

## Overview & Details

### „Career Program for International Experts“

A stable economy, good salaries and a wide range of interesting jobs attract international graduates to work in Germany. However, the application process is governed by the typical German correctness and formality. To know the rules and requirements is essential for finding a job. This program provides you with all the necessary information you will need when applying on the German job market.

#### **Success-based Training**

The content of this training follows an efficient job search process in Germany using methods that ensure success. The seminars, workshops and practices of this career program have been optimised over 12 years. The quality of Heidi's teaching is regularly examined by the universities that also use my training programs. Therefore, the overall satisfaction rate of my classes in 2023 was 4.8 / 5.

#### **Qualified Trainer**

Heidi has worked for many years as a recruiter for various companies in Germany. She can therefore convey from her own experience how recruiters think and how recruitment decisions are made in companies. Since 2012 she has been supporting many international experts to find an employment in Germany. Her application courses are used by most universities in Germany to prepare foreigners for their careers. See career history and qualifications here:

<https://www.push-your-career.com/about-heidi-storr>

#### **Personal Atmosphere**

A small group of participants will ensure a personal atmosphere during the seminars. One-on-one exchange with the trainer and micro team work allows an individual and intensive learning environment.

#### **Flexible Language**

Live classes will be held in English but you can talk with the trainer in English or German. All video courses and handout materials are available in English and German.

#### **Extended Content Availability**

All live sessions will be recorded and can be watched during the program term at any time. All published self-study courses are accessible for three months and can be extended by another three months period upon request without any costs. You will receive detailed presentation PDFs, handouts and work sheets which helps you to remember the content lifelong.

## Structured Knowledge Transfer

The training schedule guides you automatically through your application process. The program includes live workshops, video courses for self-studying, practical small group sessions and on-demand personal consultations.

<b>Module 1 – Job Search &amp; Application</b>		
<b>Week 1</b>		
1:00 h	<b>Kick-off</b> - Introduction & course details - Determination of promising positions for your job search - Tips for free language learning	Live class
1:00 h	<b>Job search</b> - Overview of most successful search methods - Active job search activities with specific recommendations (e.g. job database websites) - Passive job search activities to support your active search	Self-study course
<b>Week 2</b>		
2:00 h	<b>Application documents</b> - Examples for content and design of CVs - Structure and content for cover letters - Selection of certificates - Examination process of applications by the company	Self-study course
1:30 h	<b>Job ad analysis &amp; estimation of chances</b> - Active job search activities with specific recommendations (e.g. job database websites) - Passive job search activities to support your active search	Live class
<b>Week 3</b>		
1:00 h	<b>Feedback for application documents</b>	Individual Appointments
<b>Week 4</b>		
1:00 h	<b>Final check, translation support &amp; proof reading</b>	Individual Appointments

<b>Module 2 – Salary &amp; Interview</b>		
<b>Week 1</b>		
2:00 h	<b>Salary estimation</b> - Statistical example salaries for Germany - Calculation method for determining the salary - Research options for company-specific salaries	Live class
1:30 h	<b>Job Interview</b> - Preparation tasks of the applicant - Requirements for a good self-introduction - Description of typical phases of interviews - Ideas for applicant questions to the recruiter	Self-study course
<b>Week 2</b>		
1:00 h	<b>Salary negotiation</b> - Procedure of the salary negotiation - Candidate failures and company negotiation tricks - Alternatives if salary demands are not fulfilled	Self-study course
1:30 h	<b>Recruiter questions</b> - Introduction of tricky recruiter questions in interviews - Practice of example answers	Live class
<b>Week 3</b>		
1:00 h	<b>Practice of the self-presentation</b>	Individual Appointments
<b>Week 4</b>		
1:00 h	<b>Support for the next interview as needed (e. g. salary determination, recruiter questions, self-presentation)</b>	Individual Appointments

<b>Module 3 – Employment and Work Start</b>		
<b>Week 1</b>		
1:00 h	<b>Work Permit</b> - Verification and proof of your academic education - Work permits and their requirements	Live class
1:00 h	<b>Employment contract</b> - Introduction in common regulations for academic workers in Germany, regarding: contract duration, work time, holidays, probationary and notice period - Explanations on social contributions, tax payments, share of net salary and living costs - Meaning of common phrases in employment contracts (in English and German)	Self-study course
<b>Week 2</b>		
3:30 h	<b>Work Culture</b> - Introduction of German cultural characteristics - Impact on work-related situations - Raising awareness of potential conflicts	Live class
<b>Week 3</b>		
1:00 h	<b>Open consultation (topics as needed)</b>	Individual Appointments

### Driving Progress

The program requires the fulfillment of personal work goals. This will consistently drive you towards your career goal. Please plan with minimum four hours per week workload for:

- ▶ Completion of seminars.
- ▶ Carrying out individual home work.
- ▶ Search for vacancies and applying for min. two jobs per week.
- ▶ Learning German parallel at least with the free tools introduced.

### Qualification Certificate

After attending all three modules you receive a certificate which confirms your participation in the career program. It indicates relevant knowledge and important competencies for employers and is specifically prepared for a use in applications.

