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DIGITAL WORKING LIFE SKILLS COACHING FOR YOUNG PEOPLE

Self-study material for young people searching for a summer job, part-time position or an internship.

TURKU

Euroopan unioni
Euroopan sosiaalirahasto

Vipuvoimaa EU:lta 2014–2020

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The self-study material has been implemented as part of the "Nuorten digitaalinen työelämätaitojen valmennuskokonaisuus" project to improve young people's working life skills.

Duunikoutsi's partners are Ministry of Education and Culture (The Youth Work Centre of Expertise Kentauri), SAK and EK.

The self-study material has been produced by Nuorten yrittäjyys ja talous NYT.

Further information:
nuortennyt.fi/en/service/duunikoutsi/

DIGITAL COACHING SERVICE TO IMPROVE YOUNG PEOPLE'S WORKING-LIFE SKILLS

In the joint project of Nuorten yrittäjyys ja talous NYT and the City of Turku, a digital working life coaching service was built to help young people, professionals in the field of guidance, and educational staff to obtain up-to-date information about working life, working life skills, and tools to support those skills.

The goal of the project is to provide proactive working life coaching for young people in order to prevent social exclusion with the help of the coaching, made up of the Duunikoutsi app by NYT and this self-study material.

The project was targeted at upper secondary education and higher education students, young people who are unemployed or outside the labour force as well as young people with immigrant background or a need for special assistance who are residing in the Turku and Southwest Finland region.

The project, running from 2021 to 2023, was funded as part of the European Union’s response to the COVID-19 pandemic. It received funding from the ELY Centre for Central Finland (the European Social Fund), the Regional Council of Southwest Finland (AKKE funding) and the City of Turku.

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Duuni-koutsi

Duunikoutsi is a free of charge app by Nuorten yrittäjyys ja talous NYT that provides digital working life coaching. By completing tasks in Duunikoutsi, you will learn everything you need about working life and job hunting. This self-study material can be used to support the coaching provided by the app.

Duunikoutsi is a working life coach that helps you with:

- Applying for your first jobs
- Learning working life skills
- Writing a CV and a job application
- Preparing for a job interview
- Developing self-knowledge and identifying your skills
- Acquiring up-to-date working life information
- Finding your own path

Challenges and tips for job hunting

The CV machine creates a ready-made CV with just a few clicks

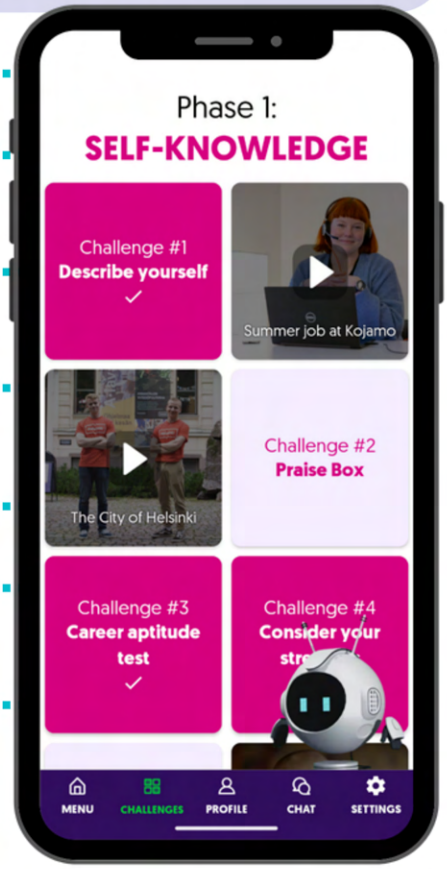
The Skill Profile helps you identify and describe your skills

The chatbot gives you recommendations and provides information about working life

Encouraging quizzes and working life videos

Duunikoutsi is available at **www.duunikoutsi.fi**

Or you can download the free Duunikoutsi app from App Store or Google Play store or use the QR code.



DIFFERENT VERSIONS OF DUUNIKOUTSI

A diverse set of working life skills belong to every young person. In order to provide the information and skills needed to succeed in finding a job to as many people as possible, Duunikoutsi is available in several languages.

All language versions are available in the same app. You choose your language when you launch the app. Changing the language and version can easily changed through settings.

REGULAR VERSION AND SIMPLIFIED VERSION

There are two versions of Duunikoutsi if you are using the Finnish language version: the regular version and the simplified version.

The regular version includes three different coaching programmes depending on your goal and whether you are searching for a TET placement, summer job or an internship or a more permanent job.

