: What effect does the candidate's body language have?

- Facial expressions: smiling/serious, relaxed/tense, eye contact
- Gestures (arm and leg movements): fidgety, nervous, restless

Language: How does the presenter/applicant speak?

- Loud/quiet
- Slow/fast
- Clear/unclear

Overall impression: What is the overall impression of the presenter/applicant?

- Rather active/passive
- Rather shy/self-conscious
- Rather in a good/bad mood
- Motivated and interested/lacking perspective and disinterested



Employment Activity 4 - Pitch Perfect: Elevator Speech Guide

An elevator speech is a brief and compelling message about yourself, your goals, and how you can contribute to a company or organisation. Typically lasting around 30 seconds, the length of an elevator ride, it is designed to be shared with anyone, anywhere, even in an elevator. At events like career fairs, your elevator speech serves as an introduction to potential employers. Familiarity with your speech will help you confidently deliver it when the opportunity arises.

Structure

Tell about yourself

Introduce yourself, give some basic information about yourself (Name, Age), a little bit about your background (work, studies, internship, volunteering, etc.), to make yourself memorable you can also tell a fact about yourself such as your hobbies and your interests. What are you passionate about?

What are your strengths?

Select the essential strength, enter an example of your strength. You can also mention a softer strength such as empathy and kindness.

What are your goals?

Reflect on various areas of your personal and professional life. What type of environment do you envision for yourself? How do you want to balance work and personal life? Where do you see yourself in one year, five years, or even ten years?

Why should they hire you? What makes you different from other applicants?

Highlight specific skills that set you apart. Share a concrete example from your past that directly relates to the job. Demonstrate your understanding of the company culture and how your values align. Express your enthusiasm for the position and the company's mission. Offer an example of a challenge you overcame that could relate to the company's current needs.



Employment Activity 5 - From Search to Success: Cover Letter

COVER LETTER

The purpose of a cover letter in a job application is to introduce yourself to the potential employer, highlight key qualifications and experiences that make you a strong candidate for the position, and explain how your skills align with the requirements of the job. A well-written cover letter allows you to showcase your personality, enthusiasm, and interest in the role, providing additional context to your resume and demonstrating why you are the ideal candidate for the job. It also gives you the opportunity to address any gaps or unique aspects of your application that may not be fully captured in your resume. Ultimately, a compelling cover letter can help you stand out from other applicants and increase your chances of securing an interview.

GUIDELINE:

The most important things of your cover letter:

- Arousing interest
- Matching the content of the advertisement
- Honesty
- Justifying your motivation

When explaining your motivation, remember that the employer is mainly interested in the job and not in things like a better salary or an easier commute.

Remember that once you have submitted your application, the most important thing is to be contactable! Answer the phone, even if the caller's number is not in your contact details.

You can use available templates on Word or Canva, and sometimes a better tool for making an application can also be PowerPoint. In some cases, you just need to fill in an application form.



Employment Activity 5 - From Search to Success: Cover Letter Example

FIRST NAME

SURNAME

Address | Phone Number | Email Address

Date

Recipient Name

Title

Company

Dear Recipient,

Intro

Make your job application look and sound like you. In the first paragraph, briefly describe yourself and why you are applying for this particular job.

- Personal Information
- What are you applying for?
- Where are you applying to?
- Why are you applying?

Body

In the further paragraphs, you can describe your skills and successes. Consider the expectations of the job advertisement and reflect them in your own background.

- Story behind your achievements
- Be as factual as possible
- Show off your achievements using metrics and real life examples (if possible)

Conclusion

- Mention future plans
- Thank the reader and conclude

Sincerely,

Your Name



Employment Activity 6 - Job Speed Dating: Get Ready!

Tell about yourself:

Introduce yourself, give some basic information about yourself (name, why are you applying), a little bit about your background (work, studies, internship, volunteering, etc.), to make yourself memorable you can also tell a fact about yourself such as your hobbies and your interests. What are you passionate about?

What are your strengths?

Select the essential strength, enter an example of your strength. You can also mention a softer strength such as empathy and kindness.

What are your goals?

Reflect on various areas of your personal and professional life. What type of environment do you envision for yourself? How do you want to balance work and personal life? Where do you see yourself in one year, five years, or even ten years?

Why should they hire you? What makes you different from other applicants?

Highlight specific skills that set you apart. Share a concrete example from your past that directly relates to the job. Demonstrate your understanding of the company culture and how your values align. Express your enthusiasm for the position and the company's mission. Offer an example of a challenge you overcame that could relate to the company's current needs.

Further things that can be added (depending on the time frame):

How do you cope with pressure?

Be honest if you feel stressed under pressure, but highlight ways to deal with it (e.g. breathing exercises, walking, etc.). Give an example of a situation where you were under pressure but were able to cope well using the methods mentioned.

How would your colleagues/friends/family describe you?

Be sincere, highlight your work skills and adaptability, you can also tell what positive things you would bring to the team.

Why would you like to learn this profession?

Mention things like passion for the field, the desire to make a positive impact, or the opportunity for personal and professional growth. Learning a new profession can also provide the chance to develop new skills, engage with like-minded individuals, and contribute to society in meaningful ways. Additionally, the potential for career advancement and financial stability can be motivating factors.

What role models do you have? What makes them a role model for you?

