

Duunikoutsi – Teaching material for upper secondary education

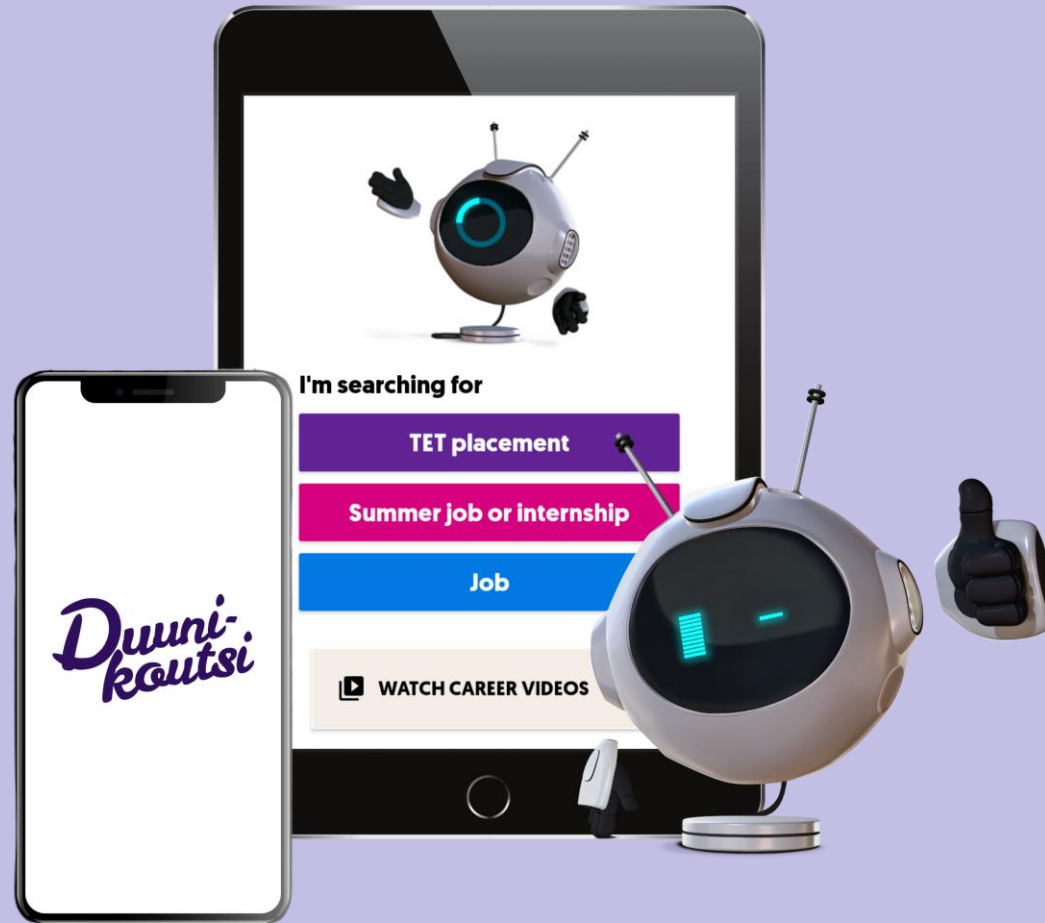


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What is Duunikoutsi?



You will receive all the necessary information about working life and job search from Duunikoutsi!

Duunikoutsi helps you with:

- Developing self-esteem and identifying skills
- Job search
- Writing a CV and a job application
- Preparing for job interviews
- Learning the rules of working life



Content of the app

Choose the most relevant coaching from the app's three programmes tailored to different situations. Choose whether you are searching for a:

- **TET period placement**
- **Summer job, internship or part-time job**
- **Long-term work**

You will complete Duunikoutsi's educational exercises, or *challenges*, watch inspiring videos and read valuable working life tips.

After completing certain challenges, you will receive a pre-filled skills-based CV from Duunikoutsi's CV-machine. You are able to customize the CV and download it as a pdf or use a CV-link that opens your CV in a web browser.



