



Training Activity - Digital Communication for Job Search

Training Activity Program

1. Action Title

Training Action name:	Digital Communication for Job Search [Adapt the title depending on the focus of the workshop: e.g. "Online Tools for Career Readiness"]
Date:	[Date of the Event]
Duration:	4 hours <i>[Adjust if the format changes: half-day, full-day, etc.]</i>
Location:	[Venue of the Event]
Organizer	[Insert organisation]

2. Event Objectives

This training session aims to help young people improve their employability through effective digital communication. Participants will explore online platforms for job searching, learn how to build a strong LinkedIn profile, and develop their own CV using online tools. Through interactive group work and hands-on digital activities, they will learn how to present themselves professionally online and identify strategies to stand out in the digital job market.

3. Participants

Target Group:	Young people aged 16–25, especially those with fewer opportunities
Number of Participants:	20 young people
Staff trainers:	2 trainers + 1 support person



External youth workers	1–2 (optional)
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4. Event Program	
Start Time and Registration	<p>10:00 - 10:15: Arrival and Registration</p> <p>Participants arrive at the venue and complete registration forms. Trainers briefly welcome them and introduce the structure of the day.</p>
Opening Session	<p>10:15 – 10:30 – Introduction and Ice-breaker “Name & Hashtag”</p> <p>Description: Participants and trainers introduce themselves. A short energiser helps to break the ice and create a relaxed atmosphere. The goals of the training are explained clearly to set expectations.</p> <p>Standing in a circle, each participant introduces themselves by saying their name and inventing a hashtag that represents them (e.g. #curious, #futurechef, #alwayslearning). It can be something funny, aspirational or personality-based.</p> <p>This short and playful activity helps break the ice, memorise names, and reflect on identity in the digital world.</p>
Session 1:	<p>10:30 – 11:00 – The Digital Job Market</p> <p>Description: Participants are introduced to the concept of digitalisation in employment. They learn how platforms like LinkedIn, InfoJobs, Indeed, and Glassdoor help expand access to job opportunities. The trainer explains key trends and encourages reflection on participants’ current strategies for finding work.</p>
Session 2:	<p>11:00 – 11:30 – Building a Professional Identity Online</p> <p>Description: A practical session where participants begin creating or updating their LinkedIn profile. The trainer explains how to write a compelling</p>

	headline, summary (“About”), and add experiences, education, and skills using clear and professional language.
Session 3:	<p>11:30 – 12:00 – LinkedIn Photo Activity</p> <p>Description: Participants work in pairs to take a good-quality profile photo using their phones. Trainers give tips on posture, lighting, and framing. Free editing tools like PhotoRoom or Canva are used to polish the photo and upload it to each LinkedIn profile.</p>
Break	12:00 - 12:20: Coffee Break
Session 4:	<p>12:20 – 12:30 – Energiser: <i>Digital Jobs Bingo</i></p> <p>Description: Each participant receives a bingo card with prompts such as:</p> <ul style="list-style-type: none"> • Has a LinkedIn profile • Has used Canva • Has done a video interview • Knows what Europass is • Has applied for a job online <p>Participants move around the room to find someone who matches each item, writing down their name. The first to complete a row shouts “BINGO!”</p> <p>This fun and energetic activity reinforces the session’s key themes and promotes peer interaction.</p>
Session 5:	<p>12:30 – 12:45 – Create Your CV</p> <p>Description: Using platforms like Europass and Canva, participants begin creating or updating their CVs. The trainer provides a walkthrough of essential CV sections: contact info, experience, education, languages, skills. Participants use their LinkedIn content as a reference.</p>
Session 6:	<p>12:45 – 13:15 – Peer Review and Feedback</p> <p>Description: Participants pair up to give each other constructive feedback on their</p>

	LinkedIn profiles or CVs using a simple checklist. Trainers support with individual advice and answer questions.
Session 7:	<p>13:15 – 13:45 – Exploring Online Learning and Certification</p> <p>Description: Participants discover free online learning platforms like EU Academy, Coursera, and SEPE. The trainer presents how to identify useful short courses, how to include them in a CV, and how continuous learning strengthens employability.</p>
Closing Session	<p>13:45 – 14:00 – Wrap-Up and Final Remarks</p> <p>Description: The trainers summarise the main learning points and invite participants to share feedback. Additional resources and links are shared. If applicable, certificates of participation are distributed. Final thanks and closure.</p>

5. Required Resources	
Materials	<ul style="list-style-type: none"> • Projector and screen • Internet access • Laptops or tablets • Mobile phones with cameras • Printed bingo cards and pens
Digital Tools & Platforms	<ul style="list-style-type: none"> • LinkedIn • PhotoRoom / Canva • Europass • EU Academy • Job platforms (LinkedIn, InfoJobs, Indeed)
Personnel	<p>2 Trainers/facilitators</p> <p>1–2 support staff (optional)</p>
Technical Equipment:	<ul style="list-style-type: none"> • Projectors and sound system • Wi-Fi access • Digital collaboration tools (e.g., Google Workspace, Microsoft Teams) • [.....]

6. Collaborators

[List of Collaborators]

7. Contact Information

Contact Person: [Name of Contact Person]

Phone Number: [Contact Phone Number]

Email Address: [Contact Email Address]

Additional Notes

- Ensure all participants are aware of the venue location and schedule.
- Volunteers should be briefed on their roles and responsibilities prior to the event.
- A photographer will be documenting the event, so permission will be requested to use the images for promotional purposes.
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