

## **Fit 4 your future career in Germany**

### *Certificate Program for international students in English master programs*

If you can imagine staying in Germany after your graduation and applying for a job, this new program having started in the winter term 2017/18 is an ideal option for you. The preparation for the German job market is a project you should start with as early as possible and you should not delay it to the day after your graduation, especially if your German skills are still at a low level.

The program supports you with various offers in this process of orientation and skill enhancement from your first master semester until your graduation. Offering a huge flexibility to ease the coordination with your studies, the program is based on two main components:

- language courses in German
- seminars that systematically prepare you for the German job market such as job application and soft skill trainings

Once you successfully participated in all the compulsory activities of the program you will receive a certificate documenting the attended seminars.

These are the compulsory components you have to participate at least. For a better overview we recommend this plan splitted up into your 4 master program semesters.

<b>1<sup>st</sup> semester</b>			
Module	Explanation	Conditions	Workload
<b>Language 1</b>	German A1.1 DaF	-	72 h/sem.
<b>EngTr</b>  - Softskill training - Intercultural training	It is the goal of this 2-days training to build up the foundation for a successful and culture-conscious communication, and therewith support the start into a successful professional career within Germany.  <i>Language: English</i>	-	2 days; each day 3-4 h
<b>JobStarter 1</b>	Complete integration of international students and graduates into the German job market is the main object of JobStarter. Since: Good welcoming culture does not end with graduation but should include the first steps in the German job market.	-	different
<b>2<sup>nd</sup> semester</b>			
<b>Language 2</b>	German A1.2 DaF	German A1.1	72 h/sem.
<b>LwG 1</b>  How to apply for a job	Participants will learn basics for a successfull job application in Germany Key aspects:  - Information about the German labour market - Information about German employment law - Substance of CV - Substance of application letter - Information about job interview  <i>Language: English</i>	-	2 SWS
<b>LwG 2</b>  German Labor Law Principles	The session will tell you basics about the German Labor Law from the perspective of working people.  <i>Language: English</i>	-	1 SWS
<b>JobStarter 2</b>	Please see above.	-	different

<b>3<sup>rd</sup> semester</b>			
<b>Language 3</b>	German A2.1 DaF	German A1.2	72 h/sem.
<b>GerTr 1</b>  Job application training	Participants will get skills how to create an individual, meaningful and structured application. Key aspects:  <ul style="list-style-type: none"> <li>- creating an application</li> <li>- structure and content of the letter of application</li> <li>- structure of CV</li> <li>- working out individual key content</li> </ul> <i>Language: German</i>	Attendance of German A2 course	3-4 h
<b>LwG 3</b>  Politics and regional studies	How is Germany politically managed? How does the German political system work? In this seminar you will learn some facts about politics in Germany and especially Kiel and you get a short overview of the history of Schleswig-Holstein. At the end you will visit Kiel's city museum with a special guide.  <i>Language: English</i>	-	2 SWS
<b>JobStarter 3</b>	Please see above.	-	different
<b>4<sup>th</sup> semester</b>			
<b>Language 4</b>	German A2.2 DaF	German A2.1	72 h/sem.
<b>Language 5</b>	Business German	German A2.1	2 SWS per week
<b>GerTr 2</b>  Creating my individual competence profile	Which competences are essential for my work life? What are my main individual competences? How do I identify my professional goals?  In this workshop students will clarify and define their career- goals by fulfilling the following steps:  <ul style="list-style-type: none"> <li>- Reflecting your capabilities, skills and interests</li> <li>- create your individual competence-profile</li> <li>- design a career-plan to set your detailed career-objectives</li> </ul> <i>Language: German</i>	German A2	4 h

Language 1-4 – optionally you can choose for the language modules the language courses from B1 to B2 at Department DaF instead of the courses from A1 to A2.

EngTr = English trainings are splited up into two seminars which will be hold on two days one after one.

GerTr = German trainings are two regular seminars by two different persons.

LwG = Living and working in Germany – you also can choose other seminars, lectures or workshops that handle with things you need to know about the life and work in Germany. *But for the module LwG you need at least 3 sessions in English.* Exceptions might be possible.

SWS = Semesterwochenstunde which means 45 minutes of seminar/lecture.

## Check list for certificate events

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Start of participation: \_\_\_\_\_

MODULE	EVENT	TITLE	DATE	STAMP
<b>Language</b>	Business German			
<b>EngTr</b> English trainings	Softskill training			
	Intercultural training			
<b>GerTr</b> German trainings	Creating my individual competence profile			
	Job application training			
<b>LwG</b> Living and working in Germany	How to apply for a job			
	German Labor Law Principles			
	Politics and regional studies			
<b>JobStarter sessions</b>	JobStarter session 1			
	JobStarter session 2			
	JobStarter session 3			