



University of Novi Sad

JP 511224-2010

INTERFACE - Developing and setting up measures for initiating,
enhancing and sustaining Higher-Education-Society Cooperation

CENTER FOR CAREER DEVELOPMENT AND STUDENT COUNSELING

REPORT ON PILOT PROJECT

STEP BY STEP FOR CAREER - CREATING A CAREER EDUCATIONAL MATERIALS AND HARMONIZATION OF EXISTING PLANS

In the period from December 17th to 21st 2012, six career workshops were organized in the Career Center at the University of Novi Sad, with the following topics:

1. WRITING A CV AND MOTIVATION LETTER
2. ASSERTIVE COMMUNICATION
3. MAKING CREATIVE DECISIONS
4. BONTON IN BUSINESS
5. HOW TO INTERVIEW NOT BE A PANIC INTERVIEW?
6. WHAT HAPPENS AFTER GRADUATION?

In the period from March 25th to 29th 2013, the Career Center organized another week of workshops on the following topics:

1. WRITING A CV AND MOTIVATION LETTER
2. WHAT HAPPENS AFTER GRADUATION?
3. CREATIVE DECISIONS
4. BUSINESS-BON TON
5. JOB INTERVIEW-HOW TO MAKE A GOOD IMPRESSION?
6. MOTIVATION FOR ACTIVE JOB SEARCH
7. TIME MANAGEMENT
8. INTERNATIONAL CAMPS AS PERSONAL IMPROVEMENT

One week prior the workshops, they were advertized by publishing information on the web site of the Career Centre, news was sent trough the mailing list of the Career Centre, its Facebook page, promotion tables on faculties and to local media.

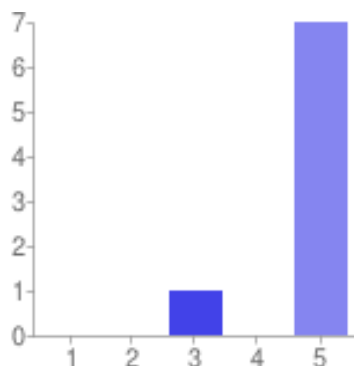
The workshops were carried out by students-volunteers, trained by Career Advisor. From the 2012 year generation of volunteers, six students held six different workshops during December

2012, and eight students from the generation 2013 held another eight workshops during March 2013.

The number of participants was limited to 25 students due to the room capacity. On every workshop there were 20 to 25 students present and they were very interested in these career topics. The workshops were evaluated by participants using a prepared evaluation forms upon course ending. The analysis of evaluation forms showed that students were very satisfied with the workshops. Below are some of the evaluations of held topics.

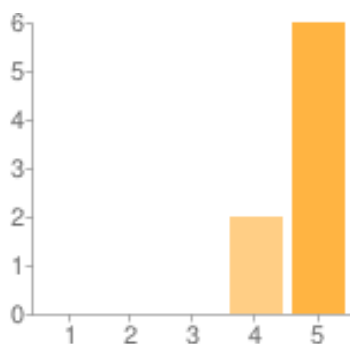
Workshop „Business bonton“

1. Did the workshop fulfill your overall expectations?



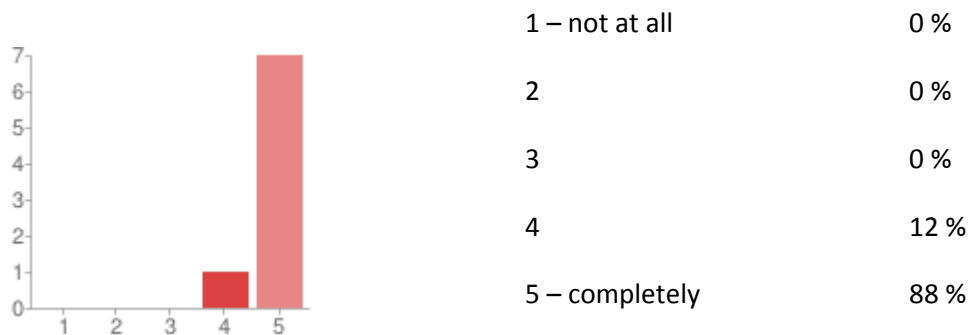
1 – not at all	0 %
2	0 %
3	12 %
4	0 %
5 – completely	88%