The simplified version has lighter content and less challenges, and the content is in easy Finnish. It is aimed at young people who have challenges with learning, reading or understanding standard Finnish. The self-study material for the app's simplified version can be found (in Finnish) here: nuortennyt.fi/aineistopankki/duunikoutsin-itseopiskelumateriaali/

LANGUAGE VERSIONS

The app is available in Finnish, Swedish, English, easy Finnish, Arabic, Russian, and Somali.

The regular version of Duunikoutsi is available in Finnish, Swedish and English. If you are using these versions, the CV machine will create a CV in the language you have chosen.

The language versions in Arabic, Russian, and Somali have been developed in a way that combines easy Finnish with the other language to support the learning of Finnish. In these versions, keywords have been translated into different languages, but the rest of the content is in easy Finnish. If you are using these language versions, the CV machine will create a CV in Finnish.

HOW TO USE DUUNIKOUTSI

You can find Duunikoutsi at duunikoutsi.fi. Or you can download the Duunikoutsi app free of charge from the App Store or Google Play store.

Choose your goal: are you searching for a TET placement, summer job or an internship or a more permanent job?

COMPLETE CHALLENGES

If you want to learn as much as possible about working life and finding job, you should make your way through the entire coaching programme in Duunikoutsi.

You can also complete only the tasks that are relevant to you. For example, if you have a job interview coming up, prepare for it by completing phase 5: Job interview.

Challenges are tasks designed to help you learn important working life skills and to challenge you to think about your strengths and skills, among other things. You can also find useful job searching tips in Duunikoutsi.

ROBOCOACH HELPS NAVIGATE THE APP

The app's chatbot, Robocoach, guides you in using the app. Click the 'Chat' tab and Robo-coach will recommend challenges and videos for you.

Robocoach provides additional information about a wide range of working life topics, such as, working hours, salary, strengths, job hunting, CV, employment contract, induction, holidays, end of employment, falling ill, networks, references, etc.

SKILL PROFILE COLLECTS YOUR SKILLS

The Skill Profile gathers your know-how, skills, and interests from all aspects of life: leisure time, work and education. Some of the information is collected through the challenges you complete. You can also add other information to your Skill Profile.

Access your Skill Profile through the ‘Profile’ tab. The profile makes your job hunting easier, by collecting all the relevant information in one place. The Skill Profile also creates a ready-made skills-based CV for you.

CREATE A CV WITH JUST A FEW CLICKS

A skills-based CV is an alternative for a traditional CV, and its popularity is growing among young people searching for a job. You can download a skills-based CV in Duunikoutsi free of charge. You can find more information about creating a CV on page 13.

SELF-KNOWLEDGE AS A WORKING LIFE SKILL OF THE FUTURE

Self-knowledge means identifying personal strengths, know-how, skills, and values.

Knowing yourself is a key working life skill, and good self-knowledge helps you find a job.

Learn to be bold and tell others about your strengths and skills. It can be difficult at first, which is why you should practice it.

IDENTIFYING STRENGTHS

Identifying strengths is an important working life skill. It develops your self-knowledge, which serves as a great foundation for your job search. Giving and receiving feedback supports the identification of strengths, and it's a good idea to practice it.

We are often happier and find meaning in our lives when we can draw on our own strengths. With the following tasks, you will learn to identify your strengths.

Complete from the "I'm searching for a summer job or internship" coaching

Challenge 1: **Describe yourself**

Challenge 2: **Praise Box**

Challenge 4: **Consider your strengths**

After choosing your strengths, think about the situations where they stand out.

Do you have an example of a time when you've used the strength you chose, for example at work, school or in a hobby?

VALUES

Values are things that you find meaningful. They are present in working life, as companies have different values. If it's important for you that the company you work at shares your values, it is essential that you first identify them.

We often make choices and decisions based on our values. It's a good idea to think about them to find your own path. With the following tasks, you will learn to identify your values.

Complete from the "I'm searching for a summer job or internship" coaching

Challenge 20: **Recognise your values**

Challenge 22: **What motivates you?**

Challenge 23: **What does work mean to you?**

Google a company that interests you. Does their website mention values?

IDENTIFYING YOUR OWN SKILLS

Searching for a job is easier when you know what you're capable of and what skills you have. You need to be able to describe your know-how and skills in various steps of job hunting: in a CV, job application, and job interview.

You gain knowledge and skills not only at work or school, but also through free time activities, hobbies, and voluntary work. Sometimes the skills you develop in your free time can be more valuable than work experience, so do not underestimate them. Learn to be bold and tell others about them!

