



# 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

ENG

Labor market measure in English for job seekers with a workload of at least 80%



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



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

## PROGRAM

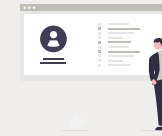
Overview of the English Program

### 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 effectively 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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