2. How much this information that you got at the workshop will be usefull?



1 – not at all	0 %
2	0 %
3	0 %
4	25 %
5 – completely	75 %

3. How would you evaluate the work of your coach?

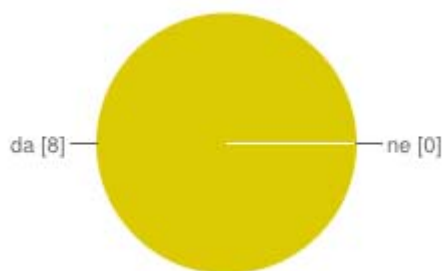


4. Please list at least three things you liked about the workshop.

Some of students' comments were:

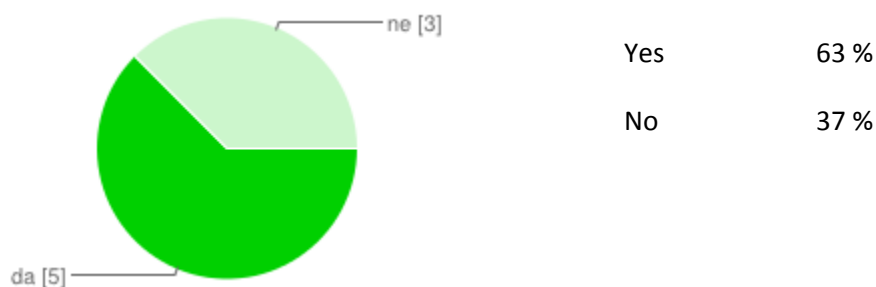
- „I think that paying particular attention to how to handle is the very important and I liked how it was explained. I really liked what was said about the practices of some foreigner countries, it is always useful to know.”
- “I think the dress code is important, and I liked that it was pretty much explained the paying attention to some details (watches, jewelry, etc..).”
- “I especially like the fact that it was described table manners.”

5. Were there enough practical exercises during the workshop?



Yes	100%
No	0 %

6. Would you change or add something to this workshop?

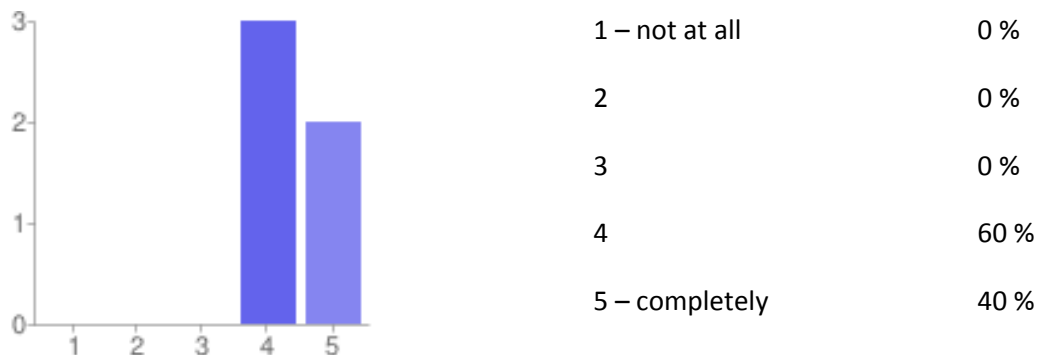


7. If you would add or change something, write what would it be?

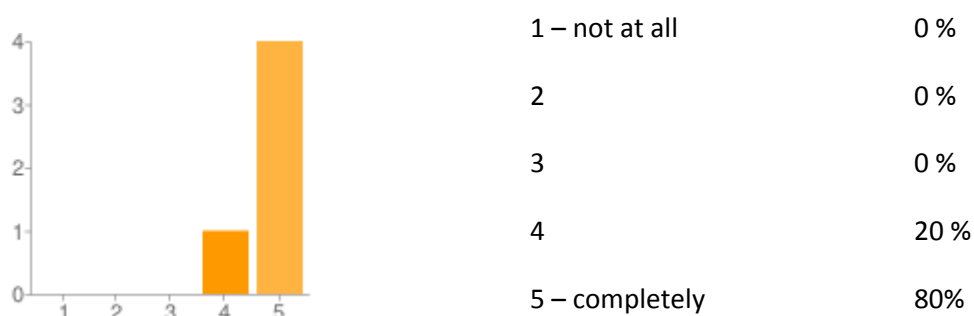
- “The workshop was very interesting and beautiful, but perhaps it could last a little longer, in order to transfer further knowledge to future employees.”
- “It could take a little bit longer.”
- “I would add information and training in the field of nonverbal communication.”
- “No, I would not change anything. I learned a lot of new things.”