With the following tasks, you will learn to identify your skills and present them.

Complete from the "I'm searching for a summer job or internship" coaching

Challenge 7:
Leisure skills

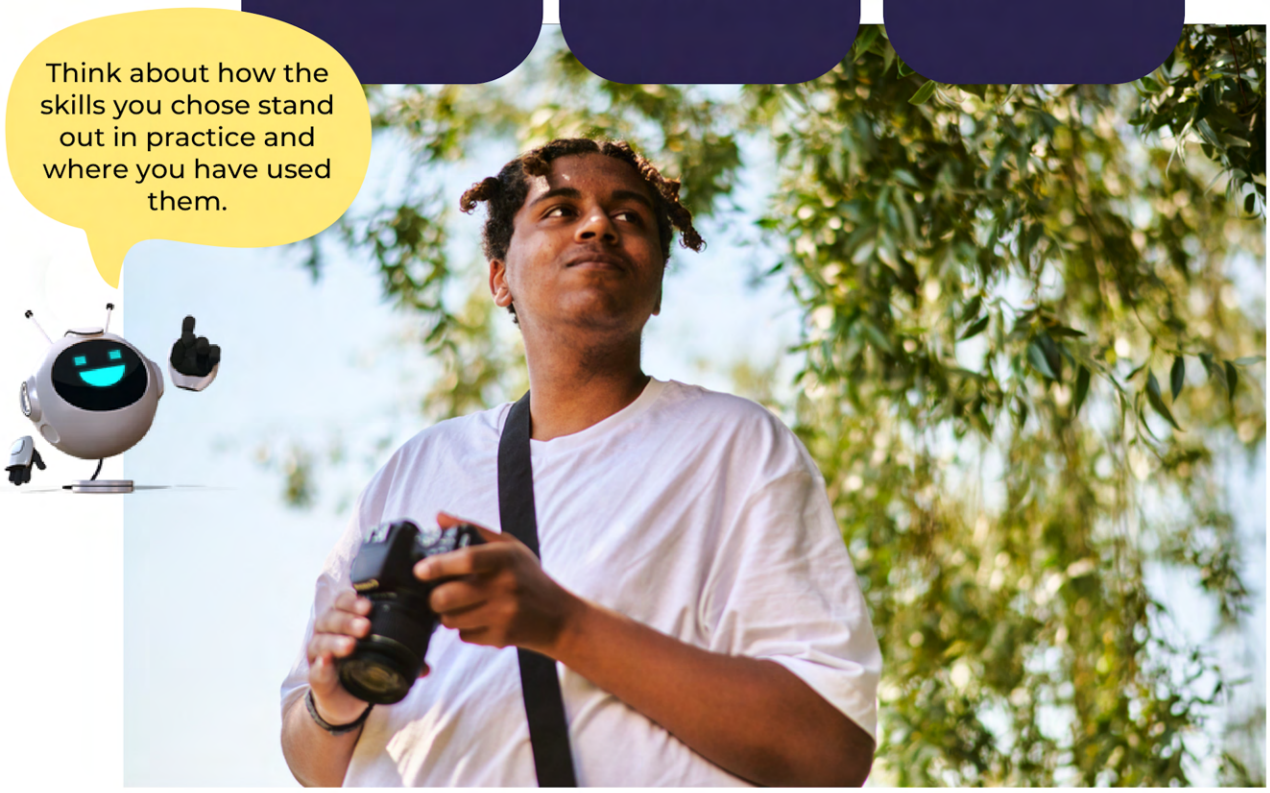
Challenge 9:
Practice recognition

Challenge 10:
Demonstrating skills

Challenge 13:
My skills

Challenge 14:
IT and social media skills

Challenge 15:
Language skills



TOWARDS WORKING LIFE

Job hunting is a skill worth practicing. Prepare for it well and spent time on it.

Finding a job is a process that starts with identifying your strengths and skills and ends with starting in a new job.

A good CV and job application are the keys to your dream summer job, so you should invest in them.

SEARCH FOR JOBS

Start your job search by thinking which companies you find interesting and what kind of work you would like to do. You can get an overview of the job market in your area by following job openings.

Open positions can be found on various recruitment sites, company web pages, social media, in the newspaper, or by contacting companies directly.

With the following tasks, you will learn to find open positions.

