

## Your contribution to success

### Language skills

Continually expand your German skills! For example, regularly repeat what you've learnt, read German-language newspapers and watch German TV programmes, make contact with native speakers etc. Mutual understanding is important in all respects and opens up new possibilities.

### Punctuality

Keep to agreed times. Inform people in good time if you have a prior engagement or cannot keep an appointment.

### Reliability

Stick to agreements. In a team, everyone must be able to rely on each other.

### Enthusiasm

Show your agency what you can do and that you want to achieve something. Motivated, interested and enthusiastic people find exciting work quicker.

### Sense of responsibility

Carry out your task to the best of your knowledge and abilities. Admit to mistakes and let yourself be corrected. Standing around gives a poor impression.

### Independence

Where possible, think and act independently. Show your company that they can rely on you.

### Willingness to learn

Take every opportunity to learn something.

### Work as a team

Help others and then they will help you.

### Politeness and manners

Be polite to customers, colleagues and employers. Use polite forms of language, i.e. 'Sie', unless the other person uses 'Du'.

### Organisational skills

Leave your work space clean and tidy.

### Persistence

Keep going even if work is occasionally boring. Many goals can be reached with persistence.

### Absence

Absence is only permitted in case of serious emergency. Inform your employer immediately and justify the absence.

### Appearance

Always come to work appropriately dressed and well-groomed. Pay attention to personal hygiene.


### Uncertainty

Please ask if you do not understand something. Asking questions shows that you are interested and also saves considerable trouble.

Support programme for occupational integration of recognised refugees and temporary residents

# Job coaching




 Fachstelle Integration Graubünden  
Post specialisà per l'integraziun dal Grischun  
Servizio specializzato per l'integrazione dei Grigioni



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## The role of the Job Coach

- To organise, coordinate, support and check the initial measures for occupational integration.
- Sourcing employers to implement occupational integration of temporary residents and refugees. This requires and promotes active cooperation between employers and temporary residents and refugees.
- Advise and support temporary residents and refugees in all aspects connected to occupational integration.

## Objectives

Sustainable social and occupational integration for recognised refugees and temporary residents.

The participants gain an insight into the working environment, review their occupational interests and options and plan or implement the start of their career.

# Job coaching

## The Job Coach

- Defines and reviews clear objectives with them
- Carries out reviews and evaluations with them
- Offers individual supporting measures
- Stretches and encourages them
- Encourages important drive and ambition

## The job seeker

- Has clear occupational objectives and knows what is needed to achieve them
- Constantly looks for possible roles in the course of the integration process
- Makes every possible effort and always gives their best

