

# Getting To Know The World Of Work



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**Getting To Know The World Of Work**

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**HUMAN RESOURCES AND  
EMPLOYMENT OPERATIONAL  
PROGRAMME**

**SUPPORTING  
YOUR FUTURE  
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## How to use the book

### LESSONS

The book contains 7 lessons. At the beginning of every lesson the participants of the course meet. The initial dialogue will show you what their situation is and at which stage of the work search process they are. The order of the lesson topics corresponds with the job search procedure. Nevertheless, it is totally up to you which lesson you decide to start with.

In Lesson 1 you can focus on the possibilities of personal growth. At the beginning of the job search procedure there is always the decision to make a change. Such change should be well thought through and supported by the up-to-now life experience. Exercises can help you reveal your strong points and you will learn how to choose an educational course or when to change the branch of your profession.

Lessons 2, 3 and 4 will guide you through the job search period. They will also recommend to you what to focus on when choosing a new job. You will get useful tips and it is good to follow them throughout the procedure, for example: the best way to write your CV, what to do at the job interview or what to be careful about when signing the working contract.

The job topic is also closely connected to the topic of working culture and the gender issue (is the Czech job market equally open to both men and women?). These topics are discussed in Lesson 6. Lesson 7 is about time management and plans.

### ICONS



**Dialogues** – Read the dialogues between the course participants and their teachers. What is the situation of the participants? What questions do they have?



**Exercises** – In the exercises you can see if you understood all the information from the lesson well. At the end of the lesson there is an answer key where you can check your answers. Some questions are meant to help you think about what you are successful at – both in your job and in your life and what you would like to change or do in some other way. There is not just one correct answer to these questions and therefore you cannot find the solution for these exercises in the answer key.



**Summary** – In the little frame you can read again the most important information from each lesson.



**My notes** – At the end of every lesson there is a blank space for you to write what comes to your mind while reading the lessons or notes about what you would like to do.



**Answer key** – In this section you can find the answer key to the exercises. You can check how well you answered the questions. Notice that for some exercises there are no answers in the answer key. It is because these exercises are meant to make you think over some topics and there is no wrong answer.



### Dear readers.

We would like to introduce new educational material published by EKS. This book will guide you through the job searching process and other topics connected with starting a new job. In the book, you will also learn about our educational course. It is a course in which people from the Czech Republic meet with immigrants, for whom it is even more difficult to enter the job market than for the people who speak Czech as their native language.

One thing all the participants of the course have in common is their urge, or desire to get a better job. They want to get a better job for many different reasons: some wish to be better paid, some would like to return to the field they originally studied, some feel the need to re-evaluate their earlier career, some must find a job in their new life situation and some want to use their newly acquired education. Also, we present an atmosphere that you can personally experience in our courses. Our approach to people who want to learn more is always based on partnership and mutual sharing of experiences. We offer a friendly and open atmosphere, in which you would not be just studying with a pen and paper. On the contrary, you will be able to train for new situations with role-playing, experience the situations and incorporate the new experience into your real life.

### The course (and our book) is just beginning.

We are in a classroom where our teachers and course participants have just met. They are trying to introduce themselves.



Hello, my name is **Eva**. Welcome to the educational course Getting to know the world of work. We will be meeting each other for several lessons, so first of all I would like to introduce myself a bit more. I work as a teacher of adult courses. I am also the director of the EKS educational organisation, which I have been doing for ten years. As the director I have to control my team as well as choose the right people for my team.

In the courses related to job searching and preparing for the job interview, I am trying to pass my experience onto our clients. I enjoy teaching, so I am trying to pass my teaching experience onto other people too; I advise them how to be good tutors. In the course, you will also meet my colleagues. Therefore, let them introduce themselves too.

My name is **Helena** and I work as a tutor and a career advisor. I help people who are thinking about their future. For example, what the right job is for them or whether they should get some further education. Together we are trying to find possibilities on how to fulfil their dreams and wishes. In the courses I teach students how to find their strong points that could help them be more self-confident or how to handle a change both in their career or personal life.



My name is **Ivana** and I will be teaching you how to prepare for a job interview. I will also teach you time management (how to organise things so that you can manage everything). I really enjoy working with adults. Before I start giving lectures on something, I always try to experience it myself. That helps me better empathise with the situation of my students. If you like, I can recommend many tips that have always helped me.

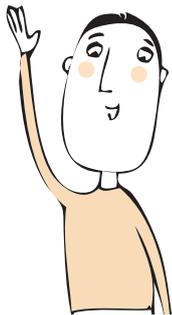
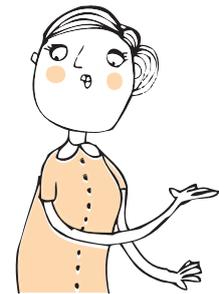
My name is **Markéta** and in my lessons I help people find a better job. I also teach Czech to foreigners (beginners). The grammar rules of the Czech language are very difficult even for Czech people. Therefore, I always focus on communication and one specific topic, so the course participants can use the new vocabulary in real life right after each lesson and they can see that speaking Czech is not an impossible task.





So now you know us, the tutors. Now it's time to meet you, people who came to learn something new. Before we start with some work, please tell us some basic information about yourselves and try to answer these questions: Why have you come to this course? What do you expect from the course? What is your dream job?

My name is **Květuše** and at the moment I am working as an accountant at a furniture trading company. I am here because I would like to change my job in the future. I am in a re-evaluating stage of life. In my job, I have achieved everything that was possible and I don't know what next. I would like to resolve whether to change my profession or stay in the field I work in. I think this course could help me. I have already taken part in another course organised by EKS and I was very satisfied. I don't have any dream job, but I enjoy working with people.



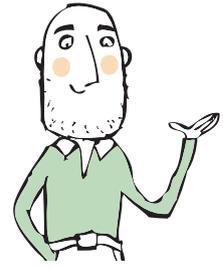
Hello, my name is **Pavel**. At the moment I am studying at the University and I am just about to finish the Faculty of Engineering, branch Aircraft Engineering. After studies, I would like to find a job that would correspond with my acquired education and the work experience I have so far. I found EKS on the internet and in their course offer I found a topic that is relevant for me. During the course I would like to prepare for the new job recruitment process. I don't know what the recruitment process is like these days. I have been working in my present job position for several years. And I got this job at a time when it was not necessary to have a perfect CV or go through a complicated recruitment process. I don't think my CV is well written. I would like to work as a flight engineer at an airport.

My name is **Julie**. I came to the Czech Republic several years ago and since then I have been working as a cleaning woman. I was afraid to apply for a better job as I could not speak Czech well. Things have changed though, and now I would like to get back into the field I know. I am a civil engineer. I have enrolled in this course to understand how the Czech job market works and where to search for a job in this field. I received information about this course from my friend who had taken part in one of your courses and recommended it to me. I would like to work as a civil engineer, but I know there is a long journey ahead of me.



My name is **Tatána** and before my children were born I used to work as an accountant in a small company. I cannot return there. Several months ago I finished a course on accounting and tax records. As my maternity leave is over, I am looking for a job as an accountant. I have enrolled in this course because I would like to know where to look for a job. I would also like to find out more about the responsibilities of an employee and what to expect from an employer. In the future, I would like to work as a senior accountant. When I finish the EKS course, I would like to have a plan for furthering my education.

Hello, my name is **Oleg** and I work for a non-state organisation helping migrants with medical problems. My original profession is a doctor, but I haven't worked as a doctor in the Czech Republic yet. I signed up for this course because my wife had taken part in an EKS course and always when she came home, she had plenty of energy for job searching. Therefore, I wanted to try it as well. To be able to work as a doctor in the Czech Republic, I will have to take many steps and I would like to be sure which and when. This is my biggest wish.



Hi everyone. My name is **Eric** and I am from New York. I have lived in Prague for 5 years and I speak hardly any Czech because all of my friends want to speak English with me. So I hope that in the course we will speak Czech and I'll improve a bit. So far, I have been working as a freelance English teacher. I have had some temporary jobs at secondary schools, but now I would like to find a permanent job that would provide me with stability and a fixed income.

Hello, my name is **Akmara**, I come from Uzbekistan and I have been in the Czech Republic for many years. However, I haven't worked here yet. I am a linguist by profession and I understand legal matters, but only in the Uzbek environment. I can speak English and French. I would like to work in an international company that deals with human rights. It's my dream but I don't know how to achieve it or how to get closer to it. In Western Europe, the work conditions are different than in our country. In the course, I would like to learn more about how it works here.



One more person is on the list of the course participants, but he hasn't arrived yet. His name is **Mr. Králík**. Later on, we will see that he always arrives late. Therefore, he doesn't know what we have learnt so far and asks questions that all the other students can already answer.



If you, dear readers, are one of those who can answer his questions, send your answers either to our email address ([info@ekscr.cz](mailto:info@ekscr.cz)) or to EKS, Dejvická 28, Praha 6, 160 00 and label them "**competition**". You may win a voucher for any EKS course of your choice. The deadline is 31st December 2014. The winners will be announced on our website. Watch it carefully!