Complete from the "I'm searching for a summer job or internship" coaching

Challenge 3:
Career aptitude test

Challenge 29:
Finding jobs

Challenge 32:
Use social media in your job search

Challenge 30:
Make a list of jobs

Extra tip! Even if you aren't actively looking for a job, you should browse job listings occasionally. This way you can follow how companies recruit, perhaps find some new inspiration, and learn about the requirements of positions you are interested it.

NETWORK

Networks are important in today's job search. Your network is made up of people you know. When you are searching for a job, tell your network about it!

With the following tasks, you'll learn about networks. Complete the tasks from the "I'm searching for a summer job or internship" coaching.

Challenge 33:
Create a LinkedIn profile

Tips
Tell others

CV (CURRICULUM VITAE)

A CV, or resume, is a summary of your skills. It tells the prospective employer who you are and what you can do. It usually includes a list of your work experience and education. When you apply for a job, you are usually asked for a job application and a CV.

With the following tasks, you will learn more about CVs and create a personal skills-based CV with the CV machine in Duunikoutsi.

Complete from the "I'm searching for a summer job or internship" coaching

Challenge 38: **Tips for making a CV**

Challenge 40: **CV image quiz**

Challenge 41: **Video CV**

Challenge 42: **Make a CV**

More information on how to use the CV-machine on page 13.

After you've created your CV, complete the following tasks:

Challenge 43: **CV checklist**

Challenge 44: **Ask for CV feedback**

JOB APPLICATION

A job application describes your skills and motivation for the job in question. It explains why you have applied for the position and why the employer should be interested in you. The goal of a job application is to get invited to a job interview.

A job application can be a separate document or an online form on the employer's website. You send it together with your CV. With the following tasks, you will learn to create a good job application.

Complete from the "I'm searching for a summer job or internship" coaching

Challenge 45: **Learn about job applications**

Challenge 46: **Job application tips**

Challenge 50: **Pick up the phone**

Tips **Save the job advert**

CREATING A CV WITH DUUNIKOUTSI'S CV MACHINE

A skills-based CV is an alternative for a traditional CV, and its popularity is growing in the job market. A skills-based CV focuses on your strengths and skills, making it an excellent choice if you have little to no work experience. You can of course use a skills-based CV even if you already have some work experience.

You can download a free skills-based CV from Duunikoutsi. The app's CV machine creates a visually clear and easy-to-read CV that has been pre-filled with your information, and it is ready to be sent to a prospective employer.

If you have already completed all the challenges in this coaching package, you are ready to move on to the instructions below. If you haven't yet done any of the challenges in Duunikoutsi, we recommend that you complete at least the challenges listed below from the "I'm searching for a summer job or internship" coaching.

COMPLETE AT LEAST THESE CHALLENGES

Challenge 1: Describe yourself
Challenge 2: Praise Box
Challenge 7: Leisure skills
Challenge 13: My skills

Challenge 14: IT and social media skills
Challenge 15: Language skills
Challenge 40: CV image quiz
Challenge 43: CV Checklist

1. After completing the challenges, click the 'Profile' tab.
2. Create an account to access the Skill Profile and the CV machine.
3. Parts of your profile have been filled in based on the challenges you have completed. Fill in the missing parts in your profile: profile picture, education, work experience, leisure skills, courses and links. If you haven't taken any courses or don't have any work experience, you can leave it blank.
4. After completing your Skill Profile, click the 'CV machine' button. Follow the instructions on the page to create and a personalize your CV.
5. You can either download the CV as a PDF file or send a link to it directly to an employer.
6. The CV machine has now created a CV for you that is pre-filled with your information. It includes information about your skills based on challenges you have completed and the information you filled in your Skill Profile.
7. Send the CV to an employer. Good luck!

JOB INTERVIEW

The purpose of a job interview is to find out whether you are the right person for the job and the work community. It is also your chance to find out if this is the right job for you so don't hesitate to ask questions!

Remember, a job interview is an opportunity to get to know each other – it is not a one-sided interrogation. With the following tasks, you will learn more about job interviews and how to prepare for them.

Complete from the "I'm searching for a summer job or internship" coaching

Challenge 52: **Prepare for an interview**

Challenge 56: **Forbidden questions**

Challenge 57: **Nonverbal communication**

Challenge 53: **Tackle the nerves**

A job interview can be held in person, but nowadays video and phone interviews are also common.

If your interview will be conducted remotely, complete the following challenges:

Challenge 54: **Video interview**

Challenge 55: **Phone interview**

AT WORK

Your first few days of work will be filled with things to remember. You'll learn about your role and get to know your work community. There are also many important practicalities in working life that you need to know, for example about your employment contract and salary.

