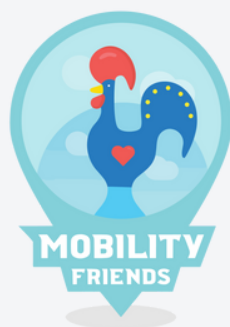


ENTREPRENEURSHIP AND
CAREER DEVELOPMENT

DESIGN YOUR FUTURE:
CAREER AND LIFE SKILLS



Your Mobility Partner

COURSE OVERVIEW

Design Your Future: Career and Life Skills is a practical and future-focused training course created to equip young people with the essential tools to shape their own career paths and personal development. The course covers the complete journey from self-discovery and goal-setting to mastering the skills needed for today's dynamic job market.

Participants will learn how to create standout CVs and cover letters, optimise their LinkedIn and digital presence, and navigate job interviews with confidence. The programme also explores key life skills such as networking, communication, time management, resilience, and adapting to new opportunities.

Through interactive workshops, real-life simulations, and hands-on projects, learners will build their personal brand, gain insights into different career paths, and prepare for the challenges and opportunities of the 21st-century workplace. By the end of the course, participants will be ready to take proactive steps towards their professional goals and lifelong learning.

TARGET AUDIENCE

This course is designed for students, young adults, recent graduates, and anyone preparing to enter or transition within the job market. It is ideal for individuals seeking to explore their strengths, develop essential career and life skills, and build a solid foundation for professional and personal growth. The course is particularly relevant for those interested in creating effective CVs, enhancing their online presence (e.g., LinkedIn), preparing for job interviews, and gaining the practical tools and confidence needed to succeed in today's fast-changing world of work and lifelong learning.

REQUIREMENTS

To take part in the course, participants must meet the following requirements:

- Have at least a B1 level of English (independent user);
- Complete and submit the registration form before the start of the training;
- Bring a laptop or tablet to use during the sessions;
- Commit to active participation and attend at least 80% of the course.

CONTACTS AND REGISTRATION

For registrations, additional information, or budget requests, please contact our team by email at trainingcourses@mobilityfriends.org or visit our website at www.mobilityfriends.org.

COURSE OBJECTIVES

The objectives of the course are:

- Discover and assess their personal strengths, values, and interests for informed career planning.
- Acquire practical skills for job search, application processes, and career development.
- Develop professional CVs and cover letters adapted to various positions and sectors.
- Build a strong and authentic online presence, including effective use of LinkedIn and personal branding.
- Prepare and perform successfully in job interviews (face-to-face and digital).
- Improve essential life skills such as communication, networking, time management, and adaptability.
- Understand current trends and expectations in the labour market and different career options.
- Learn how to pursue lifelong learning and remain flexible in a changing professional landscape.
- Explore alternative paths such as entrepreneurship, volunteering, and international mobility.

LEARNING OUTCOMES

Upon successful completion of this course, learners will be able to:

1. Identify their personal strengths, values, skills, and interests to make informed career decisions.
2. Research and evaluate job opportunities and labour market trends using digital tools.
3. Create and adapt professional CVs and cover letters for specific roles and sectors.
4. Build and maintain a strong LinkedIn profile and professional online presence.
5. Prepare for and perform effectively in job interviews, both in-person and online.
6. Apply networking strategies to connect with professionals, mentors, and employers.
7. Demonstrate effective communication, time management, and resilience in professional contexts.
8. Recognise and pursue different career pathways, including international opportunities and entrepreneurship.
9. Set personal and professional goals, developing an action plan for continuous growth and lifelong learning.
10. Use digital platforms and tools to manage their career, learning, and personal brand in the 21st century.

METHODOLOGY

The course is structured around a rigorous methodology that combines theoretical exposition, practical work, and applied demonstrations. This approach ensures a thorough understanding of the subject matter and its direct application in real-world contexts.

Theoretical sessions provide essential foundations, while practical work and demonstrations facilitate the development of technical skills and familiarity with the specific tools and procedures relevant to the course.

Continuous monitoring through individualized feedback allows for tracking learners' progress and ensures the achievement of the set objectives, preparing participants to face professional challenges with competence and precision.

ASSESSMENT

Assessment is carried out continuously throughout the course, using a holistic and learner-centered approach that reflects both participation and performance. Each participant is evaluated based on their overall engagement, regular attendance, punctuality, interest in the topics covered, ability to apply knowledge during practical tasks, and interaction with peers in individual and group activities.

The evaluation process includes a variety of classroom-based tasks (oral and written), short daily assignments, role-plays, and simulations. Trainers provide ongoing, individualized feedback to support progress and encourage active learning.

A Certificate of Participation is awarded to participants who attend at least 80% of the sessions and demonstrate consistent involvement and commitment during the training.

