

[Karriereservice.de](https://www.karriereservice.de)

Career seminars

Relevant topics for students and graduates



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About us

Quality from a single source.

Karriereservice.de – We offer you versatile and practice-oriented seminars in the areas of careers, management as well as soft skills.

With experience and competence, our trainers help ensure that your students and graduates have a successful start in the job market. In addition, we conceptually support universities and colleges in the development of targeted group-specific training concepts.

The four pillars of our competence:

» **Experienced team of experts**

Our team consists of experienced trainers who possess a wide range of skills. The trainers are experts in their field and bring their practical experience to the design of the events.

» **Versatile seminar program**

By bundling different competencies in our team, we can offer you a varied and interesting range of topics. This means that the goal of “quality from a single source” is at the centre of our work.

» **Focus on practical relevance**

We attach great importance to achieving a high level of understanding for our target groups and a strong connection to practice. Our programs are constantly developed to ensure the seminars remain relevant and attractive.

» **Professional quality**

We check the quality of our events through regular valuations in order to continuously develop and improve our seminars. Our approach ensures that we meet the expectations and requirements of the participants.



Your advantages

Interactive and practical seminars.

Our trainers are available for you throughout Germany and will be happy to come to you to conduct the seminar at your preferred location. There is also the option of holding seminars online. We generally use the Edudip platform for online events, but we are also flexible to provide both Zoom and MS Teams as an alternative.

Structure of online seminars:

At the beginning of the seminar, the participants enter a virtual seminar room, where the host is already waiting for them. The participants can listen to and follow the presentation visually as well as actively participate. The online seminars last on average 5 – 8 hours and are designed to be interactive.

The following technical requirements are necessary for participation:

- » A computer with a stable internet connection
- » An up-to-date browser
- » Speaker & microphone

Advantages of our seminars:

- » The seminars are always moderated by experts and have a very high-level of practical relevance.
- » With the option of conducting seminars online or in person, we give you a high degree of flexibility.
- » Through group, partner, and individual exercises, we combine theory and practice in a meaningful way.
- » The trainers engage individually with the participants and give them constructive feedback.

Topic overview

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Job application and career planning



Potential analysis

Awareness of your personal competence.

Identify your skills and competencies and develop an objective overview of your strengths and weaknesses. The new awareness of your abilities will enable you to better position yourself professionally and allow you to engage in a more authentic manner.