When you know the rules working life, you can avoid many problems and stick to your rights! With the following tasks, you will learn about the rules of working life and other important things about starting a new job.

Complete from the "I'm searching for a summer job or internship" coaching

Challenge 63:
First day at work

Challenge 64:
Employment contract

Challenge 66:
Trial period

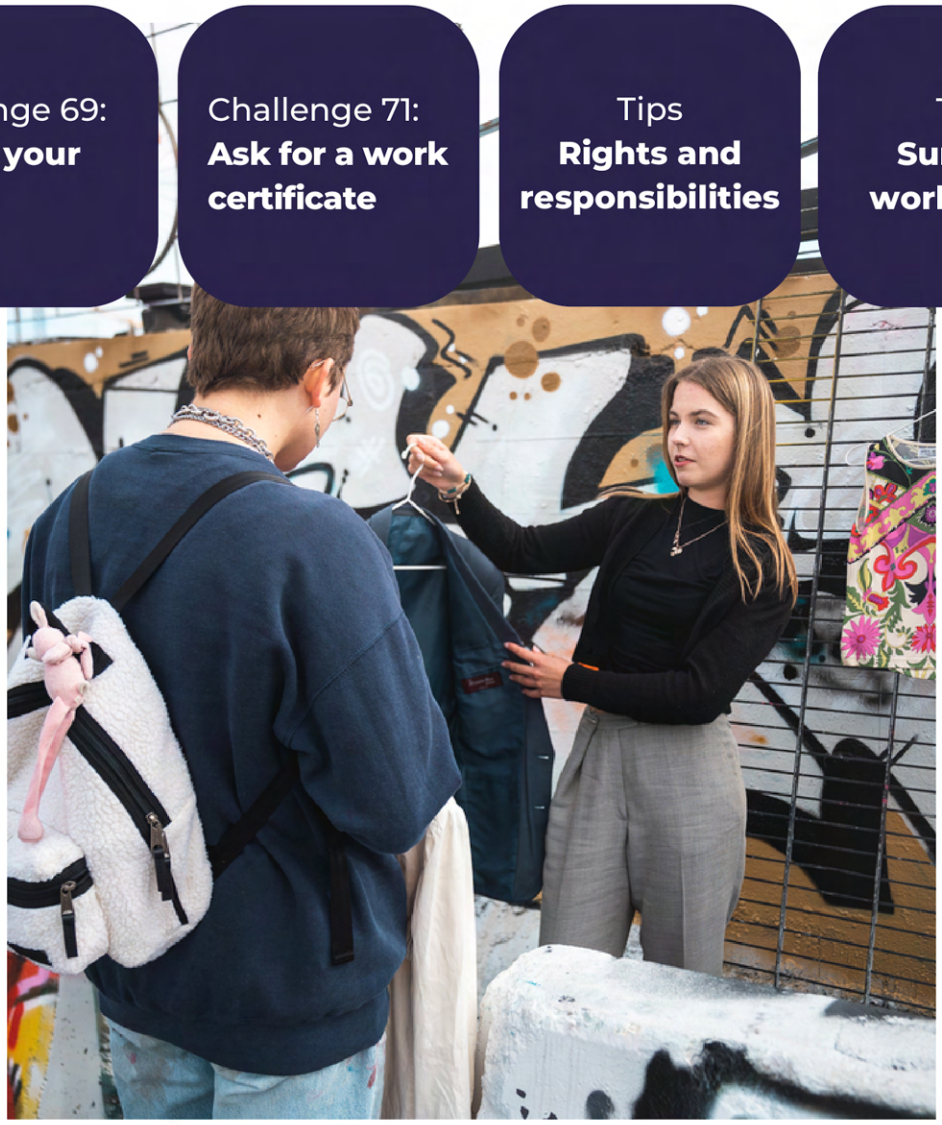
Challenge 67:
Induction responsibility

Challenge 69:
Check your salary

Challenge 71:
Ask for a work certificate

Tips
Rights and responsibilities

Tips
Summer worker info



WELL DONE!

You have now completed the coaching package.

We hope that it has helped you in your job search and that you have learned a lot about working life and job hunting.

If the search has not yet yielded any results, don't be discouraged! You now have all the tools you need to find a job. And remember, although the search didn't result in a job offer, you learned a lot about the process of job search, and you can utilise these skills in the future.

You can find more information about Duunikoutsi at:

nuortennyt.fi/en/service/duunikoutsi/

Please give feedback on Duunikoutsi at:

survey.zef.fi/5g8thrkz/