



Short Program of Course:

Academic Year: 2021 – 2022

“CAREER MANAGEMENT”

"Bachelor" in "Agribusiness Management"
First Cycle Study Program (180 ECTS)

Type of activity	hours
Lectures:	45
Seminars:	15
Exercises:	
Laboratory:	
Fieldwork practice:	
Clinical practice:	
Sportive practice:	

Credits:	5
Discipline:	B

Total workload	5	x 25	=	125
Class workload:				60
Individual workload:				65

Code:	AGR-A-30A
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Description of Course

	<p>CAREER PLANNING – what is career planning? What is the impact of career planning on job search? Discussions on statistical data in Albania and in the world.</p>
1	<p>Which are the integrated concepts? Studies case from the labor market in Albania, Europe and U.S.A. Differences in human resource management and career management from an individual perspective.</p>
	<p>“SELF-ASSESSMENT: METHODS- PERSONAL QUALITIES & PROJECTS” – How to know ourselves better? Definition.</p>
2	<p>Self-assessment techniques; Tests of achievement, interests, motivation Self-assessment instruments Career success factors Discussion of self-assessment results made by students</p>
	<p>“CAREER EXPLORATION” – Career exploration as a process of accumulating labor market information. Systematic evaluation and integration collection process.</p>
3	<p>Sources of information. Labor market reality. What the reality of the labor market offers us. Differences between the labor market in private and public enterprises.</p>
	<p>“EXPLORING CAREER MANAGEMENT OPTIONS - IN MANAGEMENT AND FINANCE”</p>
4	<p>Management concept- management functions Levels of responsibility Differences between career management in different fields. Career objective analysis in management, marketing and finance. Analysis of job characteristics in different job positions (sales, promotion, service business, banking)</p>
	<p>“CAREER DECISIONS - EVALUATION & EXPLORATION AND GOALS” – What is career planning?</p>
5	<p>Self-assessment, decision making, career profiles. How to set career objectives? Exploration projects. Career profile, sales management, marketing management, banking, etc.</p>
	<p>“DEVELOPMENT OF EMPLOYMENT FILE - PREPARATION OF CVs” – Students prepare CVs and exchange them to share experiences. Discussion of different types of CVs. How to create a CV for the web.</p>
6	<p>Image creation analysis.</p>

7	<p>“DEVELOPMENT OF EMPLOYMENT FILE - PREPARATION OF CVs” Identification; Career objectives Education; Events Work experiences; Professional events Personal data References; Analysis of differences in different types of CV.</p>
8	<p>“DEVELOPMENT OF EMPLOYMENT FILE – MOTIVATION LETTER” How to harmoniously link the motivation letter to the CV; Planning ideas Motivation letter compilation techniques; Use of websites Introductory-Central-Closing Paragraph; Efforts for continuity Compilation of 3 motivation letters; Adaptation of the motivation letter with the Cv Analysis of direct job search strategy</p>
9	<p>“DEVELOPMENT OF EMPLOYMENT FILE – MOTIVATION LETTER” Conception of motivation letter Analysis of the most common mistakes made in writing a motivation letter. How to create a unique motivation letter Intermediate test Submission of motivation letters</p>
10	<p>Job search teams Job search; Job search strategies through the network How to plan the job search process What do we mean by presentations, hidden job markets, job creation Use of information by job search teams</p>
11	<p>“PREPARATION FOR THE INTERVIEW” Presentations; Preparation of market information search strategy, purpose of the interview, criteria for evaluating the interview. Preparing for interview questions; Determining the presentation form for an interview for a vacancy. Communicating with other students to manage the interview process.</p>
12	<p>Structured interviews. What attitude should we take in an interview? Dealing with direct questions. How do we understand how business & organizations do our valuation? Comparison of examples.</p>
13	<p>“SIMULATION OF AN INTERVIEW” Determining the job position for which an interview will be organized. Preparation of job description. Preparation of job analysis. Prepare questions to be used during the interview. Organizing the interview, analysis, conclusions and determining the winning candidate for the job.</p>
14	<p>“COMMUNICATION WITH DIFFERENT EMPLOYEES” Discussions about how to use to maintain contacts with human resource management offices. Professional communications, emails ... Evaluations of past interviews. Writing models, thanks. Application forms, acceptance of invitations, rejection of invitations, closing of discussions.</p>
15	<p>“CONTINUITY OF THE CAREER MANAGEMENT PROCESS” Maintaining and organizing data such as: admissions, tests, degrees, titles. References faculty module programs etc. Career planning analysis in the focus of changing work environment factors, career remodeling, adaptation, etc. Review of personal file and its submission.</p>