You will develop following skills

Flexibility

**Service-
Minded
Attitude**

Creativity

**Problem
solving
skills**

**Decision
making skills**

**Collaboration
skills**

Social skills

You can find Duunikoutsi in:
www.duunikoutsi.fi

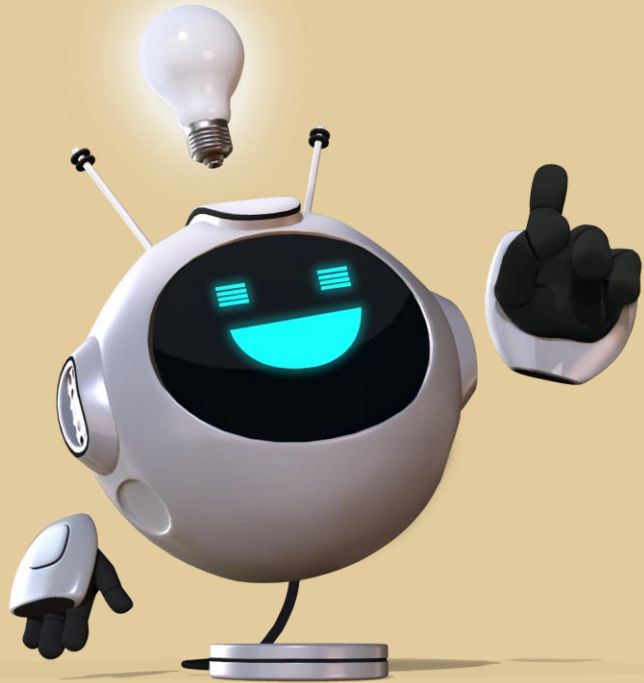
Alternatively, you can download the Duunikoutsi mobile app free of charge from your app shop or with the QR-code.



1

Self-knowledge as the
working life skill of the
future





EXERCISE 1:
**Think about your
strengths**

Introduction to the topic: Identifying your strengths

Identifying your strengths is an important working life skill. It develops your knowledge and serves as a great foundation for job search.

We are often happier, and get a sense of purpose, **when we have the opportunity to utilize our strengths.**

Giving and receiving feedback supports identifying strengths, and it's useful to practice it. With the following tasks, you will be able to identify your strengths.



Complete the following tasks independently from the **I'm searching for a summer job or an internship** coaching

Phase 1: **SELF-KNOWLEDGE**

Challenge 1:
Describe yourself

Challenge 2:
Praise Box

Complete **Challenge 2** with a partner. Ask your partner for feedback and jot it down in the "Praise Box"

Or you can write down feedback you've received previously or ask for feedback from friends or an adult you know.





Discussion

Discuss with your group/class.
What thoughts emerged?

Think of a few weaknesses, and
ways to improve them



Pair work

- Divide into pairs
- Interview your partner
 - What are your hobbies?
 - What interests you in your free time?
 - What is your best characteristic?
- Switch roles

Complete the following tasks independently from the **I'm searching for a summer job or an internship** coaching

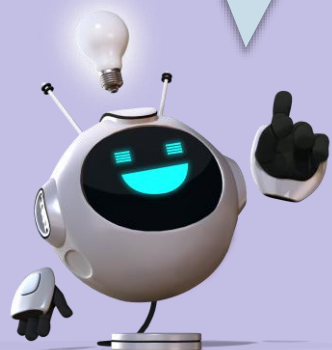
Once you've completed Challenge 4, choose one of your strengths and write down the situations in which it shows in practice