DURATION

The standard duration of our course is 20 hours (5 days), designed to ensure comprehensive and effective learning. However, this duration can be adjusted, in specific cases, to meet the particular needs of each group, in order to optimize outcomes and better suit the training context.

For further details or to discuss a customized schedule, please get in touch with us.

PRICE AND FUNDING

Each quotation is personalized and depends on several factors, such as the number of participants, the number of training hours, the location of the course, and any additional services requested (accommodation, transport, meals, cultural activities, etc.).

To receive a tailored quotation for your group, please get in touch with us.

The training can be funded through programs such as Erasmus+ (KA1 – Learning Mobility), among other European support mechanisms. For more information about funding, participants should contact their sending organization or their country's National Agency directly.

LOCATION AND COURSE LANGUAGE

We have training rooms in several cities in Mainland Portugal, such as Barcelos (headquarters), Braga, Póvoa de Varzim, and Porto. We also have spaces in the islands of Madeira (Funchal) and the Azores (Ponta Delgada). Additionally, we have facilities in Valencia, Spain.

The course is delivered in English.

CERTIFICATION

A Certificate of Participation is awarded to participants who attend at least 80% of the sessions and demonstrate consistent engagement and commitment throughout the training. Upon completion of the course, a formal certification ceremony will take place, during which the certificates will be presented to the participants.

OTHER SERVICES

To enrich the training experience, Mobility Friends offers a range of additional services, subject to availability and additional cost, which can be arranged for individual participants or groups.

Services include:

- Accommodation in partner residences or hotels
- Meals (lunch and/or dinner)
- Transfers between the accommodation and the training room
- Airport transfers
- Cultural visits

All services are subject to availability and must be requested in advance. For more information and personalised quotes, please contact our team.

COURSE CONTENTS

MODULE 1: SELF-DISCOVERY AND PERSONAL BRANDING

- Identifying strengths, skills, values, and interests (autoavaliação e testes de perfil).
- Setting career and life goals: vision, mission, and personal action plan.
- Building your personal brand: offline and online.
- Crafting your “elevator pitch”.

MODULE 2: EXPLORING THE LABOUR MARKET AND CAREER PATHWAYS

- Understanding the 21st-century job market and future trends.
- Researching sectors, professions, and international opportunities.
- Alternative paths: entrepreneurship, volunteering, gap years, Erasmus+ and mobility programs.
- Labour market skills: adaptability, resilience, and lifelong learning.

MODULE 3: CV AND COVER LETTER MASTERY

- Creating effective, targeted CVs (chronological, skills-based, creative formats).
- Writing impactful cover letters tailored to different jobs/sectors.
- Common mistakes and best practices for applications.
- Using digital tools to design standout CVs (ex: Canva, Europass).

MODULE 4: LINKEDIN AND DIGITAL PRESENCE

- Creating and optimising a professional LinkedIn profile.
- Building a digital portfolio (websites, portfolios, social media for professionals).
- Networking strategies on LinkedIn and other platforms.
- Managing your online reputation and digital footprint.

MODULE 5: JOB SEARCH AND APPLICATION STRATEGIES

- Finding job and internship opportunities online and offline
- Analysing job descriptions and matching skills to requirements.
- Preparing for international applications (cover letters, language, formats).
- Using job search engines, alerts, and digital job fairs.

**Please note that program content may be subject to change based on input from our trainers.*

COURSE CONTENTS

MODULE 6: INTERVIEW SKILLS AND PROFESSIONAL COMMUNICATION

- Preparing for interviews: research, presentation, and mindset.
- Mastering common and behavioural interview questions.
- Online interviews: technology, etiquette, and performance.
- Communication skills for professional contexts: assertiveness, listening, storytelling.

MODULE 7: NETWORKING AND RELATIONSHIP BUILDING

- The importance of networking in career development.
- Expanding your professional network: events, alumni, mentors.
- Effective outreach and follow-up strategies.
- Building long-term, mutually beneficial professional relationships.

MODULE 8: ESSENTIAL LIFE SKILLS FOR THE MODERN PROFESSIONAL

- Time management, productivity, and work-life balance.
- Emotional intelligence and resilience at work.
- Managing stress, setbacks, and transitions.
- Financial literacy basics for young professionals.

MODULE 9: CAREER DEVELOPMENT AND LIFELONG LEARNING

- Setting SMART goals and action plans for continuous growth.
- Identifying and pursuing learning opportunities (online courses, workshops, certifications).
- Embracing change: upskilling, reskilling, and career shifts.
- Reflecting on achievements and planning next steps.

OPTIONAL MODULE: PERSONAL/GROUP CAREER PROJECT

- Designing and presenting a personal or group career plan or project.
- Peer review and feedback sessions.
- Showcasing learning, growth, and next steps.

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MOBILITY FRIENDS TRAINING CENTER



Certified by DGERT - Directorate General
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