Workshop "What happens after graduation"

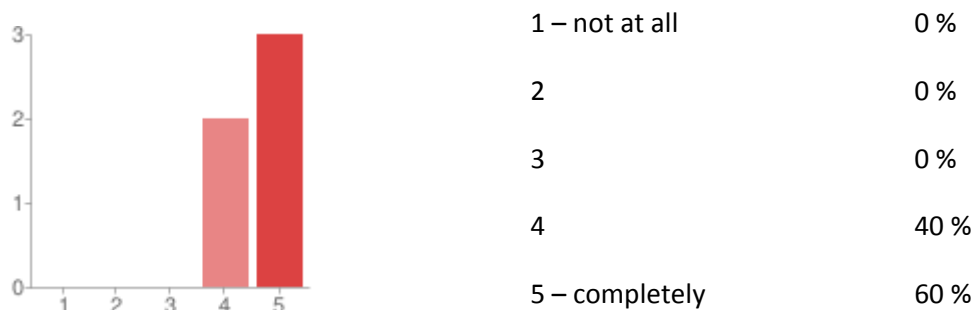
1. Did the workshop fulfill your overall expectations?



2. How much this information that you got at the workshop will be useful?



3. How would you evaluate the work of your coach?

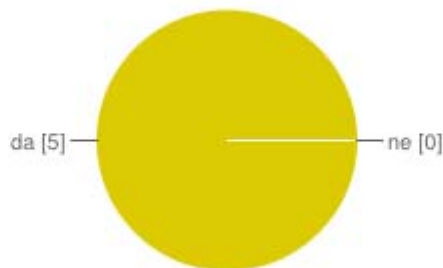


4. Please list at least three things you liked about the workshop.

- “Procedure on application to the Bureau”
- “The need for constant continuous improvement. “
- “Enough information on examples from the experience and that is very important relaxed coach”
- “Spontaneity and openness workshop leader.”

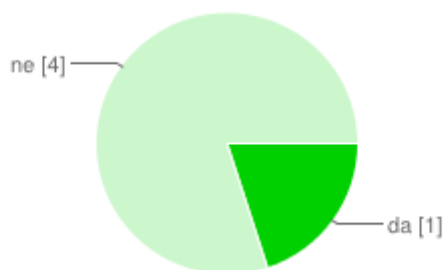
- “Normalization of mental status in the stage of searching for a job.”
- “Connection of topic with development issues.”
- “Raising the awareness of the need for a proactive approach in meeting a given task. The girl that held the training was very convincing during teaching.”

5. Were there enough practical exercises during the workshop?



Yes	100%
No	0%

6. Would you change or add something to this workshop?



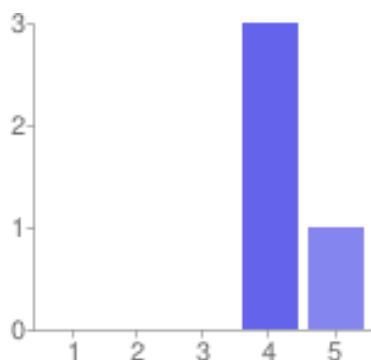
Yes	100%
No	0%

7. If you would add or change something, write what would it be?

- “Nothing, I am satisfied with the work shop.”