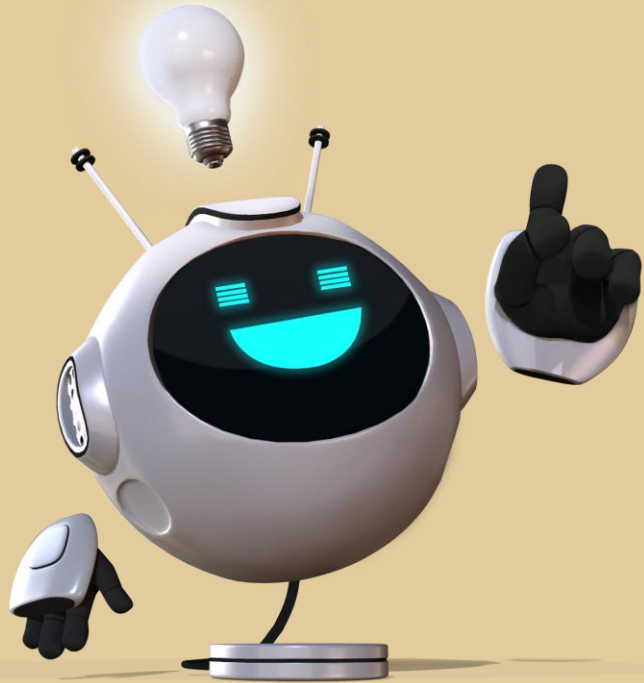
Phase 1: **SELF-KNOWLEDGE**

Challenge 4:
Consider your strengths

Challenge 6:
Strength or weakness?

For example, "My strength is resilience. I am able to focus even on more challenging task. I never give up."





EXERCISE 2: **My skills**

Introduction to the topic: Identifying your skills

Identifying your skills is an important working life skill and you should practice it. Searching for a job is easier once you know what your skills are. You are expected to present your skills and know-how in different phases of the job searching process.

In addition to internships and jobs, you gain skills from leisure-time, hobbies, school, and voluntary work. Sometimes the skills you acquire in your free time have even more value than working experience, so you shouldn't underestimate them!

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



Complete the following tasks independently from the **I'm searching for a summer job or an internship** coaching

Phase 1: **SELF-KNOWLEDGE**

Challenge 7:
Leisure skills

Challenge 8:
Identify skills

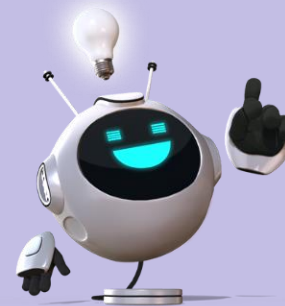
Challenge 9:
Practice recognition

Challenge 10:
Demonstrating skills

Challenge 13:
My skills

After completing Challenge 13, choose one skill from each section and write it down.

Think about how the skill shows in practice. Prepare to talk about with a partner.





Pair work

- Grab your answers from **Challenge 13: My skills**
- One of the pair interviews, the other answers the following questions
 - What kind of person are you in a work community?
 - What are you like?
 - What skills have you acquired?
- Switch roles



Discussion

Let's discuss with the whole group

- How did it feel to talk about your skills?
- What was challenging?
- What did I succeed in?

Complete the following tasks independently from the **I'm searching for a summer job or an internship** coaching

Phase 1: **SELF-KNOWLEDGE**

Do you have skill badges? If you have time, complete these challenges:

