

Modul 2

Lesson 1: About the company

Welcome to the first lesson of module 2

This module will concentrate on the topic

"About the Company"

We will be focusing on how you can optimise and professionalize your answers to questions about the company.

We will also explore important details and facts about the company that you can use to make a lasting impression on the employer.

This module is of great importance as it will help you to prepare yourself better for the company and leave a good impression in the interview.

Let's begin and dive into the first module together!



Lesson 1 About the company.pdf

PDF Document
113.0 KB

Lesson 2: About the job

Welcome to the second lesson of module 2 This module is about the different steps in the application process

and how to research and prepare for the company and job you want to apply for.

You will also learn some strategies to best prepare yourself for the requirements of the job advertisement.



Lesson 2 About the job.pdf

PDF Document
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Lesson 3: Knowing yourself

Welcome to the third lesson of module 2

The Knowing Yourself module is about improving awareness and understanding of one's own personality.

It is about recognising one's strengths and weaknesses, identifying personality traits including values,

beliefs and interpersonal skills.

You learn what skills and abilities you possess. You learn more about yourself, achieve better self-awareness and improved communication with others.



Lesson 3 Knowing yourself.pdf

PDF Document
2.5 MB

Lesson 4: Before the interview

Welcome to the fourth lesson of module 2

This module deals with the steps to be taken in advance in order to be as prepared as possible for the interview.

What to take with you, do I have all necessary information...



Lesson 4 Before the interview.pdf

PDF Document
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Lesson 5: Dresscode

Welcome to the fifth lesson of module 2

In terms of dress code for an interview, it is important that potential employees present an appropriate and professional appearance.

Most often, applicants are expected to be formally dressed, which means that men should appear in a shirt and suit. Women are best to choose an elegant blouse or shirt dress, paired with a blazer or cardigan.

It is advisable to avoid extravagant garments and fashionable accessories, as these can be distracting.

Clean and neat clothes, shoes and hairstyle are mandatory to make a good impression and show the potential employer that you are ready and motivated for the job.



Lesson 5 Dresscode.pdf

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