

## Learner's guide

- Did you get interested in the non-formal **Job-Yes** training course? Then, let's start!
- First, you are encouraged to read the online **Learner's Guide**, and then you can begin this course by yourself.
- If you need a facilitator's support, please contact your National Contact Point for help.
- **No registration** for the training course is required.
- It is **free of charge**.

## Our team

### Project Coordinator

- Social Innovation Fund (LT), [www.lpf.lt](http://www.lpf.lt)

### Project partners:

- CESIE (IT), [www.cesie.org](http://www.cesie.org)
- Vidzeme Region vocational competences centre (LV), [www.pic.lv](http://www.pic.lv)
- Baltic Education Technology Institute (LT), [www.beti.lt](http://www.beti.lt)
- DEFOIN (ES), [www.defoin.es](http://www.defoin.es)
- Merseyside Expanding Horizons Ltd. (UK), [www.expandinghorizons.co.uk](http://www.expandinghorizons.co.uk)
- Kaunas Local Labour Exchange (LT), [www.ldb.lt/tdb/kaunas](http://www.ldb.lt/tdb/kaunas)

- <https://www.facebook.com/groups/890187641065327/>

## For more information

Please visit the website <http://job-yes.eu/>

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**Choose a job  
not a dole**

## Improve your employability by using Job-Yes non-formal training course

<http://job-yes.eu>



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Improve your employment opportunities



**The non-formal Job-Yes training course** is addressed to people who want to improve their soft skills related to employability. The Job-Yes training course is based on the 4 following online learning tools: the Self-Need Analysis, the Knowledge Portfolio, the Exercises based on Open Educational Resources, and the Action Plan for learners. All tools are easy to use.

Self-need analysis

**The Self-Need Analysis** is an informal and interactive tool to assess the level of your soft skills related to employability. You will have to self-evaluate 48 of your soft skills within 4 life-long learning competences:



Knowledge portfolio

**The Knowledge Portfolio** is a valuable tool to collect your achievements in development of competences and soft skills obtained through lifelong learning process during formal, non-formal, and informal learning.

The Knowledge Portfolio is also very helpful for development of your CV as well it can be used for further validation of the obtained competences.

According to the results of the Self-Need Analysis, you can attribute your high level soft skills to the Knowledge Portfolio. The detailed instruction is provided within the tool.

Exercises based on OERs

Within the Job-Yes training course 40 digital **Exercises based on Open Educational Resources (OERs)** are offered free of charge for your self-directed learning and developing various job-related soft skills within all 4 competences divided into 7 topics:

#### **Social and civic competences**

- My soft skills needed to participate effectively and constructively in working life.
- My soft skills related to understanding of gender equality and diversity at workplaces.

#### **Learning to learn**

- My soft skills needed to organise my life-long learning.
- How to validate my life-long learning results?

#### **Sense of initiative and entrepreneurship**

- Development of my soft skills of initiatives for employability.
- Development of my soft skills for entrepreneurial opportunities.

#### **Digital competence**

- My soft skills needed for job search, employability, and entrepreneurship.

Action plan for learners

**The Action Plan** is a valuable tool to define the next steps to improve your employment situation, like organising an active job seeking, starting own business or proceeding with further learning activities in order to improve your competences and skills.

After performing the Self-Need Analysis, add the low level soft skills, which you have to improve, into the Action Plan "Part I. Education" and think about the further learning activities that would help you improve them.

The detailed instruction is provided within the tool.