

CHARACTERIZE AND PROMOTE YOUR SKILLS

BACKGROUND & OBJECTIVES

An accurate understanding of “competencies” is crucial throughout the range of recruitment and employment. Working on one’s own competencies and the language through which they are conveyed is necessary to be able to communicate with recruiters in terms they can understand.

- > Understand the notion of competencies
- > Identify your own competencies acquired over the course of your different experiences
- > Emphasize your competencies

TOOLS & PEDAGOGICAL METHODOLOGY

Profession/Competencies frame of reference; Tree of competencies and professions designed by Adoc Talent Management; Reading job description sheets; Practical and personalized advice from recruiters; Grid of analysis of one’s experiences; Exercise of the Elevator pitch in front of the group and debriefing.

PRACTICAL DETAILS

- **Duration:** 1 day
- **Participants:** up to 12 participants

TRAINING PATH

- **Before:** Knowing the companies and professions
- **After:** Define your career path - Towards an effective job search - Digital identity and networking
- **Prerequisite:** none

TARGET AUDIENCE

- PhD candidates and fixed-term contract researchers
- Permanent researchers
- Research and administrative personnel (ITA/BIATSS)
- Other (on request)

CONTENT

UNIT 1: UNDERSTAND THE NOTION OF COMPETENCIES

Break down competencies into knowledge, know-how and social skills
Understand the importance of the notion of competence in human resources
Discover the importance of promoting your own competencies in front of a potential recruiter

UNIT 2: IDENTIFY YOUR OWN COMPETENCIES

Analyse your experiences
List competencies developed through your experiences
Discover the transferability of your competencies and imagine other environments in which to apply them

UNIT 3: EXPRESS AND PROMOTE YOUR COMPETENCIES

Translate your competencies into the recruiter’s vocabulary
Synthesise all of your identified competencies and illustrate them with concrete examples
Find which competencies to highlight depending on context
Market your competencies and work on specific characteristics
Express your competencies depending on the expected position