

## PROJECT DATA

### Start/Duration

22.11.2022 - 28.11.2023

The assignment period is one week.

**Start weekly Mondays at 9:00 o'clock for German speaking clients.**

**Start weekly Mondays at 13:00 for foreign speaking clients.**

### Participating

Beneficiaries who are capable of gainful employment upon access in the legal area of SGB II.

### Goal

Participants are trained in the entry of the applicant data in the job exchange and the application process.

## CONTACT

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## CONTENTS

### Introduction to the Support Center - mandatory

Explanation of the support center, introduction to the use of the Equipment for self research, individual and group work, etc. Coordination of the individual training plan.



#### Training module 1

*Rights and duties of persons entitled to benefits who are capable of working*  
Explanation of the principles of demanding and promoting, translation of the the advantages of no longer needing assistance, how to present and communicate (FbW, VB, EGZ etc.), reasonableness according to § 10 SGBII.



#### Training module 2

*Dealing with the "jobcenter.digital" service*

Benefit translation of online communication with the e-service offer of the BA, knowledge transfer on the possibilities of use (WBA, VÄM, mailbox service, submission of documents), support with the initial registration or with the renewed or re-activation of personal access, presentation of the Jobcenter App as a communication tool Jobcenter app as a communication tool, practical applications



#### Training module 3

*Entry of applicant data in the job exchange*

Assisted entry into the job board with the following minimum standards:

- The job application contains at least two job titles
- The CV has no gaps from school attendance onwards
- Any professional experience in the CV min. one indication of the type of activity
- The text of the advertisement has been written
- The participants know target-oriented possibilities for job search
- Information on mobility and driving license are included



#### Training module 4

*Individual assistance for complete and timely submission of applications*



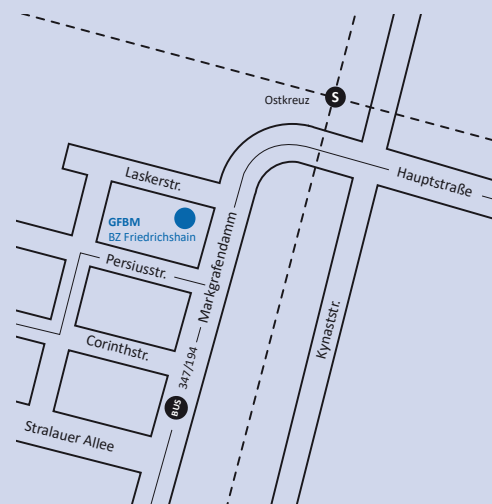
#### Training module 5

*Information on social networks and counseling facilities, general and individual information*



#### Situational coaching module - optional

Situational individual coaching in addition to the five training modules



### Location

Educational Center Friedrichshain

Laskerstraße 6–8, 10245 Berlin

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Certified by:

