

Preparation for self-presentation

UNIT 3 – Analysing labour market needs

Worksheet for future employees or interns with disabilities (plain language)

For trainers/counsellors:

- Material: Worksheet 'Preparation for the self-presentation'.
- Duration: 20-60 minutes.
- General instructions: The aim of the exercise is to support future employees with disabilities in presenting themselves to a company. This exercise supports the cooperation between the counsellor and the person with disabilities. Answering the questions and preparing the presentation should take place in a protected space without the company. The counsellor can help with the processing and the subsequent presentation.
- Alternatively, the task can also be used for the self-presentation of future interns.
- Target groups: Counsellors, people with disabilities.

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Description (for future employees or trainees with disabilities):

The company would like to get to know you better.

Introduce yourself.

Prepare for the interview.

1. Answer the questions:

- What is your name?
- Where do you live?
- What interests and hobbies do you have?
- What are your strengths?
- Have you already worked or completed an internship?
 - If so, in which company?
 - What did you learn there?
- Which job would you like to have?
- In which working environment would you like to work?
- What support do you need?

Support means help.

Help is, for example, a person in the company who explains everything.

Help is, for example, a job that suits a physical disability.

2. Compile a self-presentation from your answers.