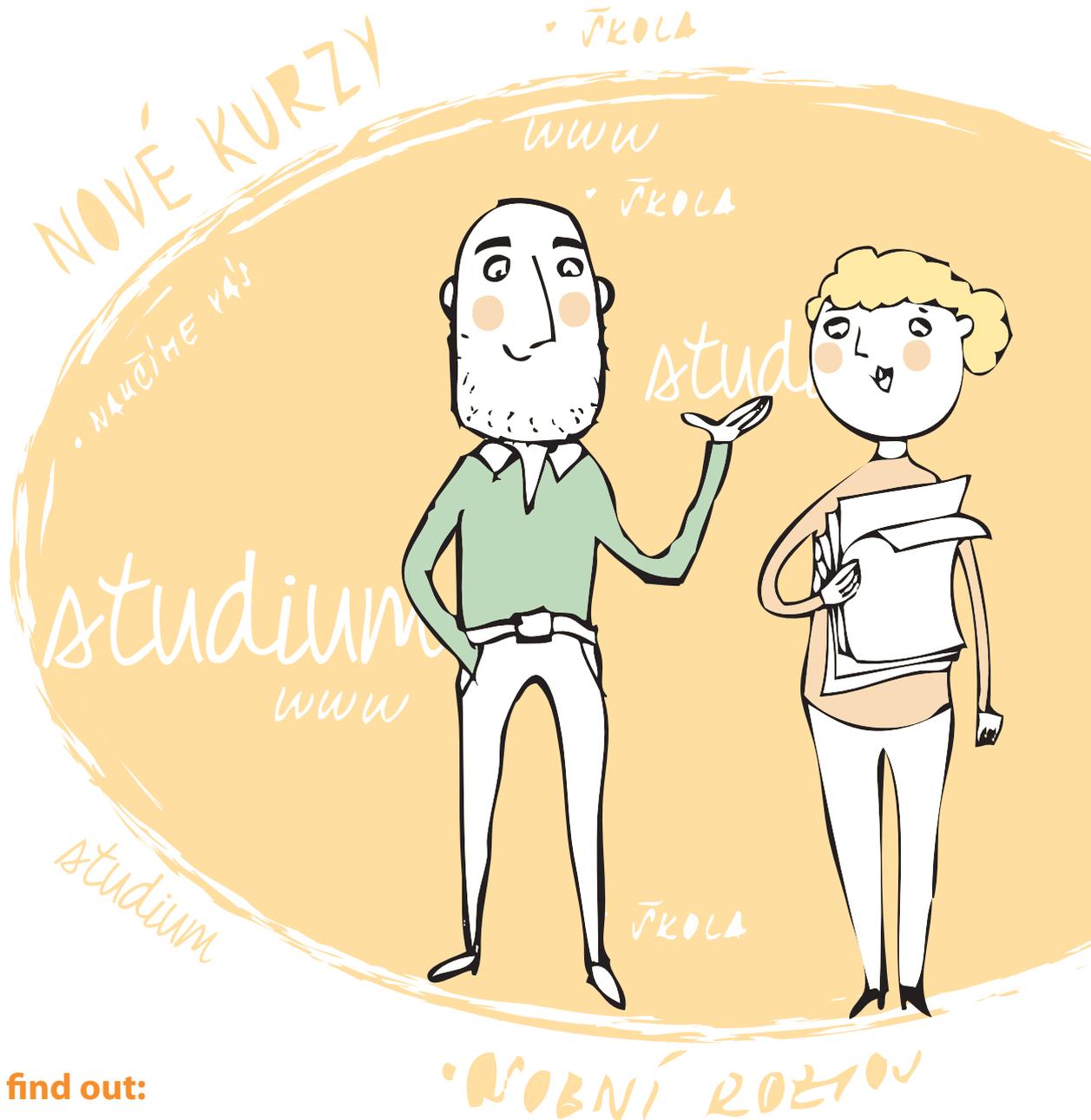
### About EKS

We are an educational and advisory organisation with more than 10 years of experience. In the beginning, in 2002, there was an inspiration of adult education models in Western Europe. The teachers and tutors of EKS prefer experiential and interactive teaching focused on practical utility. We believe in education as a form of a human development at any age and any life situation and not only the development of people but also of organisations and companies. EKS also offers career advisory services. We help our clients find the right job, in which they would feel satisfied. We can guide them through the job change or support them when deciding about their new career direction. Our aim is not only the growth of individuals but also the development of society in which everyone will have a chance of employment and satisfaction, regardless of his or her sex, age, nationality or social status.



# Education and personal development

Getting to know what my possibilities are



## You will find out:

- » what your strong points are
- » how to choose an education course
- » when it's time to change the job field



**Akmara:** I would like to find a job but I am worried that I will not be accepted anywhere. I have never worked in the Czech Republic. I don't have the appropriate work experience.

**Pavel:** My friend had the same problem. She comes from Russia where she had worked as an accountant. She wanted to be an accountant in the Czech Republic too, but she found out that lots of things are very different here. She also had to ask for the nostrification of her education.

**Akmara:** I already have the nostrification. But I still don't know what to do about the lack of experience.

**Pavel:** I advised this friend of mine to try an internship.

**Květuše:** But internships are just for students, aren't they?

**Pavel:** That's not true any more. Internships can help anybody who needs experience. You will get the experience that is necessary for the given position. My friend prepared her CV, wrote a letter of motivation and sent both to several companies. One of the companies answered and then they came to a consensus; it was important to explain to them what her skills are and what she wants to learn.

**Květuše:** And how did it go?

**Pavel:** She kept going there for four months. She did work for free but she learnt lots of things. She was also given a certificate proving the work experience. Now she is employed as an accountant in one company.

## 1/ Nostrification of university degree

If you have achieved your university-level degree in another country you have to ask for the nostrification of your university degree. What will you need to get it?



### Your task:

Read the following text. Fill in the gaps with these words.

*(Recognition of foreign university diplomas application – certificate of recognition of university level education – copy of the diploma – fee)*

You will need an officially (by a notary public or by the local registrar's office) verified \_\_\_\_\_

translated to Czech and you need to fill in \_\_\_\_\_.

You will wait for the decision for 30-60 days. Some universities charge a \_\_\_\_\_ of up to 1000 Czk.

The school will either issue a \_\_\_\_\_ or decline the application.

If it is declined you can appeal within 15 days. If you are not successful try a different university.

*When asking for the recognition of foreign university diplomas, there are several possibilities where to ask:*

- a) at the rector's office of the state university which has a similar programme to the one you studied*
- b) at the Home Office (if you are from the security forces)*
- c) at the Ministry of Defence (if you are a soldier)*

## 2/ Nostrification of the secondary school diploma

You also have to ask for the recognition of the foreign secondary school education. The procedure, though, is different. You have to apply at the district office according to where you have your permanent address.



### Your task:

Read the following text and put the sentences into the correct order. How would you proceed? Write number 1 to the first sentence, number 2 to the second etc.

- Have the verified copy of your school report translated into Czech by a certified translator.
- Fill in the nostrification application form.
- The district office will issue the certificate of recognition of foreign school report or it will recognise your education and issue a nostrification certificate.
- Hand in the application form, school report and the list of curriculum subjects to the district office (according to where you have your permanent address).
- Prepare your secondary school evaluation certificate (school report) and the list of all curriculum subjects.
- It may happen that the state will not recognise your education and you will have to take a nostrification exam.
- Have the copy of your school certificate verified in a notary's office.

### 3/ Why apply for an internship?

The internship work has lots of advantages but also disadvantages. How will you find out that the internship is suitable for you?



#### Your task:

*Into the chart, write all advantages and disadvantages that an internship could bring you. When filled, this chart will help you decide if the internship is beneficial for you or not.*

You can use the statements from the following list or you can add your own ideas:

- I will get experience that I don't have.
- I will not have a gap in my CV.
- I need a fix income.
- I don't have enough time.
- I need a certificate of the work experience in this field.
- I need some contacts of the experts in my field.
- There may be a chance of getting employment in the same company.
- I need to gain some self-confidence, I am not very self assure.
- I have enough money from temporary jobs, but in future I would like to get back to a specialised job.
- I will try the work and see if I enjoy it.
- I have some experience, but I lack the theoretical knowledge I can only acquire at a college.
- I need to learn something before I start my own business.
- I need to improve my Czech for this profession.
- I want to put the energy into my own project.
- I could never get into such a prestigious company.
- I have experience from abroad, but I need to know how it works in the Czech Republic.
- There is not enough paid offers in my field at the moment.
- I am on maternity leave and I would like to increase the chance that I will be employed somewhere in future.

😊	☹️



*Do you need some work experience? The advantage of an internship is that you stay in touch with your profession and you will learn something new too. It is not necessary to work every day, it depends on you what agreement you make with the company. Thanks to the internship you can also get a recommendation that will be very useful when looking for a new job. Don't forget that even an unpaid job can be put in our CVs! Every experience counts.*



Květuše is not happy with her present job and she would like to do something else. She often thinks about it and now she is happy that she can talk about it with Helena.

**Květuše:** I have a job, but I would like to do something else. I don't want to work as an accountant anymore. I don't want to spend all day sitting at the computer; my eyes and my back hurts from that.

**Helena:** And what do you enjoy the best?

**Květuše:** I really enjoy sport. And I like massaging my friends. They all praise me for that and I am very happy about it.

**Helena:** Why don't you do it as a job? At our fitness centre they are looking for a sport masseuse right now.

**Květuše:** I don't know. Is it normal to start doing something completely different at my age?

**Helena:** Nowadays it is quite common. People work in different fields than the one they originally studied. It depends on the person what he or she can do and enjoys.

**Květuše:** But I studied accounting for 3 years. Isn't it a waste?

**Helena:** You are right, it is useful to look in a similar field to what you studied, in which you can use at least part of your studies. But you can also focus on your skills and choose a different field. Somebody is, for instance, a skilled salesman. And some people can focus on their hobby and earn money doing what they have already been doing in their free time.

**Květuše:** To become a masseuse, I would probably have to have some certificate, wouldn't I? And I don't know how to get it.

**Helena:** There are several possibilities. You can enter a secondary school or a college and study the field there. You can also choose a retraining course, which usually takes only about several months.

### 4/ How to choose the best course

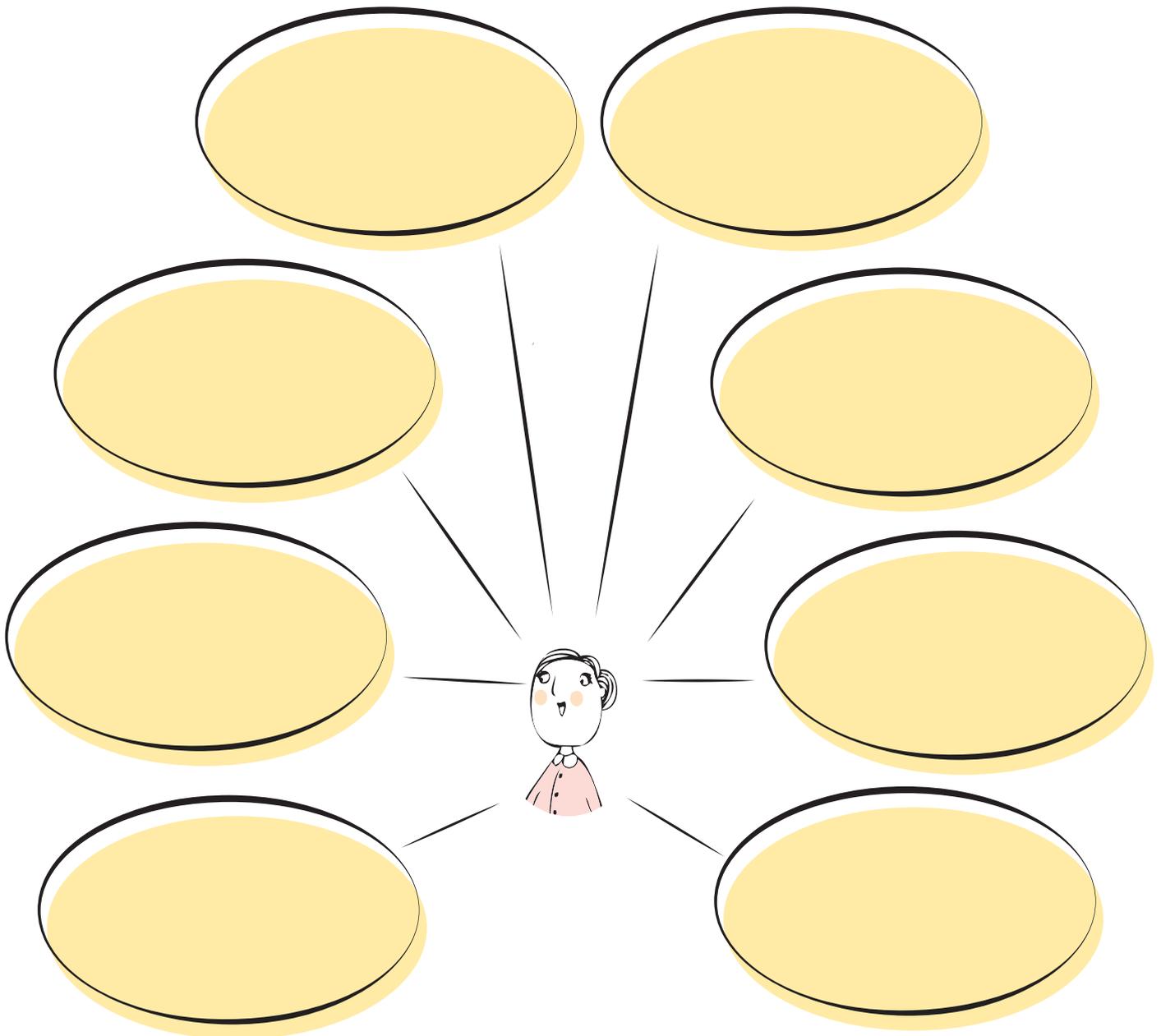
When you are deciding about whether to take a course or not, which information is important to you?



#### Your task:

*Into the bubbles, write all the questions that come to your mind when choosing a new course. What is important to you? You can choose from the following list or add your own ideas.*

- How long is the course going to take?
- Is the course demanding?
- Will I have to do homework?
- Will I have to take a final exam at the end of the course?
- How much is the course?
- Will the course help me get a new job?
- Will I learn anything new?
- Will I be interested in the content of the course?
- Can anybody recommend the course?
- Will I get a certificate at the end of the course?
- Do I have to attend regularly?
- How many students are there in one class?
- Who will teach the course?
- Is the course theoretical or will I learn something practical as well?





Why is it important to think about a course very carefully in advance?  
 We tend to quit the courses that we don't enjoy before we finish them.  
 The more detailed idea about what course you are looking for, the  
 higher your chance to find the one that will really suit you.

More information about educational courses can be found on the internet, for example:

[www.vzdelavaniaprace.cz](http://www.vzdelavaniaprace.cz)

[www.univcz.cz](http://www.univcz.cz)

[www.edumenu.cz](http://www.edumenu.cz)

[www.rekvalifikace.com](http://www.rekvalifikace.com)

[www.evzdelavani.cz](http://www.evzdelavani.cz)



**Mr. Králík arrives in the middle of the lesson, having been to the doctor.**



**Mr. Králík:** Pavel, what did Květuše say? You can't become a masseur if you are an accountant, can you?! My wife also thinks she could do something else than what she studied. She used to work as a nurse but now she has been at home with our children for 3 years. She came with an idea that she would like to do art courses for children. At home, she keeps organising creative afternoons for the children of all her friends. She also goes to a family centre and she runs a drawing class every Wednesday. But I keep telling her „You can't do that, you don't have the right education for that. What would you say at a job interview?“ Isn't that right?

## 5/ Is Mr. Králík right?



### Your task:

Try to tell Mrs. Králík what to do. Answer the following questions according to what you think.

Can Mrs. Králík do a different job from what she studied?

How can Mrs. Králík convince her husband that she would be a good art class teacher?

## 6/ How to find out what I can

Each of us, just like Mrs. Králík, sometimes gets into a situation when it is necessary to present his or her strong points; for example at a job interview. It will be easier for you if you know exactly what your strong points are and at what level they are at. Measuring of what you can do does not have to be complicated. The following exercise will help you.

After filling in the diagram you will get a better idea of what you are good at and what you need to learn or improve. It will help you when looking for a job. Or when choosing an educational course.



### Your task:

Into the ovals in the picture, write 6 of your strong points or skills (for example, communication skills, organisational skills, team cooperation, logical thinking, creativity, etc.)

Into the rectangles in the picture, write specific activities for each of your strong points; how you use the strong points in your life. Try to use sentences like I can... I know... I am able to...

Is there anything new you want to learn? Write your plan into the little clouds in the picture.

Now, try to evaluate each strong point with numbers 1-6, according to the instructions in the box. How good are you at your skills and abilities? Is the point developed fully or is there still some place for improvement?

1. No experience. I am not able to do it at all.
2. Very little experience. I am able to do it a bit.
3. I am able to do it to some extent.
4. I am able to do it quite well, but I have to improve.
5. I am able to do it very well.
6. I am very good at it; I am better than others.

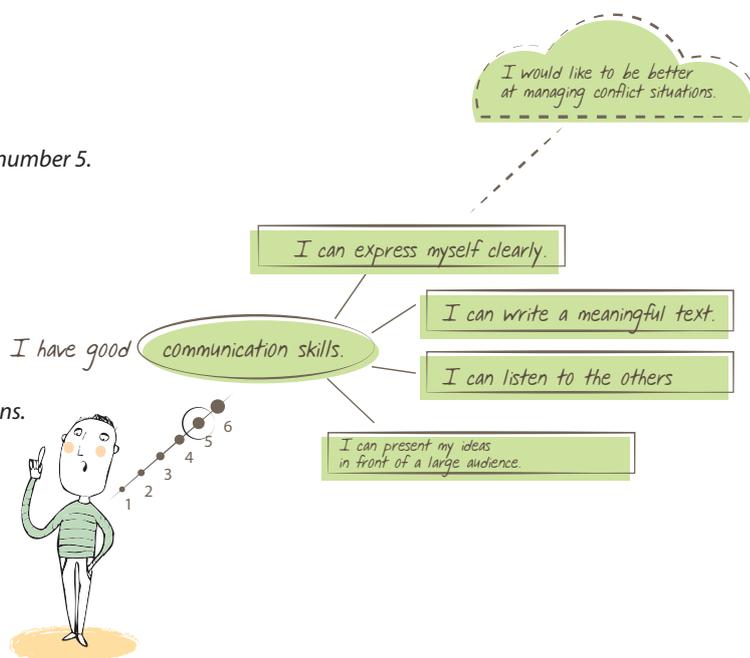
### Example:

I have good communication skills. I evaluate them with number 5.

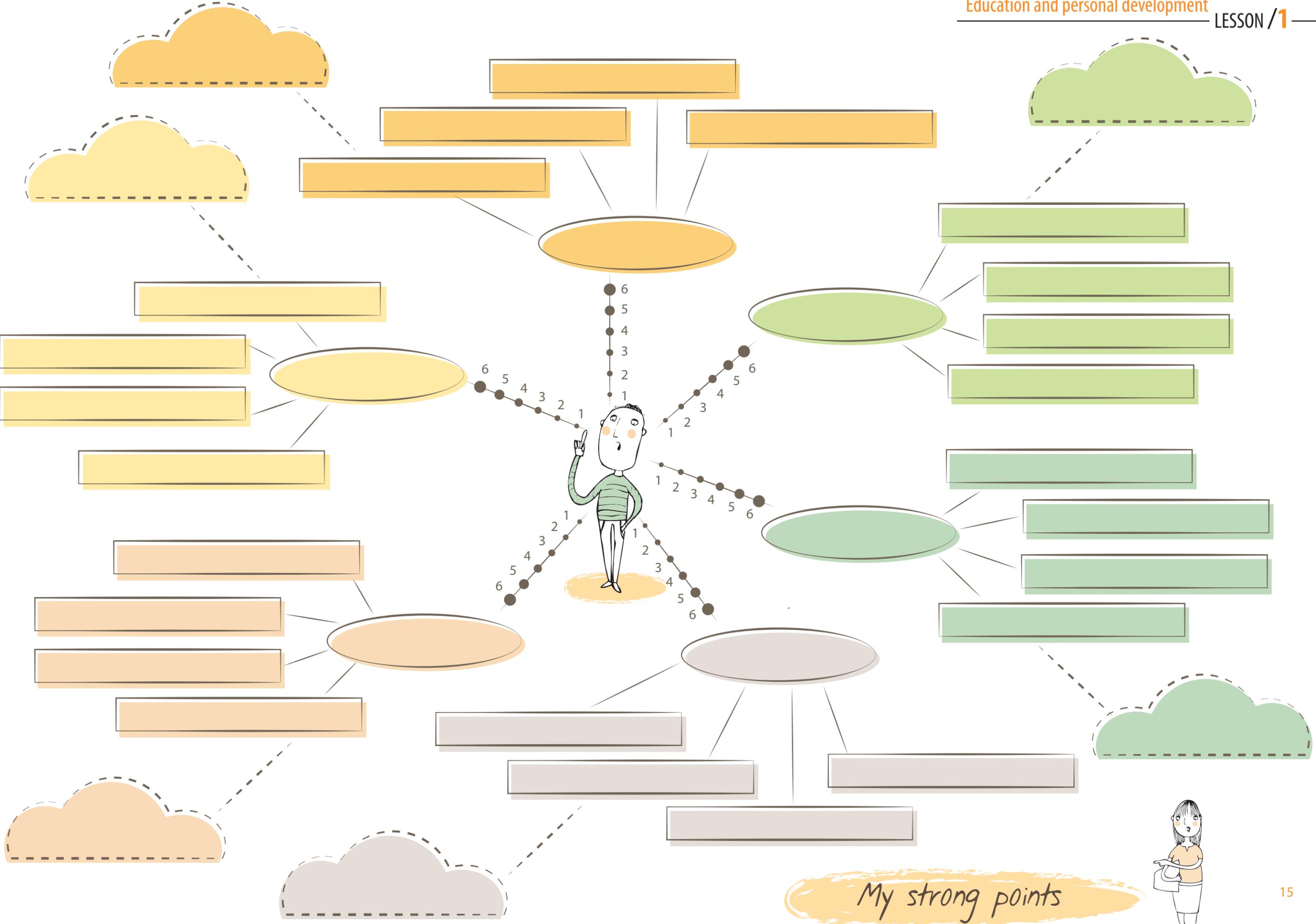
- I can express myself clearly.
- I can write a meaningful text.
- I can listen to the others.
- I can present my ideas in front of a large audience.

I want to improve:

I would like to be better at managing conflict situations.



Don't worry about not having all the skills evaluated with number 6. Focus on what is really important for you in your life. It is not necessary to be perfect in everything. The employers prefer if you are original and natural.



My strong points





## Summary

- » Think about your qualification and what you are good at. Prepare all certificates and prove that you really have the qualification.
- » If you do not have the qualification certificate, get a document proving your education in the country where you come from (so called nostrification of education).
- » Begin by looking for a job in which you can use your qualifications or experience.
- » If you want to or have to change the field in which you have worked (= you need a new qualification), try to look for fields that are similar, so that you can use the skills that you already have.
- » If you do not want to or you cannot work in a similar field, find out as much information as possible about your new qualification (what you need to study, what examinations you need to pass, how you must prove your skills, how much the course costs and if there is a chance that you will find a job with the new qualification).
- » If you are applying for a new job, find out what qualifications and skills your employer-to-be requires.
- » If you decide to attend a retraining course, find out whether the course has a valid accreditation from the Czech Education Department (MŠMT). You can do so in the internet database at <http://dak.msmt.cz/dak/home.php>
- » You can study in various courses, but also by studying books on your own or with the help of e-learning (courses on CD-ROMs or the internet).
- » You will need to pay for most of the educational courses, but sometimes non-profit organisations offer education for free.
- » If the employer requires work experience and you do not have any, the solution could be your participation at an unpaid work internship.



## My notes

What have you learnt that has been new and important for you?

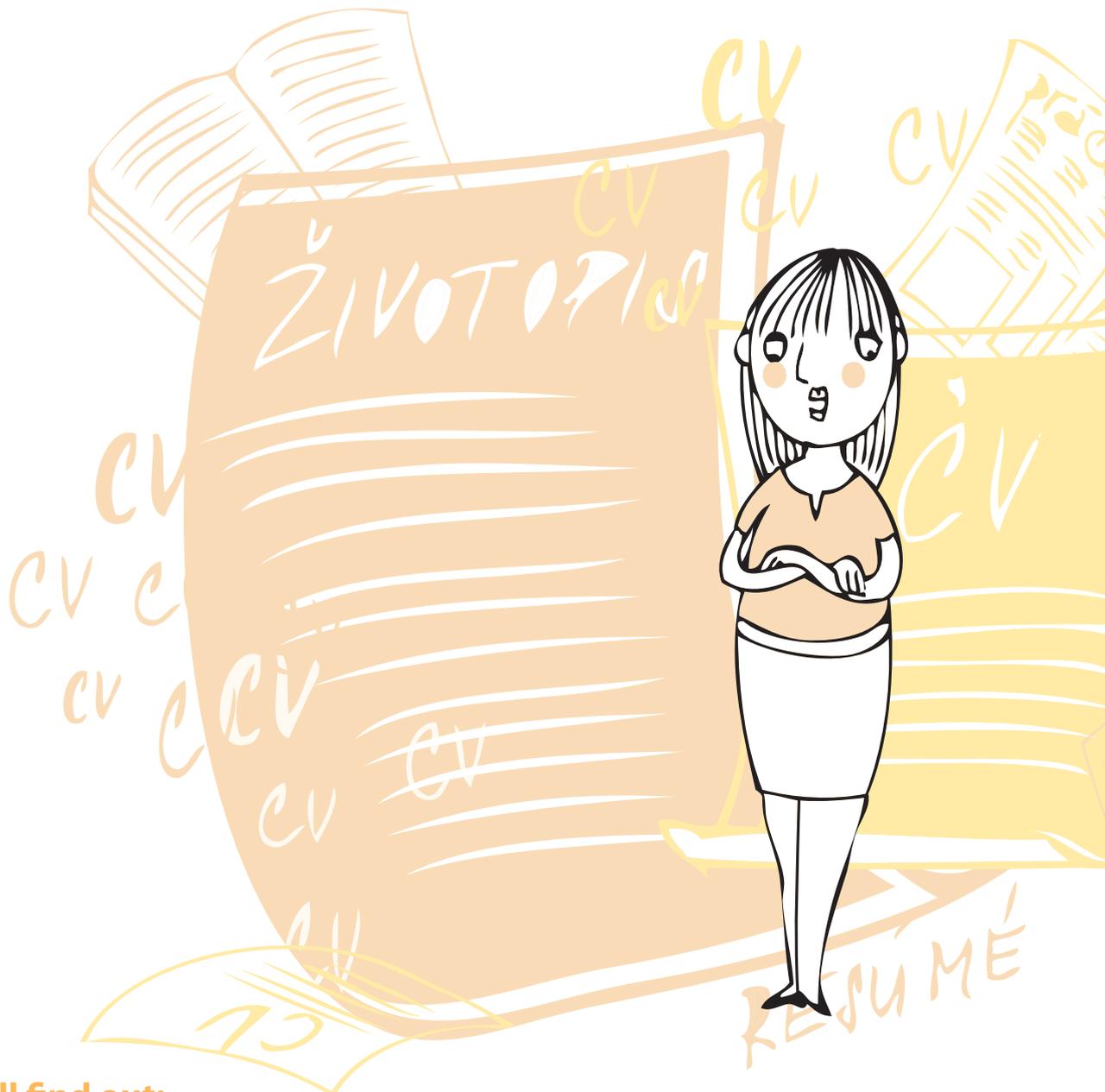
**Answer key:**

1. Copy of the diploma, recognition of foreign university diplomas application, fee, certificate of recognition of university level education
2. The right order: 4, 5, 7, 6, 1, 8, 3, 2



# I am looking for a job

*How to find the right one?*



**You will find out:**

- » *how to look for a job*
- » *how to create your own CV that will attract attention*
- » *how the employers evaluate your CV*



**Tatána:** Hi, Julie, my friend works for a construction company and she said they were looking for an assistant of a civil engineer. I was thinking about you. Would you be interested?

**Julie:** Hi, Tatána. Sure. That would be great! What's the company's name? And what do they do?

**Tatána:** It's a small company called „The dream house“ with about 10 employees. They design mainly family houses.

**Julie:** I would like to work for such company. But I don't have experience with working in a Czech firm. Does it matter?

**Tatána:** I think you don't need any experience for the position of an assistant. But they will definitely want to see your CV. I'll give you my friend's phone number and you can talk to her directly.

**Julie:** Sure, thanks. And even if I don't get the job, she might tell me where else to look for a job and what is required in this field.

## 1/ How to look for a job

Getting to a job interview through someone you know works quite often. What experience with job searching do you have? What do you think are the best ways of job searching?



### Your task:

Number the ways of job searching methods according to how effectively they lead to getting a job. Number one should be the way that you have positive experience with or you think is the best. The last should be the one that you think doesn't work at all (or very little).

- recommendation from someone you know
- job agency
- job ads in newspapers
- looking for job offers on social networks (Facebook, LinkedIn)
- job offers directly on the company's website
- job ads on internet
- publishing your own CV on the internet
- personal visit to the company (no matter if they are looking for anyone).
- getting an internship in the company first



**Eva:** Many people cannot get a job just because they are not looking in the right place or they are looking in just one way, which in their case does not work. Even if people around you get their jobs through internet ads it may not be the right way for you. It is good to try and combine more ways of job searching.

**Julie:** And how do the employers most often look for new employees?

**Eva:** It depends on the specific company and the position. The employers often prefer applicants recommended by somebody or those who they have prior experience with. An unknown applicant always brings the risk that he or she might not work very well.



*If you know anybody who is also looking for a job it can be beneficial to cooperate. It doesn't matter if you are looking for a different job; what matters is that you all spend time searching for appropriate offers. While searching you can come across jobs that are not suitable for you, but can be ideal for someone else who might not even now about them. In the same way you can get some tips for interesting job opportunities. An ideal group consists of 4-6 people. Create such a group and you will see how many new offers will get to you. If you don't know about anybody looking for a job, try to create a group via social networks, for example Facebook or V Kontakte.*

## 2/ How to write a good CV

Julie has brought her CV with her to the lesson. She has never needed a CV in Czech so she is not sure whether it is correct or not.



### Your task:

Try to help Julia write a good CV. Look at her CV and answer the following questions:

1. Is the information in the CV appropriately structured?

2. Is it necessary to state all the information written in Personal Data section?

3. Are all the schools listed in the Education section of the same importance?

4. Is the information about work experience sufficient? If not, what is missing?

5. Is the description of the language skills specific enough? If not, what would you specify?

6. What should Julia change about the graphic layout of her CV?

**CURRICULUM VITAE****Personal data:**

First name: Julie  
Surname: Smirnova  
Date of birth: 05.07. 1980  
Nationality: Russian  
Marital status: married  
Phone: +420 776 111 111  
E-mail: smir777@seznam.cz

**Education and courses:**

1986-1995 Elementary School, Russia  
1995-1999 Grammar school number 12, Russia  
1999-2004 College of Architecture and Civil Engineering, Moscow, Russia  
Specialisation: Building Structures  
2010-2011 Charles University, Department of Language and Special courses,  
Prague  
Course of Czech for foreigners

**Language skills:**

Russian – native speaker  
Czech – very advanced  
English – a bit advanced

**Work experience:**

2004- 2007 Construction company „ABC“, Moscow, Russia  
Civil engineer  
2008-present: Cleaning lady, Prague

**Other skills:**

Computer skills: I can use the computer quite well. Especially  
programmes like Microsoft Office, Auto Cad, SCAD, Kros Plus  
Reliability and responsibility  
Organisational skills  
Thoroughness  
Detail orientated  
Communication skills  
Driving licence, type B

**Interests:**

I like travelling to foreign countries, singing, reading and sport.

**References:**

From Russia



**Julie:** I heard that the employers spend only approximately 10 seconds reading the CV. Is it true?

**Eva:** Nowadays, it very often happens that an employer gets some 300 CVs for one position. That's why they go through them very quickly at first. In details they read only those that somehow attract their attention.

**Julie:** And what key do the employers use when deciding which CVs to choose?

### 3/ Requirements for a job position

Imagine that you are a director of a company. What should an ideal applicant for a job in your company be like? Why would you choose him or her?



#### Your task:

*In newspapers or on the internet, find a job advertisement that is interesting for you. Read the job specification and requirements.*

*Now try to think as a company director. What should be an ideal applicant for this position like? Again look at the requirements and job specification in the advertisement. Which requirements are the most important ones? Which activities should the applicant have experience with? And what experience is not that important? Put down a list in the diary:*

The candidate must:

---

---

---

The candidate should:

---

---

---

The candidate does not have to (but it is an advantage if he or she does):

---

---

---



**Julie:** At what part of the CV do the employers look first? What are they usually interested about?

**Eva:** In the first phase of the selection process, the employers try to find how well you fit in the requirements. Usually they do not read through the CV from the beginning to the end but they try to look for key information that appears in the advertisement.

**Julie:** I still don't know how to put it in my CV.

**Eva:** Try to focus on the requirements that you fulfil and specify them in your CV (list them briefly). Describe your work and other experience using the same words that are written in the advertisement. If you have some other skills that are not directly required by the advertisement (for example further language skills), include it in your CV as well.