Challenge 14:
IT and social media skills

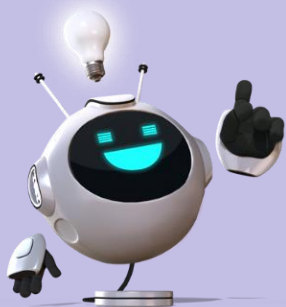
Challenge 15:
Language skills

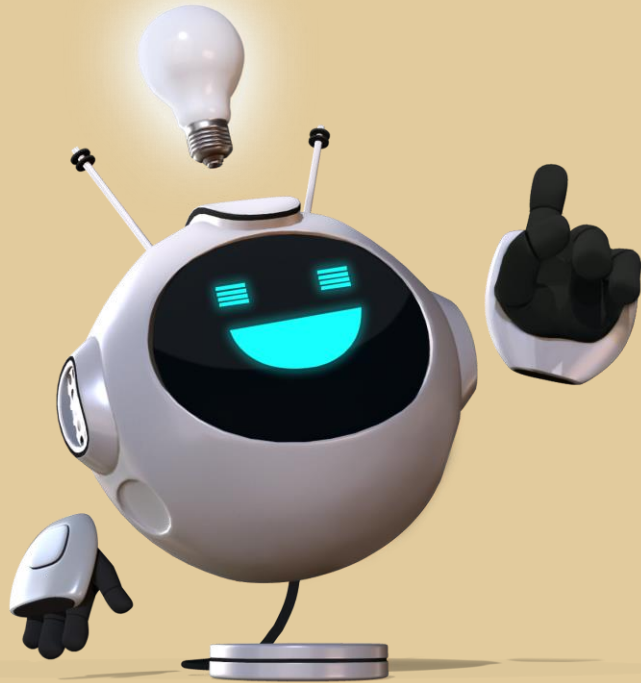
Challenge 16:
Skill badges in job search

Challenge 17:
Introduction to selfie badges

Challenge 18:
Credits from spare time

You should include your IT, social media, and language skills in your CV!





EXERCISE 3: **Identify your values**

Introduction to the topic: Arvot

Values are things that **you find meaningful in life.**

We often make choices and decisions based on our values. In order to find your own path, considering your values and what is important to you is useful.

With the following tasks, you will learn to identify your values.





Discussion exercise

How could the following values be reflected in your life?

Sustainability

Equality

Honesty

Success

Creativity

Justice

**Social
relations**

Freedom

Complete the following tasks independently from the **I'm searching for a summer job or an internship** coaching

Phase 1: **SELF-KNOWLEDGE**

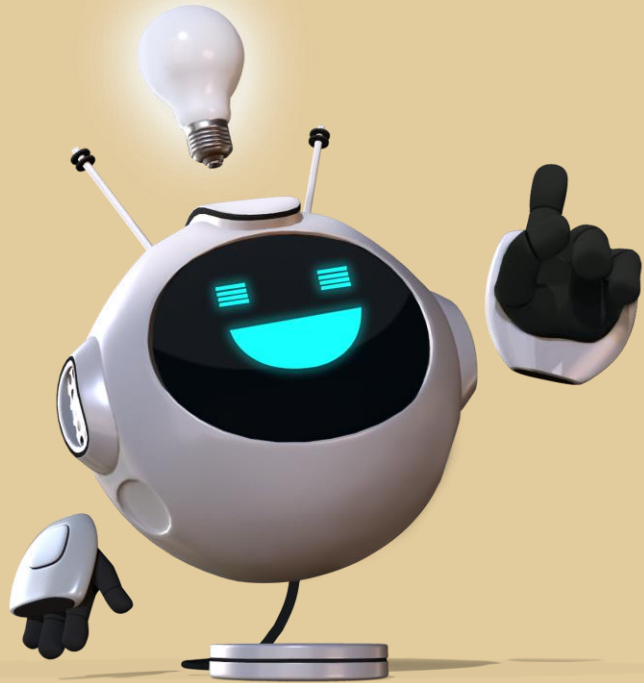
Challenge 20:
Recognise your values

Challenge 22:
What motivates you?

2

Towards working life





EXERCISE 1: **Job search**

Introduction to the topic: Job search

A good way to start searching for a job is to look for **interesting companies and positions**, as well as following open job listings.

You can find open job opportunities from **various websites and companies' own websites**. In addition to recruiting websites, you can find jobs from **social media, newspapers, and contacting companies directly**.

With the following tasks, you will learn to search for jobs.



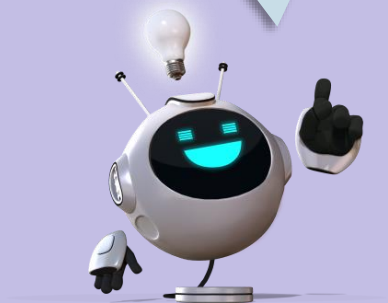
Complete the following tasks independently from the **I'm searching for a summer job or an internship** coaching

Keep in mind that the test is just for fun and isn't supposed to give reliable information about your future.

