

# DIGITAL WORKING LIFE SKILLS COACHING FOR YOUNG PEOPLE



**Self-study material for young people searching for a job.**

# CONTENTS

## ABOUT THE DIGITAL WORKING LIFE SKILL COACHING

Digital coaching service to improve young people's working-life skills.....	3
What is the Duunikoutsii app?.....	4
Different versions and languages of Duunikoutsii .....	5
How to use the Duunikoutsii app.....	6

## COACHING PACKAGE

<b>Self-knowledge as a working life skill of the future.....</b>	<b>7</b>
Identifying strengths & values.....	8
Identifying skills.....	9
<b>Towards working life.....</b>	<b>10</b>
Search for jobs & network.....	11
CV & job application.....	12
<b>How to create a CV with Duunikoutsii's CV machine.....</b>	<b>13</b>
Job interview.....	14
At work.....	15
Well done!.....	16

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

Duunikoutsii'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 Junior Achievement (JA) Finland.

Further information:

[nuortenny.fi/en/service/duunikoutsii/](https://nuortenny.fi/en/service/duunikoutsii/)

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

In the joint project of Junior Achievement (JA) Finland 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 Duunikoutsit app by JA Finland 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.

# Duunikouts

Duunikouts is a free of charge app by Junior Achievement Finland that provides digital working life coaching. By completing tasks in Duunikouts, 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.



## Duunikouts 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

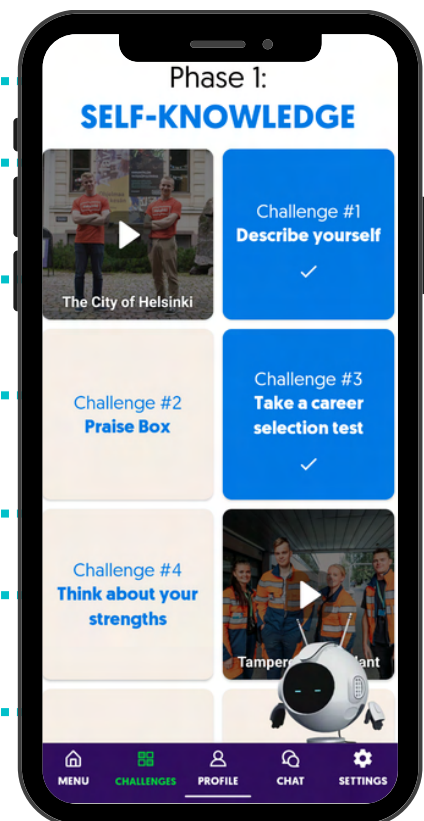
The Skill Profile helps you identify and describe your skills

Chatbot that gives you recommendations and provides information about working life

Encouraging quizzes and working life videos

Duunikouts is available at [www.duunikouts.fi](http://www.duunikouts.fi)

Or you can download the free Duunikouts 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. Choose your language when you launch Duunikoutsi. The language can easily be changed through settings.

## FULL VERSION AND SIMPLIFIED VERSION

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

The full 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.

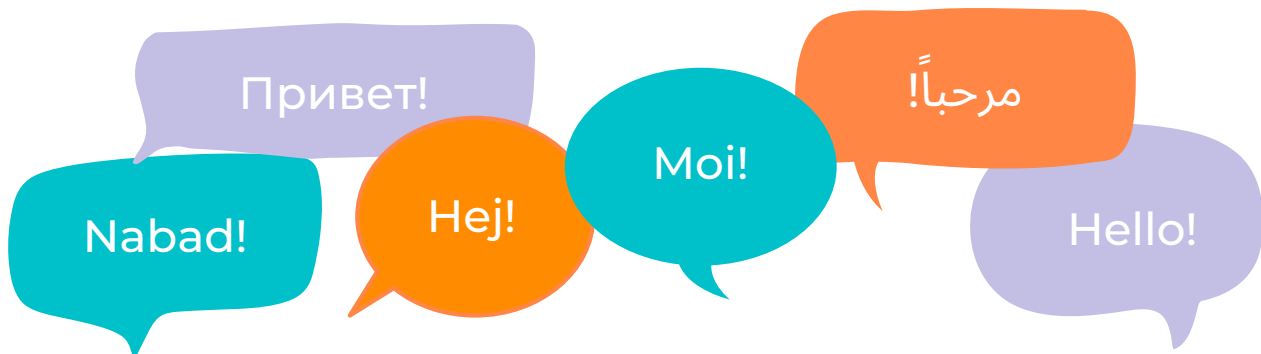
The simplified version has lighter content and less challenges, and the content is in easy Finnish. It is aimed at young people who have challenges with learning, reading or understanding standard Finnish. The self-study material for the simplified version can be found here in Finnish: [nuortennyti.fi/aineistopankki/duunikoutsin-itseopiskelumateriaali/](https://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

## LANGUAGE VERSIONS

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

The full 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](https://duunikoutsi.fi) or as a mobile 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

Robocoach chatbot guides you in using Duunikoutsi. Click the 'Chat' tab and Robocoach 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 job" 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 job" coaching

Challenge 18:  
**Recognise your values**

Challenge 21:  
**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 job" coaching

Challenge 7:  
**Leisure skills**

Challenge 8:  
**Practice  
recognition**

Challenge 9:  
**Demonstrating  
skills**

Challenge 10:  
**My skills**

Challenge 12:  
**IT and social  
media skills**

Challenge 13:  
**Language  
skills**

Think about how the skills you chose stand out in practice and where you have used them.



---

# 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 learning the ropes at your new job.

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

## SEARCH FOR JOBS

Start your job search by considering 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 job" coaching

Challenge 3:  
**Career  
aptitude test**

Challenge 22:  
**Finding jobs**

Challenge 25:  
**Use social  
media in your  
job search**

Challenge 24:  
**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 in.

---

## 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 job" coaching.

Challenge 26:  
**Create a  
LinkedIn  
profile**

Tips  
**Network**



## 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 Duunikoutsu.

### Complete from the "I'm searching for a job" coaching

Challenge 31:  
**Tips for making a CV**

Challenge 33:  
**Video CV**

Challenge 34:  
**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 35:  
**CV checklist**

Challenge 36:  
**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 job" coaching

Challenge 37:  
**Learn about job applications**

Challenge 38:  
**Job application tips**

Challenge 42:  
**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 job" coaching.

### COMPLETE AT LEAST THESE CHALLENGES

**Challenge 1:** Describe yourself

**Challenge 2:** Praise Box

**Challenge 7:** Leisure skills

**Challenge 10:** My skills

**Challenge 12:** IT and social media skills

**Challenge 13:** Language skills

**Challenge 31:** Tips for making a CV

**Challenge 35:** 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 job" coaching**

Challenge 43:  
**Prepare for an interview**

Challenge 44:  
**Forbidden questions**

Challenge 47  
**Nonverbal communication**

Challenge 48:  
**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 45:  
**Video interview**

Challenge 46:  
**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 job" coaching

Tips  
**Rights and responsibilities**

Challenge 53:  
**Employment contract**

Challenge 54:  
**Fixed-term contract**

Challenge 55:  
**Trial period**

Challenge 56:  
**Induction responsibility**

Challenge 58:  
**Check your salary**

Challenge 62:  
**Termination of employment**

Challenge 63:  
**Ask for a work certificate**



# 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 Duunikoutsit at:

**[nuortenny.fi/en/service/duunikoutsit/](https://nuortenny.fi/en/service/duunikoutsit/)**

Please give feedback on Duunikoutsit at:

**[survey.zef.fi/5g8thrkz/](https://survey.zef.fi/5g8thrkz/)**