*The graphic layout of your CV is very important. When writing your CV, you can use free templates accessible at:*

*[www.europass.cz](http://www.europass.cz)*

*[www.zivotopisonline.cz](http://www.zivotopisonline.cz)*

## 4/ Compare the job requirements and your CV

How does your CV fulfil the requirements that you have listed? For example, if you listed the work experience as the most important requirement – is your work experience written at the top of your CV?



### Your task:

*Compare your CV with the list you have written in the diary. Does it fit the employer's requirements? Do you have experience with this kind of work? Is your prior work experience suitable for the position?*

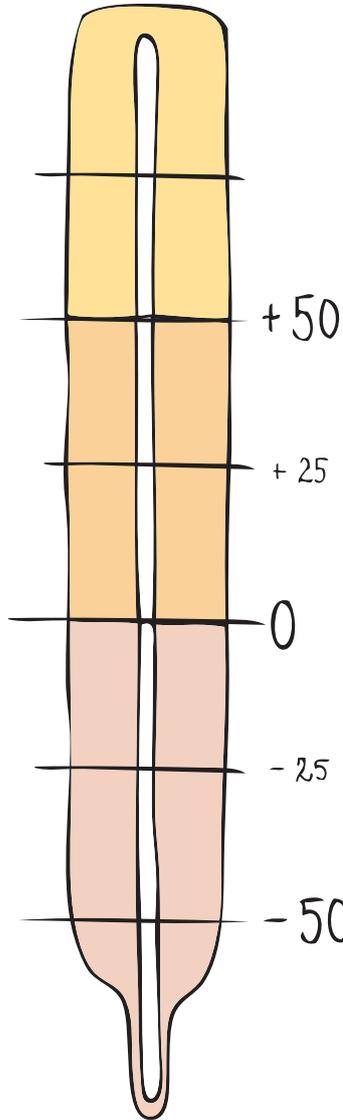
*Write your answers in the thermometer. Through that you will find out how well you fit the employer's expectations, what you fulfil and what you don't and what you might change.*

# LESSON / 2 I am looking for a job

Write in the coloured frames

- Requirements that I fully fulfil (above the +50 grade)
- Requirements that I fulfil partially (between grades 0 and +50)
- Requirements that I don't fulfil (between grades -50 and 0)

- 
- 
- 
- 



- 
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- 
- 

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- 
- 
- 

Is there a requirement that you don't fulfil? What can you do about it? Put down your ideas.

- Example:** I cannot speak English: I will enrol in a language course.  
I cannot use the computer: I will ask a friend to teach me how to use it.  
I don't have enough prior work experience: I will look for an internship or work as a volunteer.

## 5/ Your CV seen through the employer's eyes

Do you want to find out if you have written your CV well enough and if it will interest your potential employer? You can try the following exercise!



### Your task:

Ask a friend to read the advertisement about the job you are interested in. Print out your CV and ask him or her to read it as well. But! Give him or her just 10 seconds! Right after that ask him or her the following questions and put down his or her answers.

1. Which information from the CV was the most important for you?

2. Do the same words appear both in the CV and in the ad?

3. Are the key facts visually differentiated from the rest (for example, the job's title in bold)?

4. Is the CV well structured and well arranged? Have you managed to find all the important facts in 10 seconds?

## 6/ How to make the CV as good as possible

Now then, how should you write your CV to attract the attention of the employer?



### Your task:

Look at your CV and at the job advertisement again. What would you change in your CV to make it fit the advertisement and the employer's requirements better? How to adjust different parts of your CV so that the employer gets interested? Put down your ideas into the picture on page 31.



## Summary

### How to look for a job:

- » There are many possible ways to look for a job. Do not rely on just one - try many of them. Big companies often use the services of recruitment agencies. Small companies can often be addressed directly.
- » Find out which method of searching for a job is the right one for you; ask somebody who has been working in the field already. Apart from the tips about where to find job offers, you can also get some valuable information what the job is about.
- » Do not look for a job alone. Create a group of people who also look for jobs and try to exchange information about suitable job offers.

### How to write a CV that will attract attention:

- » Well-arranged, brief (2-3 pages max.)
- » Use short sentences and words, specific information and facts.
- » Your CV should be according to the specific job position; choose only the relevant information for the given employer (requirements and key words from the job advertisement).
- » Before writing your CV look at the website of the employer and adjust your CV so that it corresponds with the required profile.
- » When describing your job responsibilities, always be specific about what you really did, what you achieved. You can use phrases like „responsible for“ or „main responsibilities“.
- » Also add your temporary jobs and volunteering if they are relevant for the job you are applying for.
- » Pay attention to the layout. Do not use more than two kinds of fonts, divide the information into paragraphs, highlight the key words (the name of your employer, school...).
- » Name the document clearly and send it as an attachment of an e-mail (for example: Julie\_Smirnova\_CV.doc/.rtf/.pdf).

### What to avoid when writing a CV:

- » It is not necessary to write personal information like nationality, marital status, number of kids, age or enclose your picture (it is up to you if you declare these facts or not).
- » State the highest acquired education – it is definitely not necessary to include your elementary school education.
- » Publish only facts that are true (acquired education, experience, skills); the job interview always reveals those who lie.
- » Check the CV several times before you send it. If you are not sure about the grammar, have a trustworthy person check it before sending it off.
- » The aim of a CV is just to get a job interview; therefore, you do not need to include everything.



## My notes

What have you learnt that has been new and important for you?



## The answer key

### 1. How to look for a job

There is not a job searching method that would work the same for all people. It depends a lot on the specific profession and on the company you want to get into. Generally, though, it can be said that some ways work better than others.

#### Very often works:

- » Recommendation from someone you know: it does not mean that you will get the job but it can help you get the invitation for the job interview. Many employers prefer people with some references from people they know. Moreover, this is the way through which you can learn about positions that have not been published.
- » Social networks (Facebook, LinkedIn): good way to get contacts and information about interesting job offers and you can also get some references there.
- » Personal visit to a company (even if you don't know whether they are looking for somebody or not): works especially with small companies.
- » Get an internship or voluntary job in the company first (the employer can find out about your skills and may decide to employ you; and you demonstrate your motivation, too).

#### Sometimes works:

- » Job offers from the company's web site: it depends on the competitors (how many and how well written CVs the employer gets).
- » Through an employment agency: here it depends very much on the specific position; generally, there is a better chance for getting a job this way for people with technical and economical education.

#### Less often works:

- » Newspaper job advertisements: this way works better for less qualified positions.
- » Job ads from the internet: the employer usually gets a huge number of CVs. It is difficult to go through the first selection with the competition of several hundreds CVs.
- » Publishing your CV on the internet: it requires the employer's active approach to the search of the right person.

2. How to write a good CV

**CURRICULUM VITAE**

**PERSONAL DATA:**

First name: Julie  
 Surname: Smirnova  
 Phone: +420 776 111 111  
 E-mail: j.smirnova@seznam.cz

**WORK EXPERIENCE:**

2008 - now **Free lance work, Prague**

- Cleaning services
- Looking for new clients, approaching new clients
- Communication with customers
- Office work related to the free lance activities

2004 - 2007 Construction **company „ABC“, Moscow, Russia**  
Civil engineer

- Preparation of pre-project documents
- Processing of project documentation
- Preparation and processing of data for price calculation
- Preparation of documents for meetings with clients
- Coordination of suppliers

**EDUCATION:**

2010-2011 **Charles University**, Department of Languages and Special courses, Prague  
 A yearlong intensive course of the Czech language for foreigners  
 Certificate: Czech language – level B2 (according to SEER)

1999-2004 **College of Architecture and Civil Engineering**, Moscow, Russia  
 Specialisation: Building Structures  
 Acquired title: Ing. (Master’s Degree in Engineering),  
 education accepted in the Czech Republic  
 (Czech College of Technology, Faculty of Civil Engineering, Prague)

1995-1999 Grammar school number 12, Russia

**LANGUAGE SKILLS:**

Russian – native speaker  
 Czech – advanced (both spoken and written, actively)  
 English – intermediate

**OTHER SKILLS:**

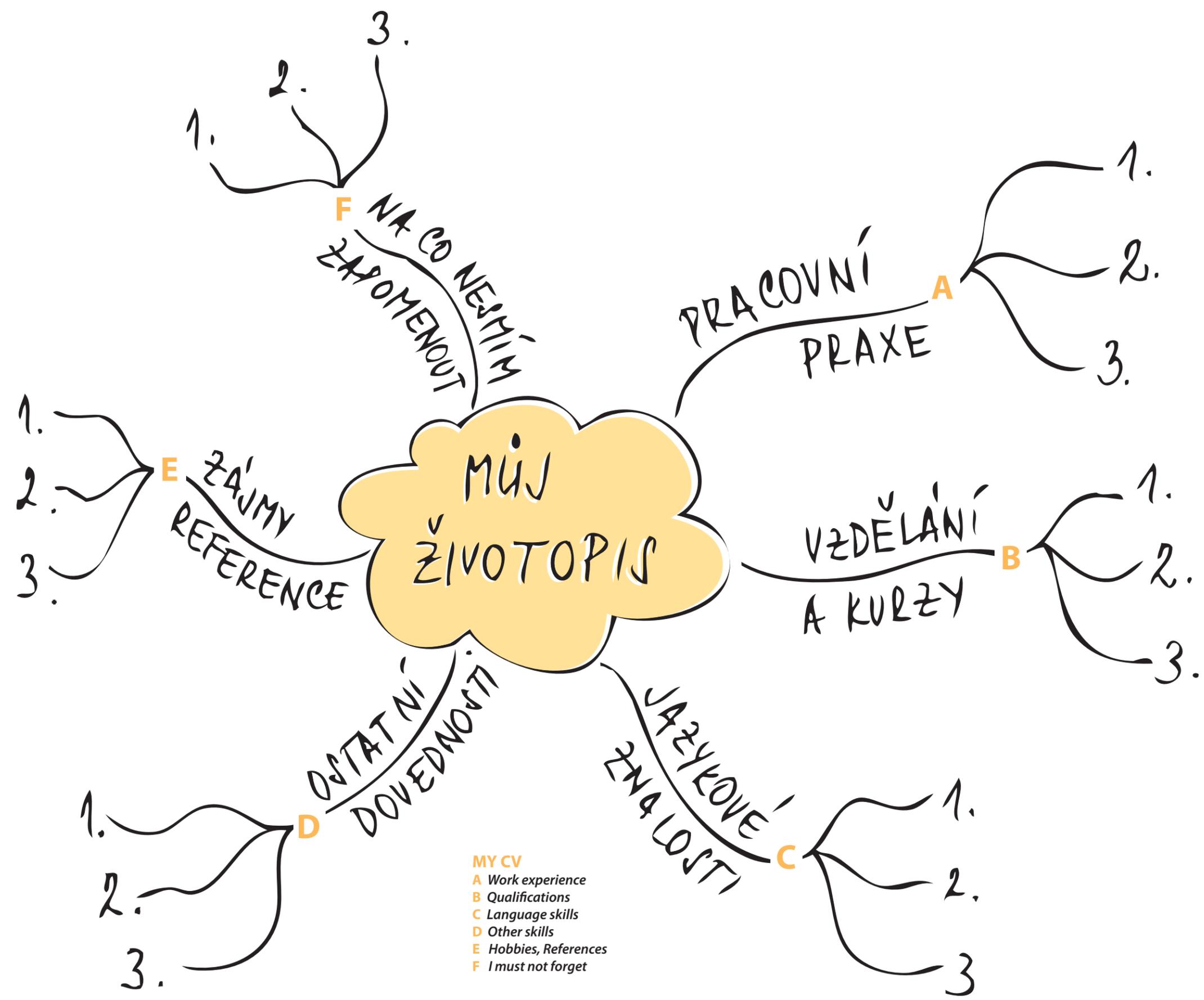
Computer Skills: Microsoft Office, Auto Cad, SCAD, Kros Plus  
 Reliability and responsibility - completing work tasks on time  
 Organisational skills – planning of free lance work  
 Thoroughness – preparation of pre-project documentation  
 Detail orientated – preparation of project documentation for successfully  
 completed structures ([www.domy.cz](http://www.domy.cz))  
 Communication skills – everyday communication with customers