Phase 1: **SELF-KNOWLEDGE**

Challenge 3:
Career aptitude test

Challenge 23:
What does work mean to you?



Complete the following tasks independently from the **I'm searching for a summer job or an internship** coaching

Phase 2: **SEARCH FOR JOBS**

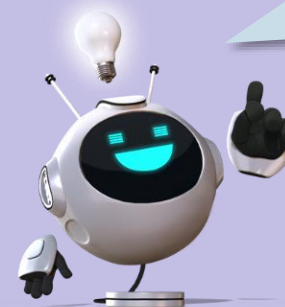
Challenge 29:
Finding jobs

Challenge 31:
Use Google to find jobs

Challenge 32:
Use social media in your job search

Challenge 30:
Make a list of jobs

Use the Internet or social media to find three job listings that interest you. Write them down.





Discussion

Share tips about good job searching websites or social media channels with your group.

Read the tips from **Phase 2: Search for jobs**

Phase 2: **Search for jobs**

Tips

Summer Job Voucher

Tips

When?

Tips

Unemployment fund

Tips

Try walk-in tactic

Tips

Tell others

Tips

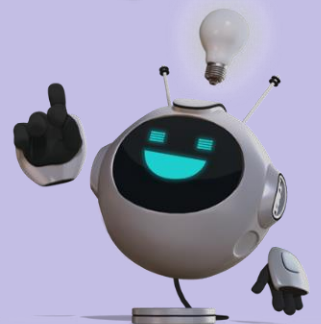
How long?

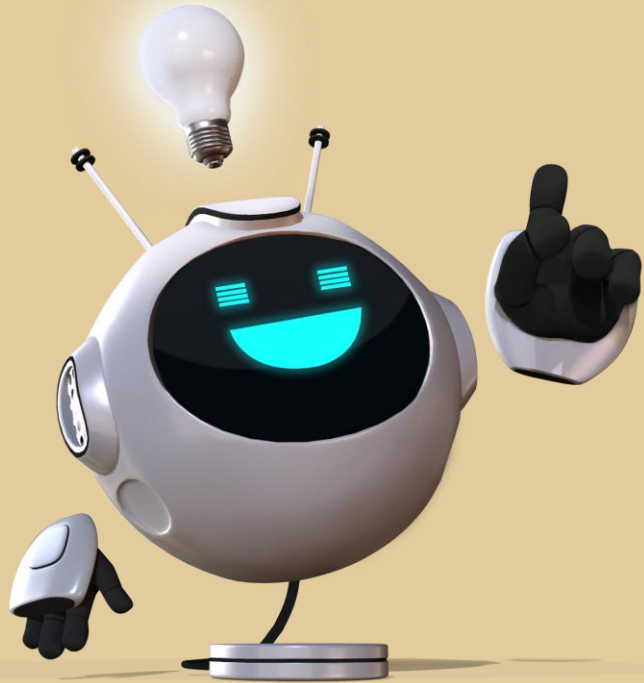
Tips

Apply for a job on time

Extra tip!

Even if you aren't actively searching for a job, you should browse open job listings occasionally. This way you can see how interesting companies recruit, or perhaps find new inspiration and see the requirements for jobs you are interested in!





EXERCISE 2: **Job application and CV**

Introduction to the topic: Job application and CV

When you are applying for a summer job or a new position, employers often ask you for a job application and a CV.

CV, or a resume, is a summary of your skills. It tells the prospective employer what you have done previously, what you can do and what are you like. It usually includes a list of your work experience and education.

Job application is a description of your skills and motivation for the position you're applying for. The purpose of it is to get an invitation to a job interview.

With the following tasks, you will receive information about CVs and learn how to make a successful job application.