A role model is someone who embodies qualities, behaviours, and values that inspire others to emulate them. When describing your role model consider these aspects.

Describe your Dream Job:

What is the job title and industry? What responsibilities would you have? Envision the work environment—what would it feel like? Which skills do you want to use or develop in this role? What impact do you hope to make through your work? How do you envision your work-life balance? Lastly, think about your long-term goals, such as aspiring to a leadership position.

What are your goals?

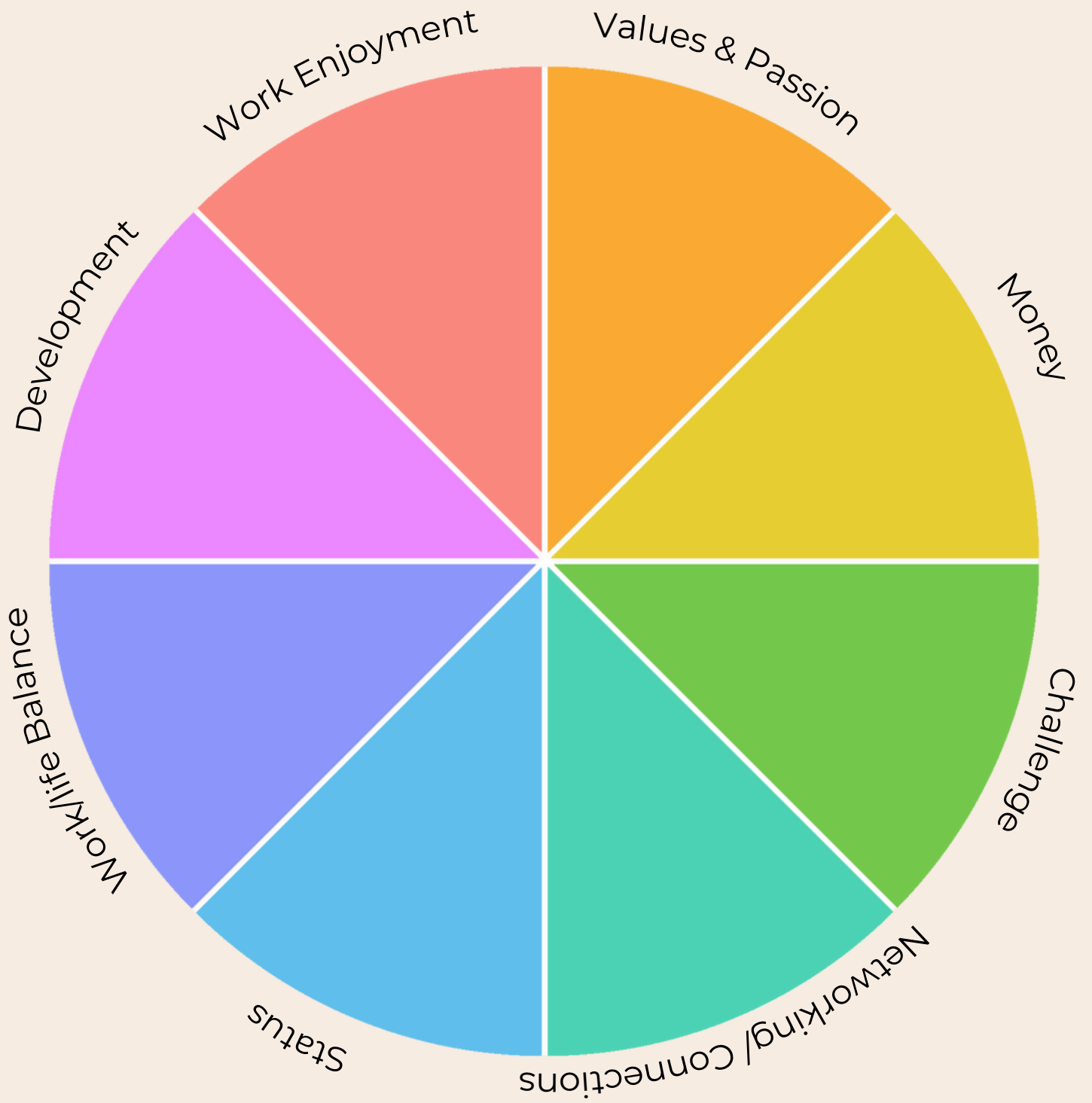
Reflect on various areas of your personal and professional life. What type of environment do you envision for yourself? How do you want to balance work and personal life? Where do you see yourself in one year, five years, or even ten years?

Do you have any questions?

If you would like to ask something now is the time for questions. You can ask about the recruitment process, your schedule, your interests, what your team would be like if you were selected for the job. The main idea is to ask rather than not ask.



Employment Activity 7- The Career Wheel



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Acknowledgments:

YOUnite is a project aimed to help adolescents with overweight and obesity in overcoming challenges and improving their employability on the labour market. YOUnite project, supported by the ERASMUS+ programme is seeking to develop a new engaging and self-confidence building training programme to support young obese people to cope with socio-economic difficulties and any other potential source of discrimination.

The partnership is led by ÖSB Consulting (Austria) with partner organisations from Finland (ACR), Hungary (EMINA), Poland (Zdrowy Kształt), and Austria (ÖSB Social Innovation).

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