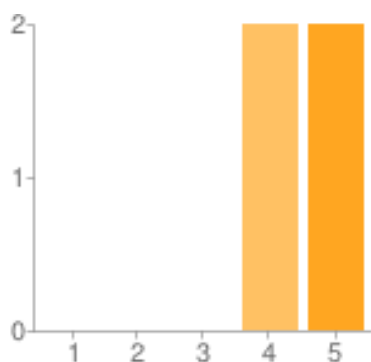
Workshop "Creative decisions"

1. Did the workshop fulfill your overall expectations?



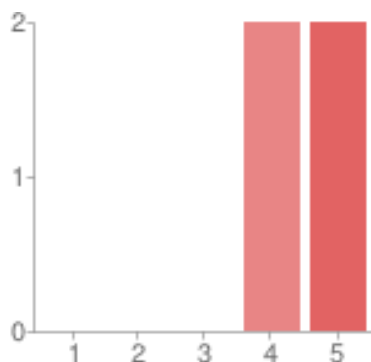
1 - not at all	0 %
2	0 %
3	0 %
4	75 %
5 – completely	25 %

2. How much this information that you got at the workshop will be useful?



1 – not at all	0 %
2	0 %
3	0 %
4	50 %
5 – completely	50 %

3. How would you evaluate the work of your coach?

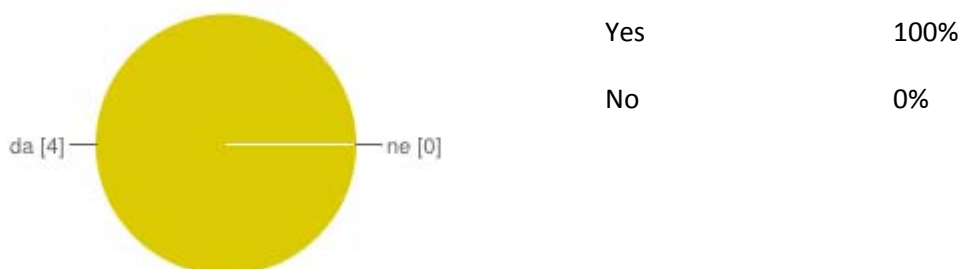


1 – not at all	0 %
2	0 %
3	0 %
4	50 %
5 – completely	50 %

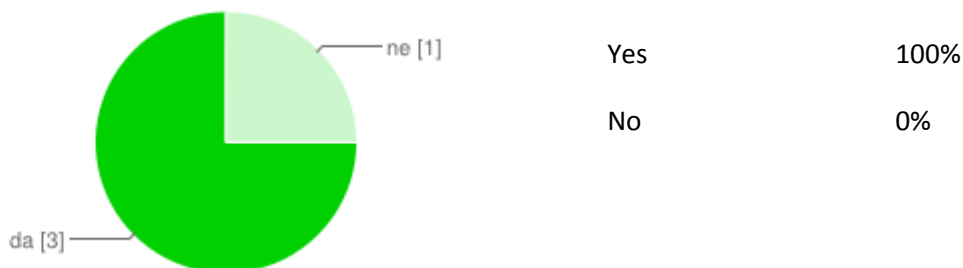
4. Please list at least three things you liked about the workshop.

- „The practical applicability. Interesting topic. Pleasant atmosphere, because the girls (lecturer) were pleasant and all the best words for each of them! :)”
- “ I liked the way in which they have transferred the creative decision-making work of coaches, small group, nice atmosphere-making styles that should be avoided and which should be avoided-6 medium-hat exercises that we did in order to understand the technique.”
- “Good organization. Interesting and practical examples in which explained to the creative decision-making.”
- “Communication with the participants of the workshop was excellent. I liked what we have on concrete examples.”

5. Was there enough practical exercises during the workshop?



6. Would you change or add something to this workshop?





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7. If you would add or change something, write what would it be?

- “I might add some more decision-making technique, but in any case the workshop justifies my expectations and all the praise for the two girls. “
- “It can take even longer, thus more of an exercise to add. Maybe it would be good to specify some techniques for making decisions.”

After each workshop education materials were delivered to students who attended the workshop. The materials (one to five pages) cover topics from workshops held in the Career Centre so all the students not present at the workshops could go through these subjects. During May 2013 these education materials, after being prepared for printing, will be published on the web site of the Career Centre and on the Interface project web site of the University of Novi Sad. Promotion of newly developed materials will be done through the mailing list of the Career Centre, Facebook page, through local media and promotion tables on faculties.

During February 2013 questionnaire for analyzing student's needs on career topics was prepared. This research was also promoted on the web site of the Career Centre, through mailing list of the Career Centre and its Facebook page. The final results will be made available during Jun 2013, by Career Adviser. These results should guide the development of a new career counseling workshops and the development of additional materials in the future.