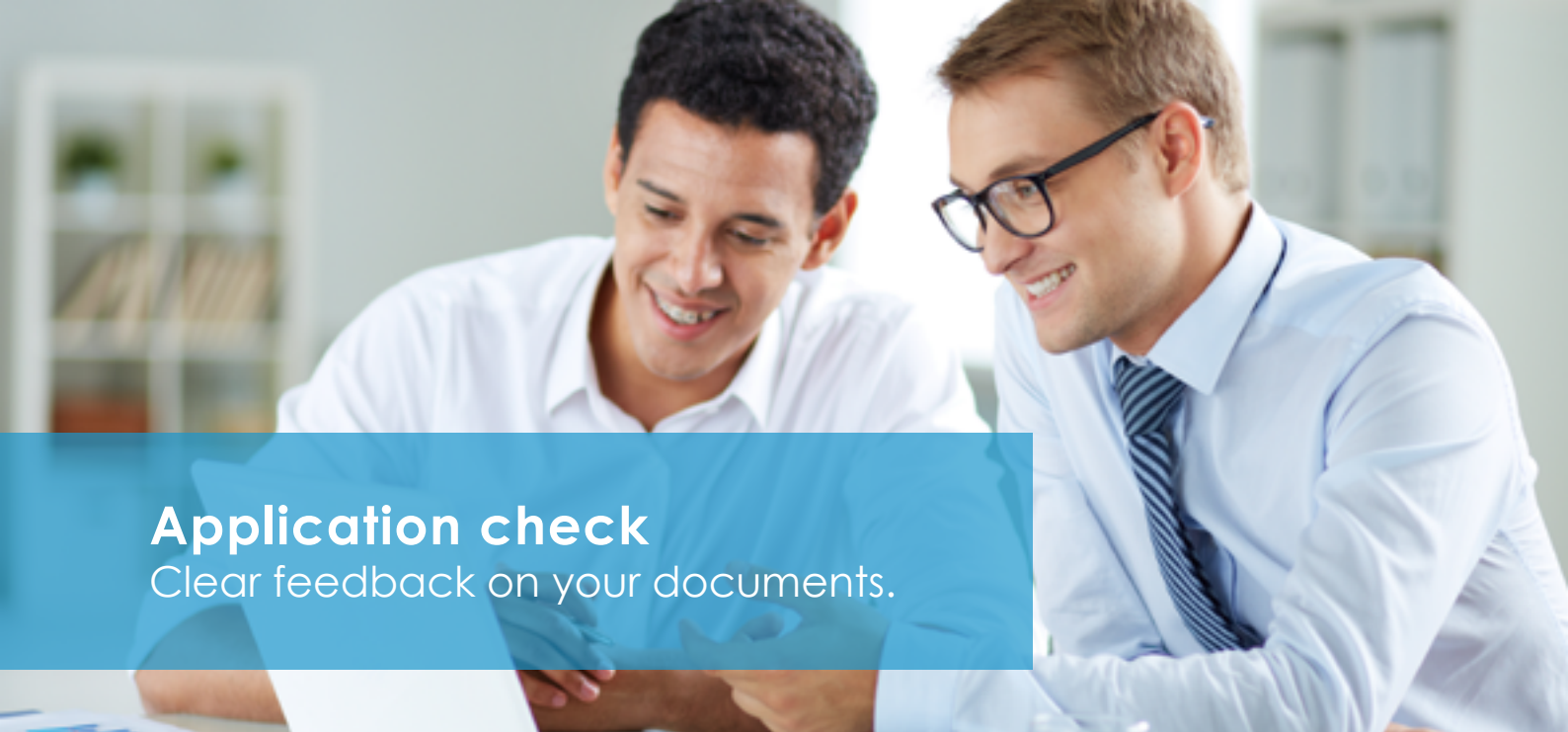
The seminar provides answers to the following questions:

- » What are my competencies? What are my goals and needs?
- » Which strengths do I possess?
- » How do others perceive me?

Through a range of activities, you will be supported in conducting your own potential analysis and creation of your competency profile. Benefit from the immediate feedback from the trainer as well as other participants.

Contents of the seminar:

- » Overview of various competencies
- » Activities for self-awareness and perception by others (group feedback, self-reflection)
- » Analysis of own strengths, weaknesses, abilities, motivational factors and values (individual tasks and group activities)
- » Reflection of your own needs and career goals
- » Discussion of strategies to plan your career
- » Individual exchange with the trainer on personalised questions



Application check

Clear feedback on your documents.

Professional and meaningful application documents are an important prerequisite for being invited to an interview. It is often difficult to assess whether your own documents meet the expected quality. Feedback from an experienced career counsellor can help to optimise your application documents and thus increase your chances of success. As a group, we discuss important requirements for the structure and content of your application documents. Using examples, we will also show you how to optimise components of your application.

As part of an individual application check, you will receive specific information on how you can optimise the content, meaningfulness and layout of your application documents. In our analysis, we pay particular attention to whether the applicant has optimally presented their competencies and abilities and if the application has been tailored to a job profile.

Contents of the seminar:

- » Presentation of formal standards for the design of application documents
- » Content-related and formal evaluation of the application documents (completeness, individuality, structure, informative value)
- » Individual feedback discussion on participant's application documents
- » Discussion of suggestions for improvement of the cover sheet, cover letter, curriculum vitae and other components of the application
- » Feedback on the presentation of your qualifications and work references



Career crash course

Application training and career planning.

Would you like to prepare intensively for a successful career entry? With our crash course, we optimise your preparation for the application process and give you useful tips for your career planning and self-marketing.

We discuss the requirements that companies place on young professionals and give you suggestions and materials for a personal potential analysis. You can use these to assess your professional opportunities and your own skills in a targeted manner.

In addition, we cover the structure and content of application documents and demonstrate how you can present yourself in an interview. There will be ample time for all questions relating to career entry and career development.

