

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

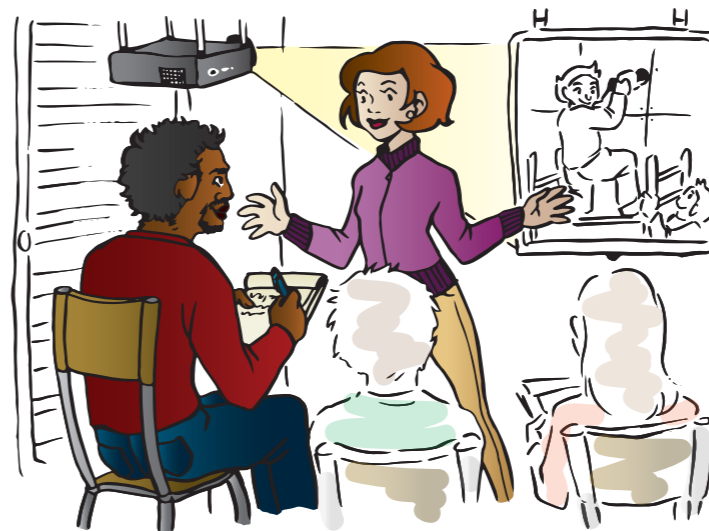
Always come to work appropriately dressed and well-groomed. Pay attention to personal hygiene.


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

Practical assessment




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Objective

- Acquiring basic knowledge of 'working in Switzerland'
- Knowing one's own options for individual occupational integration
- Developing your skills profile and job application documents
- Defining and planning the next steps and actions together with the Job Coach from the specialist integration team

Course duration

- 1st week; Theoretical lessons
- 2nd and 3rd week; Practical work
 - > From example in the cooking, service or cleaning businesses or in industrial, metalwork or woodworking workshops

Practical assessment

Specific results and opportunities

- Learning about different roles and professions
- Assessing strengths and weaknesses
- Recognising one's own occupational skills
- Learning about work processes and the pace of work

Action plan

The Job Coach from the specialist integration team receives your skills profile, your job application documents and an action plan.

In a personal conversation with the Job Coach, using feedback and the assessment results, an action plan is discussed.