**INTERESTS:**

Driving licence, type B  
 Travelling, reading, sport

**REFERENCES:**

Upon request



**MY CV**  
A Work experience  
B Qualifications  
C Language skills  
D Other skills  
E Hobbies, References  
F I must not forget



# Before I go for an interview

*How to prepare?*



**You will find out:**

- » *what to expect at an interview*
- » *what is important for the employers when they make their decision*
- » *how to answer frequently asked questions*



**Ivana:** Good afternoon. Today we are going to get ready for the job interview. Have you ever been to a job interview in the Czech Republic? How did it go?

**Tatána:** I have. Once. For my last job. I replied to a job advertisement, got an invitation for an interview and was employed right away.

**Akmara:** I am afraid I haven't been invited to a job interview yet.

**Květuše:** As for me, I have been to many job interviews for accounting positions in different companies. Each interview was a little different: sometimes there was only one round, and in other cases I had an interview at a recruitment company first, then with the personnel department and then finally with the director of the company. Once, I was also asked to prove my skills: I was asked to demonstrate my ability to work with the accounting software.

**Ivana:** A job interview can be very different. It depends very much on the position you are applying for and also on the specific company. You never know what exactly the recruitment process will be like. Nevertheless, no matter if you are going to undergo a several hour recruitment process or just a simple interview, there are some tricks how to prepare for them very well and increase your chances for being accepted. It is very important to know what exactly you expect from the job. It is much easier to get a job I am really interested in than to get the one that I will not enjoy. When I know what I am looking for, it will be easier to persuade the employer why I am the ideal candidate.

# 1/ What is important for me in my job?



## Your task:

Think about your dream job. Put down everything that comes to your mind.

- What job am I looking for (responsibilities, the company size and type, salary, benefits, team...)?
- What makes the job enjoyable for me?

Now, from all requirements you have put down, choose the 7 key ones. In the briefcase, put them in order according to their importance (the most important one to the number 1 and the least important one to the number 7):

The briefcase contains seven numbered boxes for ranking job requirements:

- 1. [Large rectangular box with 3 horizontal lines]
- 2. [Large rectangular box with 3 horizontal lines]
- 3. [Rectangular box with 3 horizontal lines]
- 4. [Rectangular box with 3 horizontal lines]
- 5. [Oval box with 3 horizontal lines]
- 6. [Oval box with 3 horizontal lines]
- 7. [Rectangular box with 3 horizontal lines]



**Tatána:** I'd like to know something about the employer's point of view. What is important for the employers when they decide?

**Ivana:** Of course, the employers are trying to choose the candidate that fulfils the demands for the position the most. They are going to ask about your prior work experience, especially from your last position.

**Akmara:** But my last job was 5 years ago, back in Uzbekistan.

**Ivana:** If you don't have work experience from the Czech Republic, you have a bigger chance to get a position suitable for graduates or a junior position. You can also try to get an internship (a job that is not paid but you will get some experience there) or work as a volunteer.

## 2/ My last work experience



### Your task:

*Write what your responsibilities were in your last job. Try to write as many details as possible – specific tasks you were responsible for and what you learnt. If you have had no prior job, write down your everyday duties (studying, taking care of the household...).*



General information about the job responsibilities can be found by typing the job's title into the Google search line or in the database of the type job positions on <http://www.nsp.cz/>.



**Ivana:** Your motivation is also a very important thing for the employers: why you have chosen their company. Therefore, it is nearly certain that they would ask you about what you know about their company and why you are interested in the specific position. It is important not to underestimate the preparation and before you go for the interview, find out as much as possible about the company and the job responsibilities. Do you know any good, functional way of searching for such information?

**Pavel:** It is definitely worth looking at the web site of the company. A lot of enterprises are connected to Facebook, too. That's how you can find how they present themselves and what they are dealing with.

**Ivana:** You can also ask your friends if they know somebody working for the company who is willing to provide you with some information about his or her work.

**Julia:** And what else can I be asked about at the interview?

**Tatána:** I was asked mainly about my prior work experience and the reasons I wanted to work as an accountant in their company.

**Pavel:** I have an experience with an interview in English. They were interested in how I plan my work and if I can keep calm in crisis situations.

**Květuše:** I think they can ask about anything. Once I was even asked about my hobbies and about what my friends would say about me. How is that connected to the job position?

**Ivana:** For the employers it is their first meeting with you. During a short while they are trying to get as much information as possible about you, to have something to base their decision upon. If they decide to employ you, they will not get just your work experience but also your complete personality. Do you present yourself as a team player, yet at the same time you do only individual sports? Do you tell them you are a goal-orientated person, yet at the same time your only hobby is reading junk books? Every question you are asked is asked with a purpose – and your hobbies can say a lot about you.

### 3/ Questions frequently asked at interviews

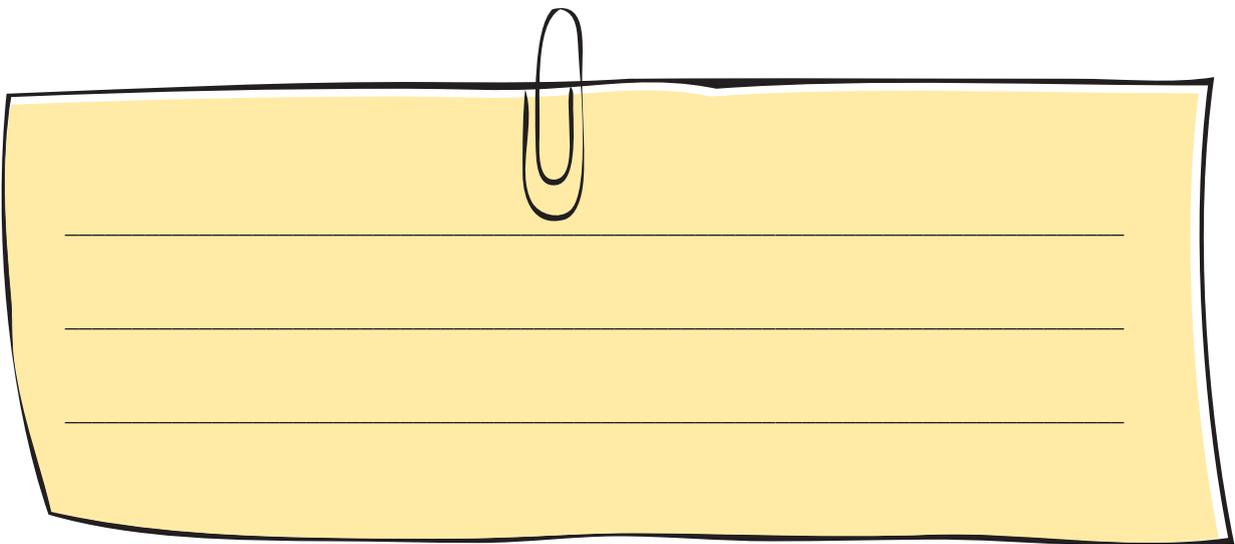
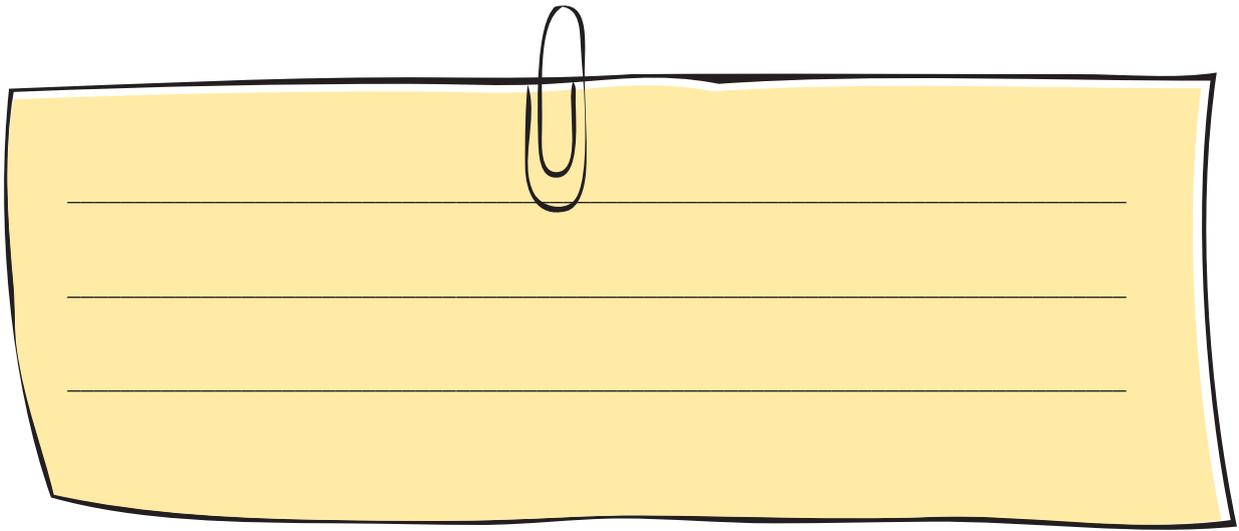


#### Your task:

Some questions are quite often asked at job interviews and it is good to prepare for them. From the following list try to choose 3 questions and write your answers into slips of paper on page 38.