Group work

- Split into four groups. Each group is given one of the following types of resume:
 - Visual CV
 - Skills-based CV
 - Video CV
 - PowerPoint CV
- Make use of different websites and find out what each of these resume types mean.
- Present your collected information to the other groups.
- You can mark the next challenge as completed:
 - Summer job or internship -> Phase 3: CV -> Challenge 39: CV types

Complete the following tasks independently from the **I'm searching for a summer job or an internship** coaching

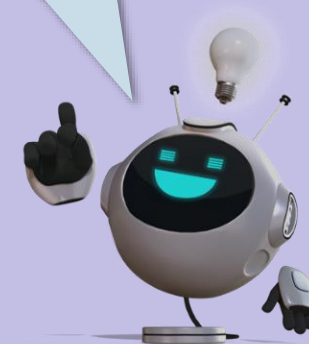
Phase 4: **JOB APPLICATION**

Challenge 45:
Learn about job applications

Challenge 46:
Job application tips

Challenge 50:
Pick up the phone

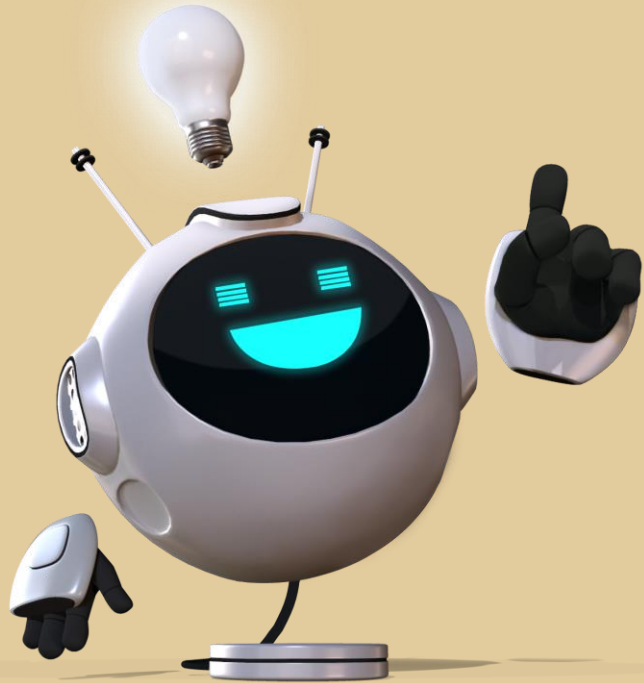
Also read the tips from
Phase 4: **JOB APPLICATION**





Group work

In your group, make a mind map about things that you should look out for when making a job application.



EXERCISE 3: **Job interview**

Introduction to the topic: Job interview

The purpose of a job interview is to find out **whether you're suitable for the job and if you fit the work community**, and to **give you insight into the role and the company**.

A job interview is also an **opportunity for you to find out if the particular job is something you want to do**.

With the following tasks, you will receive more information about job interviews and practice preparing for one.



Complete the following tasks independently from the **I'm searching for a summer job or an internship** coaching

Phase 5: **JOB INTERVIEW**

Challenge 51:

What is a job interview

Challenge 54:

Video interview

Challenge 55:

Telephone interview

Challenge 56:

Forbidden questions



Group work

Complete together with your class/group
Challenge 57: **Nonverbal communication**

As a group, discuss what thoughts the
challenge raised

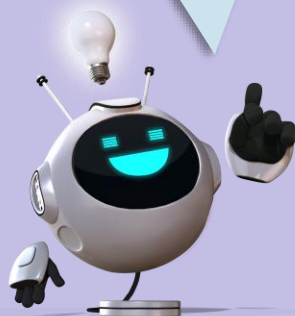
Complete the following tasks independently from the **I'm searching for a summer job or an internship** coaching

Think about how you would answer these questions and make notes if necessary.

