



# ENGLISH PROGRAM

for qualified specialists and managers

By acquiring important additional qualifications, the 40-day program supports an effective reintegration of job seekers with minimal knowledge of an official Swiss language into the job market.

# TARGET GROUP



job-seeking specialists  
and managers

from all industries with mostly  
tertiary degrees or corresponding  
levels of education

with very good knowledge of English

## CONDITIONS OF PARTICIPATION

- ✓ Minimum B2-C1 level in English
- ✓ At least 80% attendance in the program
- ✓ At least two months daily allowance entitlement from the date of entry into the program
- ✓ Program registration after approval of the RAV advisor

## OFFER



Labor market measure in English for job  
seekers



40 working days for courses, workshops,  
coaching, individual tasks and networking



Permanent accompaniment in the program  
from Monday to Friday during working hours

# PROGRAM

## Overview of the English Program

### APPLYING IN THE CURRENT LABOR MARKET

- ✓ Application management
- ✓ Criteria and procedure for recruiting and the selection of applicants



### CAREER-COACHING, CV AND APPLICATION



- ✓ Unique aspects of the Swiss labor market
- ✓ Individual career coaching
- ✓ CV analysis and optimization
- ✓ Job interview training

### COMMUNICATION ON THE JOB MARKET

- ✓ Self-presentation and impact
- ✓ Non-verbal communication and resilience
- ✓ Self presentation and networking on LinkedIn
- ✓ Change management
- ✓ Leadership and factors of team building
- ✓ Personality and communication coaching



### PROJECT MANAGEMENT CERTIFICATION

- ✓ IPMA Level D agile basics and exam preparation course (examination costs an additional CHF 400)

### LANGUAGE SUPPORT

- ✓ German at level A1/A2 and B1/B2 to support reintegration into the job market



### BUSINESS PLAN AND FINANCE

- ✓ Learn how to build a business model from scratch
- ✓ Gain knowledge on writing a business plan

## PROGRAM GOALS

- ✓ Participants are able to reintegrate themselves swiftly into the Swiss labor market
- ✓ Participants know the Swiss labor market and its particularities with regard to job searching
- ✓ Participants acquire additional knowledge relevant to the current job market, in particular a certification in project management according to IPMA® guidelines
- ✓ Participants know their personal and professional strengths and competencies and can clearly present these in their application package. They thereby gain self-confidence and motivation
- ✓ Participants learn how to build and expand their personal network

## CONTACT

All program implementation dates, insights into our Centers and your contact person can be found on the [website](#).

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