#### Frequently asked questions:

- » What were your responsibilities in your prior job?
- » Can you work at weekends if necessary?
- » Do you prefer working in a team or on your own?
- » What are your strong and weak points?
- » How can you contribute to our company? How could you be beneficial to our company?
- » Where on your career path would you like to be in five years?
- » How would you describe your style of working?
- » Why should we choose right you?
- » What do you think about your former boss?
- » Why did you resign from your prior employment?
- » What salary would you expect?





**Ivana:** More and more often the employers also ask about specific details from your work experience: how did you manage difficult situations, what is your highest work achievement? To cope with these and similar questions, there is one simple rule: be specific. Choose one specific example and describe how you solved the given situation. Don't forget to add how the situation ended. Would anyone like to try to answer?

**Akmara:** I will try.

**Ivana:** Akmara, what is your highest work achievement?

**Akmara:** Hmm. I have been at home for a very long time. I cannot remember anything...

**Ivana:** And what about any success in your personal life?

**Akmara:** Moving to the Czech Republic, I think.

**Ivana:** Why do you consider that being your success?

**Akmara:** Because it was a difficult decision to make, we left our family and friends there. And it was not easy to get the visa, either.

**Ivana:** What was the most difficult?

**Akmara:** To get the visa. It took about 1 year.

**Ivana:** What helped you get through all that?

**Akmara:** My determination not to give up. At first I found all the important information at the Czech Embassy and then I started to arrange all the documents. I found a company in Prague that helped me get the documents from the Czech Republic. I visited the Embassy several times to check the information. I managed all that and at the end we got the visa.

**Ivana:** It was a very nice and specific example. If you cannot think of anything from your work experience, you can talk about something from your personal life.

## 4/ A specific experience question

Always answer all the questions truthfully at the job interview. Quite often the employers verify what you are saying right at the interview – for example your language skills, ability to use a computer, presentation skills etc. If there is a question you don't know the answer to, don't be afraid to admit it – it is better than lying. Answer briefly and to the point. Don't forget that it is the employer who leads the interview and he or she decides how it will go on and what he or she is interested about.



### Your task:

Choose one question from the list and try answering it, using one specific example from your life.

- » What do you think is your biggest working success? How did you manage to achieve it?
- » Can you name one example of work that you would rather leave to someone else and one example of work that you would rather do yourself?
- » Tell me about a conflict at work that you had to deal with? What and when did you have to solve? How did you solve the situation?
- » What did you like most about your last job? Why?
- » Give an example of dealing with two tasks (of the same importance) at the same time. What tasks were they? What was your approach?



Mr. Králík comes in the middle of the lesson.



**Mr. Králík:** I am sorry I am late. I was at a job interview. I had difficulties finding the job so I got there late, too. But I showed my interest about the position right from the beginning – I asked many questions. I was interested especially in the salary, working hours and benefits. Then they asked questions too. Sometimes I didn't know the answer but fortunately I always made something up. I believe I presented myself very well. I was well prepared to answer the questions about my present job. Sometimes they wanted to interrupt me, but I didn't give up and described all the details of my work. And they also asked me about my last boss and I think it's best to be honest so I admitted that we didn't get on with each other very well, because he made enormous demands and wasn't able to explain anything.

### 5/ What to avoid at a job interview

Mr. Králík wanted to impress the employers at the job interview. He was very interested in the job so he talked and talked. But was that right?



#### Your task:

Do you know what mistakes Mr. Králík made? Find five things you would change at your job interview.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_



Another frequently asked question is "Why should we employ you?" While looking for the perfect answer, try consulting the list of your strong points from Chapter 1 (The strong points exercise on page 15). I also recommend to try answering the frequently asked question before the interview. Ask a friend to act the interview out with you to train you.

## 6/ Ten tips for an interview

If your friend asked you how to get ready for an interview, what would you tell him to do – after this lesson?



### Your task:

*Think and write the 10 most important tips for a job interview. An example: come on time; find out information about the company where you want to be employed.*

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.



## Summary

### Before the job interview:

- » Find out as much information about the company and about the advertised job position.
- » Prepare questions for the interviewer(s) (you can also write them down so that you do not forget anything important).
- » Write down everything you can offer the employer: experience, knowledge, skills etc.
- » Think about how you fit the given job position.
- » Get ready for questions about your past employment, e.g. tasks, responsibilities.
- » Try answering questions that are frequently asked at interviews.

### At the job interview:

- » Be on time.
- » Answer truthfully and briefly.
- » Do not hesitate to praise yourself and declare your achievements.
- » Talk about specific examples from your work experience demonstrating your skills and qualities.
- » If you do not know the answer, do not be afraid to say so.
- » Show your motivation to work specifically for this company.
- » Speak about yourself: what your role in the team was and how your work contributed to the company's success.
- » Do not talk negatively about your former boss. In doing so, you show that you are not loyal to the company.



### My notes

What are the new things you have learnt? What is important for you?

A large, yellow, spiral-bound notepad with a black outline. The notepad is oriented vertically and features a series of horizontal dashed lines for writing. The spiral binding is visible at the top edge.

# Before I sign the employment contract

*I start a new job. What should I know?*



**You will find out :**

- » *what the often used expressions mean*
- » *what you should find in every employment contract and what the gross wage is*
- » *what the employer has to pay from your wage*



**Tatána:** Next week I start a new job. At the interview I was told that I will be employed. I had never heard the expression employment before. I haven't been employed in the Czech Republic yet, so I don't know what to expect. I signed the contract for a fixed period and there will be trial period at the beginning as well. So I am little afraid it might not be a sure thing: what if they release me after, let's say, half a year?

**Eva:** The employment with the employment contract is a relationship between the employer and the employee and it is determined by the law. It means that the law declares the duties and the rights of both the employer and the employee. For example, under what conditions they can release you.

**Tatána:** And where can I find and read the law?

**Květuše:** Every law can be found at [www.portal.gov.cz](http://www.portal.gov.cz). The name of this law is Labour Code.

**Eva:** Before you sign the employment contract, read it very carefully. See if it contains all the compulsory data and also if you agree with everything written in the contract. You must be given one copy of the contract. On the internet you can also find contract samples.

## 1/ The contract of employment



### Your task:

*There are six mistakes in the contract of employment on page 46. Some important information is missing and some is incorrect.*

*Will you find which? Read the contract of employment properly and try to answer the questions following the contract.*

*A. What information is missing in the contract?*

*B. Which information is not stated correctly (not in accordance with the Labour Code)?*

THE CONTRACT OF EMPLOYMENT

This contract of employment, pursuant to paragraph §30 and the following of the Labour Code, is made between

Company:

**JBC**, Jateční 10, Prague 7, 170 00, IČ (ID number) 255555555, represented by Jan Novák, (hereinafter referred to as the „employer“) on one side

and

Mr./Mrs./Miss/Ms.

**Tatána Medvedová**, born 14th July 1978, Vinohradská 105, Prague 2, 120 00. ID card number: 154789 (hereinafter referred to as the „employee“) on the other side.

It is hereby agreed that:

ARTICLE I.

1. The employee is employed by the employer.
2. The place of work: will be specified after the beginning of employment.
3. The employment is agreed to last for unlimited time until the 31st December 2014.
4. The trial period (pursuant to §35 of the Labour Code) lasts for 3 months starting on the first day of employment. The employer can prolong the trial period for another 3 months if the employee agrees.

ARTICLE II.

5. The employee will work in accordance with the contract of employment. The employee will be paid a salary for that.

ARTICLE III.

6. Other rights and duties resulting from this employment contract are given by the provisions of the Labour Code and other laws regulating the labour relationships.
7. This contract has been written in three copies; one of them given to the employer, one of them to the employee and one of them to the Labour Inspectorate.

In Prague, 31st January, 2013

.....

Signature of the employee

.....

Signature of the employer



**Květuše:** In my prior job, I signed a contract that looked completely different than the one in Exercise 1. How is that possible?

**Eva:** The employment contract form does not have to be the same. But some basic facts must be in every employment contract. In the Labour Code, it is exactly specified that every employment contract must state: the place of work, type of work and the date of the beginning of the work. You can also find a list of other rights and duties: they might not be directly in the employment contract, but if they are not, the employer must give them to you in written form within one month at the latest (for example, the detailed description of the work or the length of your holiday). I have brought an excerpt from the Labour Code to our lesson today so we can try working with that right now. For example, we can have a look at the problem of the trial period Taťána was asking about.

## 2/ Termination of employment within the trial period



### Your task:

*Read the conditions of the termination of employment within the trial period. Decide if the sentences below the text are true or false.*

#### § 66 Termination of employment within the trial period

- (1) Both employer and employees can terminate the employment within the trial period for any reason or without any reason at all. The employer is not allowed to terminate the employment within the trial period from 1st January 2012 to 31st December 2013 in the first 21 calendar days of the temporary work incapacity of the employee (quarantine).
- (2) Termination of employment within the trial period must be in written form; the employment terminates to the day when the letter of termination is delivered unless the letter of termination contains a later date.

1. *During the trial period the employer can release me because he does not like me.*

YES / NO

2. *If I am ill during the trial period the employer cannot release me until I get back to work again.*

YES / NO

3. *During the trial period both the employer or me can decide to terminate the employment – there is automatically no notice period.*

YES / NO

4. *It is my trial period and the employer informs me in written on the 10th May about the termination due on 31st May. I have to keep doing the job until the end of the month.*

YES / NO



**Tatána:** A friend of mine has recently opened her own clothes shop and started to work as a freelancer (she is self-employed). Apparently it is difficult, she had to go to many offices, sign in and pay various fees to the state. I don't know exactly where to go and what fees to pay to the offices.

**Eva:** Unlike your friend, you don't have to go to the offices and sign in. That is the advantage of the employment: when you are employed, it is the employer's duty to arrange everything at the offices. The employer signs you in for health insurance and for social insurance. And all the fees to the state are paid by the employer instead of you. Every month they are deducted from your salary.

**Tatána:** OK, I am glad I will not have to go to the offices. But when I listen to you, Eva, it makes me wonder: will there be any part of the salary left for me? All these fees!

**Eva:** Every month apart from your salary you will get your payroll as well. There you will see how much exactly has been taken off your salary and how much you actually get.

### 3/ Payroll

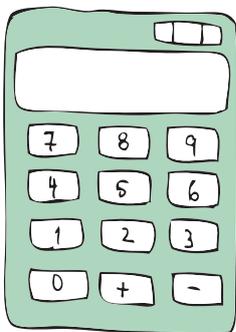
What exactly is being taken off your salary? How to read the payroll? Try doing the following exercise.



#### Your task:

Look at the payroll and answer the questions below.