Contents of the seminar:

- » Discussion of the requirements that HR professionals place on applicants
- » Strategies for starting your career and planning your personal career path
- » Exercises to analyse potential (self-assessment of personal qualifications, professional interests and opportunities, reflection on your own career goals, analysis of your own needs)
- » Structure and content of application documents (discussion of a sample application)
- » Tips for self-presentation and the marketing of your own skills
- » Exercises on convincing behaviour in job interviews
- » Individual exchange with the trainer on personalised questions



Job interviews

Convince with authenticity.

Convince the interview panel of your positive personality traits and qualifications. We will provide you the techniques and methods for an authentic and effective presentation. Learn about the process of a job interview and get an insight of what is required of you in this context.

We provide suggestions on how to prepare for a job interview and develop a guideline for your self-presentation. The competence of conducting the conversation will be developed through role-playing different parts of the interview. In this context, we address frequently asked job interview questions and show you different methods that HR professionals use to test you.

In particular, you will benefit from the immediate feedback from the trainer, who will be supporting you in presenting your strengths and skills in the most effective way. The seminar also offers ample of space to ask personalised questions.

Contents of the seminar:

- » Professional preparation for an interview
- » The perspective of HR managers in the decision-making process
- » The interview process (multimodal interview)
- » Development of a guide for self-presentation
- » Tips for individual conversation sequences (small talk, introducing the company, self-presentation, questions about requirements, contract and salary negotiations)
- » Recommendations for using different interview techniques
- » Personal feedback from the trainer



Assessment Centre

Suggestions for the selection process.

Assessment Centres (AC) are being used more frequently for the selection of young professionals. Anyone who receives an invitation for an AC should prepare thoroughly and familiarise themselves with the most important tasks. An AC consists of various exercises such as: Interviews, individual and group exercises and personality tests. These are used to observe and evaluate your behaviour in different contexts. Assessments will ascertain whether you are, for example, communicative, team-oriented, creative and assertive. Your leadership and development potential, as well as your handling of stress, are also often analysed.

In our training, we simulate a typical assessment centre with you in order to familiarise yourself with the process and the different tasks. You will take part in individual and group assignments as well as experience an assessment centre in a practical sense. After each task, we will provide you with feedback regarding your behaviour and your presentation.

Contents of the seminar:

- » Background to AC (objectives, process, role of the observer and the evaluation process)
- » Suggestions for personal preparation for an AC
- » Presentation of different AC-tasks, (e.g., group discussion, role play, different types of presentation and the In-tray exercise)
- » Suggestions for solving various AC activities
- » Rules of conduct for dealing with other AC participants and assessors
- » Individual exchange with the trainer on personalised questions



Salary negotiations

Convince with strong arguments.

Especially at the beginning of a career, it is often difficult to realistically assess one's own worth and to be confident when negotiating salaries. In order to make a salary interview positive, you should prepare intensively to be clear about your goals, your conduct of negotiations and your reasoning techniques.

In our seminar, we will present earning opportunities in different industries and positions. In addition, we provide background information and give you tips for a successful salary negotiation. In the form of role-playing exercises, we practice different conversational situations with you and give you feedback on your self-presentation.

Contents of the seminar:

- » Information on earning opportunities in various industries and positions
- » Background knowledge of the process and structure of a salary negotiation
- » Tips for negotiating (flexibility in conducting discussions, focusing on common interests, understanding of the opposition)
- » Elaboration of a convincing argument
- » Professional handling of objections
- » Exercises to practice salary negotiations
- » Individual exchange with the trainer on personal questions

Leadership and soft skills





Successful teamwork

Working effectively together.

The ability to work in an interdisciplinary environment and in teams is among the most important personal skills required of employees today. But not every team works efficiently and uses the available potential and resources. What can you do to create a productive work environment and ensure successful teamwork?

In this seminar, we will provide you with information on how and why people act, think and engage so differently. You will receive suggestions on how you can confidently deal with different characters in the future and how you can use your skills in a team. This knowledge can be applied during the seminar in various exercises.

Contents of the seminar:

- » Basics of successful teamwork and the role of the individual
- » Assessment of different team characters
- » Awareness of your own team personality
- » Identification of a team's potential
- » Group exercises to organise and implement projects within a team
- » Tips for the ideal preparation and conduction of meetings
- » Individual exchange with the trainer on personalised questions



Project management

Planning and implementation of projects.