Phase 5: **JOB INTERVIEW**

Challenge 52:
Prepare for an interview

Challenge 53:
Tackle the nerves





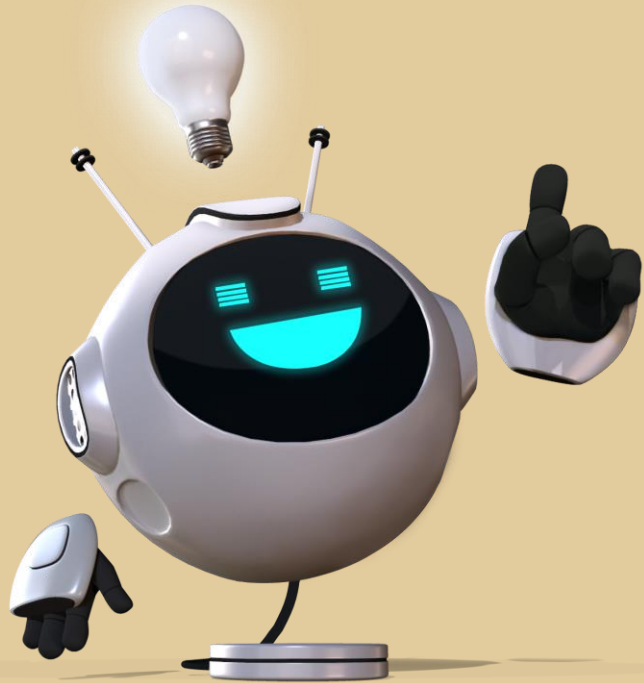
Pair work

- Choose a job listing, for example, from the internet
- Split up in pairs, where one is the interviewer and the other one the interviewee
- Use the answers from Challenge 52 as a foundation for the interview
- Switch roles



Group work

- Make notes on
 - **How did you succeed in the interview task?**
 - **What was challenging in your opinion?**
- **Reflect as a group** on any challenges that emerged, and concrete ways on how to practice and prepare for future interviews.



EXERCISE 4: **At work**

Introduction to the topic: At work

During your first day at a new job, you will have plenty of things to remember. **There are many practical matters you must know when you enter working life.**

When you are aware of the ground rules of working life and know your rights, you are able to avoid many problems.

With the following tasks, you will get to know some ground rules of working life as well as some important skills and information you will need when you start in a new job.



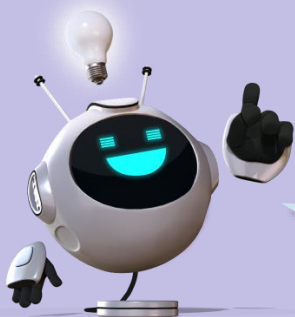
Complete the following tasks independently from the **I'm searching for a summer job or an internship** coaching

Phase 6: **AT WORK**

Challenge 68:
Rules of work life - quiz

Complete 3 challenges of your choosing from Phase 6: At work

Read tips from phase 6!



As a group, gather the most important rules of working life. Also think about other important practices not mentioned in the quiz.

Complete your **Skill Profile** and create a **skills-based CV** for yourself

Phase 4: **JOB APPLICATION**

1. Go to the **“profile”**

2. Create an **account** using your email address

3. Complete the **skill profile** with your own information.

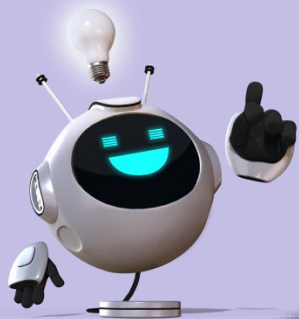
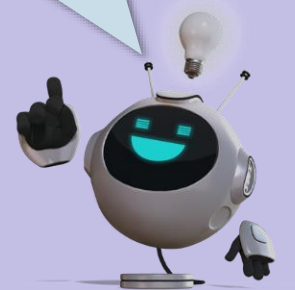
4. Go to the **“CV-machine”**

5. **Customize** your CV with by changing colours

6. **Your Skills-based CV is now ready!**

You can download your skills-based CV as a pdf-file or create a CV link to send to prospective employers.

You will need to create an account to use the Skill Profile and CV machine. Note that a part of the profile will be automatically filled with information from the challenges you complete!



Good luck with
your job search!