During your studies, you may be tasked to work on a project with fellow students for the first time. At this point, you should familiarise yourself with important basic methods of project management in order to successfully work in a team.

In our seminar, we will introduce important rules for creating a project plan and methods for good time management. We also give you tips for achieving productive teamwork and optimising distribution of tasks and responsibilities.

Contents of the seminar:

- » Basics of successful project management
- » Presentation of helpful time management tools
- » Distribution of project tasks and responsibilities
- » Design of teamwork and communication in a project
- » Exercises on project planning and dealing with conflicts
- » Presentation and documentation of the project results
- » Individual exchange with the trainer on personalised questions



Self- & time management

Optimising your own way of working.

If you want to achieve your own goals and objectives more quickly, it is important to make optimal use of your personal resources and the time available. With the right techniques and methods, you can achieve effective self-management and time management to counteract stress.

Those who approach their tasks calmly and with the right planning are significantly more efficient. In our seminar, you will get to know different methods for successfully dealing with daily challenges. We also give you tips for optimising your way of working as well as setting priorities. In practical exercises, you will also learn how to deal with stress in everyday work.

Contents of the seminar:

- » Basics and techniques of self-management and time management
- » Self-test: My personal workstyle
- » Define goals and pursue them efficiently
- » The right prioritisation of tasks
- » Optimise processes and schedules
- » Exercises and strategies for coping with stress
- » Individual exchange with the trainer on personalised questions

A photograph of two men sitting at a table in a bright, modern office setting, engaged in a conversation. The man on the left is wearing glasses and a light blue shirt, while the man on the right is wearing a purple checkered shirt. A semi-transparent blue banner is overlaid on the image, containing the text for the section header.

Conflict management

Communicate in a solution-oriented manner.

Conflicts that are “swept under the carpet” often develop a dangerous momentum of their own. Conversely, conflicts always have positive effects when they are openly addressed and dealt with. If you want to resolve conflicts, you have to communicate with those involved - using the right conversation techniques. Those who have a high level of empathy and can also understand the other side's perspective have a much better chance of resolving the dispute.

In our seminar, we will introduce you to different types of conflict and conflict resolution models, with a particular focus on a solution-oriented approach. We will also show you ways in which you can identify and intervene at an early stage.

Contents of the seminar:

- » Basics of conflict types and causes
- » Methods for early identification of potential conflicts
- » Strategies for resolving conflicts (phases of a conflict resolution process)
- » Exercises to practise solution-oriented communication
- » Techniques for moderating conflict discussions
- » Individual exchange with the trainer on personalised questions



The seminar platform

Everything about the technology.

For our seminars we use the Edudip platform. This offers the convenience of making the online seminars straightforward and tailored to your individual needs. Each seminar is set up with its own landing page, which is used for registration purposes. The participants have the opportunity to get actively involved throughout the seminar.

You can obtain an initial impression of our seminar platform under the following link:

<https://karriereservice.edudip.com>

We make the respective presentation available as a download for later review of the topic. Each seminar can be recorded on request and can be accessed by the participants over a period of four weeks afterwards.

It is also possible to conduct a seminar via both Zoom and MS Teams. Please do not hesitate to contact us about your individual requests.



Our conditions

Information about booking a seminar.

We would be happy to develop a seminar program tailored to your needs and support you in choosing the right topics for your students and graduates.

Together, we can also agree whether the respective topic can be better implemented as a face-to-face or online seminar.

Depending on the topic, the seminars are designed for a duration of approx. 5 - 8 hours. Talk to us about your appointment requests. We are flexible and also offer our seminars in the evenings and on weekends.

We would be happy to make an individual offer for you or agree the terms with you in a personal conversation.

Simply call us on 0211 - 863 94 11 or send us your request to kontakt@karriereservice.de. We look forward to hearing from you!

Do you have any questions?

Feel free to contact us if you have any questions about our seminars. We are happy to help! You can reach us at 0211 - 863 94 11 or send us an email to kontakt@karriereservice.de.

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