- Číslo - - -	- Jméno - - - - -	- Rodné číslo - - -	- Kat - - -	- Měsíc - - -
00101	Tatána Medvedová	785714/1111	HPP	září 2013
Fond pracovní doby	21.0 dny	168.0 hod	Zbývá dovolené	0.0 dny
Opracováno v měsíci	21.0 dny	168.0 hod	Průměr náhrady	161.80 Kč
Měsíční tarif	28 000 Kč	168.0 hod	Měsíční mzda	28 000 Kč +
			Hrubá mzda	28 000 Kč =
Zdrav. poj 4.50%	z 28 000 Kč			1260 Kč -
Soc. poj 6.50%	z 28 000 Kč			1820 Kč -
Pojistné zaměstnavatel				9520 Kč
Zaokrouhlený základ daně		37 600 Kč	Základ daně	37520 Kč
Sleva na dani na poplatníka		2 070 Kč	Záloha na daň	5640 Kč -
			Sleva na dani	2070 Kč +
			Čistá mzda	21 350 Kč =
			Dobírka	21 350 Kč =
Číslo účtu	1111111111/1111			
Datum	Podpis			
03.10.2013				



1. What is my gross wage?

2. How much money will I really get from the employer (how much will come to my bank account)?

3. How much will the employer pay in total for me (my salary on my account + taxes + health insurance + social insurance)?

You can count your net wage for example at <http://www.vyypocet.cz/cista-mzda>



As you can see, for the employer it is very financially demanding to employ someone. The net wage you will be sent by the employer to your account is far smaller than the total amount the employer has to pay on your behalf. That is why the employers often try to reduce their costs by „employing“ through the work performance agreement, agreement on working activity or through a contract with a freelancer. But beware: the conditions of the employment contract on one hand and the agreement or freelance contracts on the other hand are very different!

#### 4/ The agreements on working activity or on the work performance

##### Your task:

The following text explains the differences between the employment contract, the work agreement and freelance work. Fill in the expressions from the box into the text.

in written employer	20	working activity health	300 15	holiday agreement	work performance social
------------------------	----	----------------------------	-----------	----------------------	----------------------------

##### What is the difference between the employment and freelancing?

A freelancer is a self-employed person. This means, for example, that the freelancer pays his taxes, (1) **social** and health insurance and has to deal with all the offices by himself. While the employee with an employment contract does not have to do that – the (2) ..... arranges everything for him or her.

##### What are other possibilities of work relationship?

Appart from the employment it is also possible to have a kind of work (3) ..... (also outside the employment relationship). There are two kinds of these agreements: the agreement on working activity and the agreement on (4) ..... What is the difference between them?

The agreement on work performance is appropriate for irregular temporary jobs. The taxation is only 15% but it is limited up to (5) ..... hours per year for one employer. If the monthly remuneration is less than 10 000 Czk you do not have to pay the (6) ..... nor the social insurance.

The agreement on (7) ..... means paying the taxes and the social and health insurance both for the employer and the employee. Just like with the employment. But there is no automatic right to get the (8) ..... – that depends only on the employer’s benevolence. Also, the agreement can be terminated already within the (9) ..... days if the employee and the employer want it to terminate. The scope of work must not exceed half of the determined weekly working time, average per year, which usually means (10) ..... hours per week. All contracts, both on the employment and on the agreements, must be carried out (11) .....

Mr. Králík was the first to finish the exercise.



**Mr. Králík:** Now it’s all clear. The best thing is to work only through the agreement on the work performance. If I worked only on those, I would save a lot of money because I wouldn’t pay the health and the social insurances!

## 5/ The advantages and disadvantages of working through the agreement on work performance



### Your task:

*Has Mr. Králík understood how the agreement on work performance functions?*

*Is it true that you do not have to pay the insurance if you work only through the agreements on work performance?*

*And what are – in your opinion – the main advantages and disadvantages of working through the agreement on work performance?*

## 6/ Now I know what to expect

Do you know what information must be included in the employment contract? What law regulates the relationship between the employee and the employer? Test yourself: what do you remember from this lesson?



### Your task:

*Choose the right answer (there might be more than one right answer).*

1. Which main law regulates the relationships between the employee and the employer?
  - a. The Employment Law
  - b. The Labour Code
  - c. The Employment Code
  - d. The Law of Employees
2. What does the term "net wage" mean?
  - a. The wage for the whole year
  - b. The total wage before taxation
  - c. The amount of money I really get from the employer
  - d. The wage, which includes the insurance of the employer
3. What information must be written in the employment contract?
  - a. The kind of work
  - b. The place of work performance
  - c. The date when the job finishes
  - d. The date when the job starts
  - e. The wage
  - f. The length of your holiday
4. What is true for the agreement on the working activity?
  - a. It is always taxed by only 15% tax.
  - b. The notice period is 5 days.
  - c. If the wage is less than 10 000,- Czk, you don't have to pay the health or social insurances.
  - d. You have to pay the health and social insurances from any wage you earn.



## Summary

### Don't forget!

- » Employment is a work relationship with the employment contract.
- » The Labour Code specifies the rights and obligations of both employees and employers.
- » The employment contract must always be in written form.
- » Before signing the contract, read it carefully.
- » The employee will get one copy of the contract; the employer gets the other one.
- » The employment contract must be signed before starting the job.
- » Keep your copy of the contract!
- » The contract can be changed but only if both employee and employer agrees.
- » Any change to the contract must be in written form – as an appendix that you receive from the employer.
- » Working through the agreements on working activity or work performance is very different from a typical employment.
- » With the employment contract the employer must pay the health insurance, the social insurance and the tax for you.

### The employment contract must contain the following information:

- » The day when the job starts – FROM WHEN I will be working (date)
- » Place of work – WHERE I will be working (address/addresses/town)
- » Type of work – WHAT I will be doing, what kind of job I will be doing



## My notes

What have you learnt that has been new and important to you?

A large yellow notepad with a spiral binding at the top. The notepad has several horizontal dashed lines for writing, providing space for the student to take notes on what they have learnt that is new and important to them.



## Answer key:

### 1. Employment contract

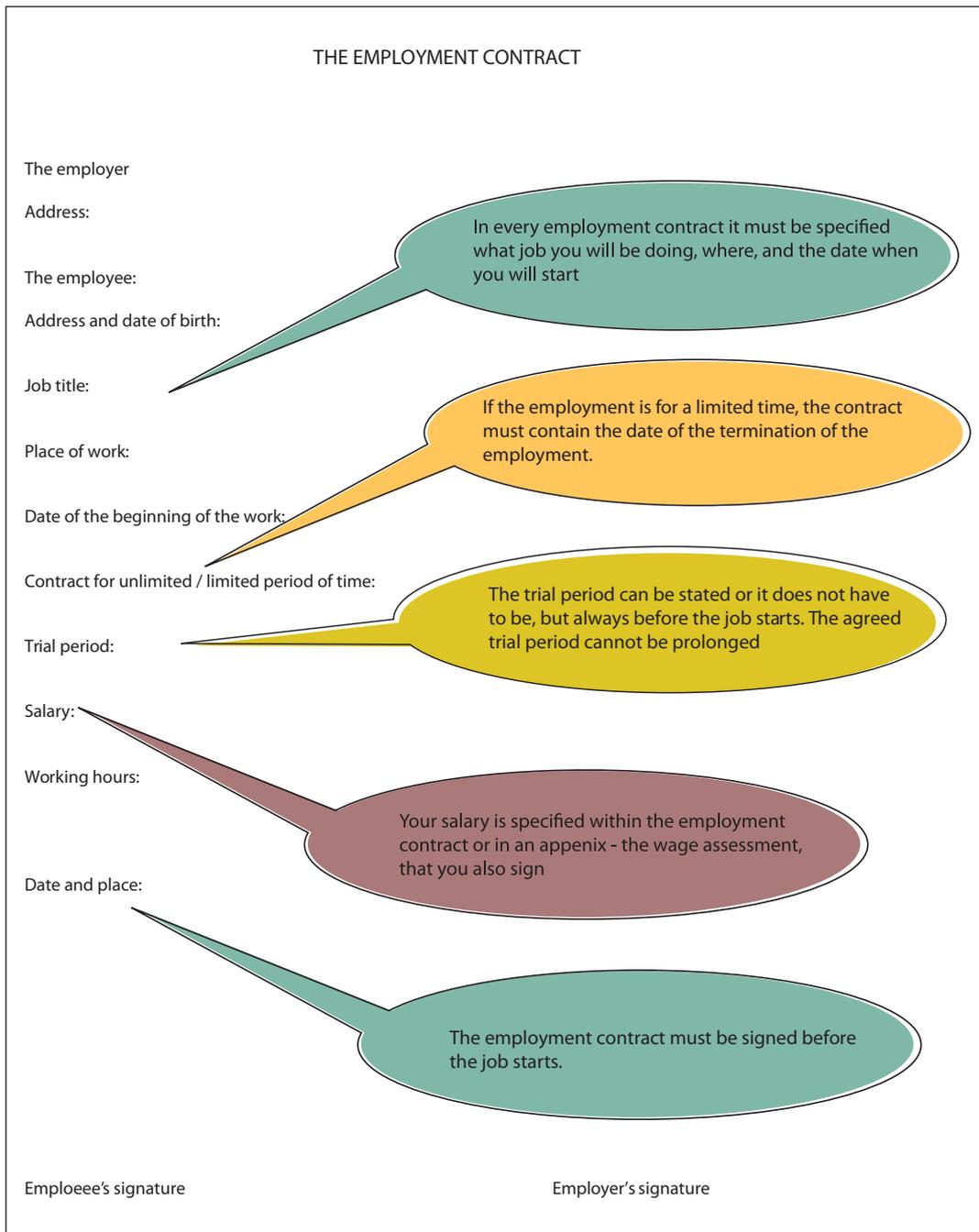
A. What information is missing in the contract:

- the job's title
- exact date of the beginning of the job

B. What is wrong in the employment contract (not in accordance with the Labour Code)?

- There always has to be the exact place of the work performance.
- If the employment period is not limited, there should be no date of the end of the job.
- It is impossible to prolong the trial period.
- The copies of the employment contract are given only to the employer and the employee (the contract is not sent to the Labour Inspectorate).

The employment contract sample:



**2. The termination of the employment within the trial period**

1. YES (The employer can release me for any reason and even without a reason)
2. NO (The employer can release me only within the first 21 days)
3. YES
4. NO (If I don't want to carry on in the job for any longer, I can refuse the termination date of the employment and terminate the employment right away)

**3. The payroll**

1. Gross wage: 28.000,-
2. The net wage: I will actually receive: 21.350,-
3. The employer will pay for me (in total): 37.520,-

Health insurance paid by the employee:		1.260,-
Social insurance paid by the employee:	+	1.820,-
Health and social insurance paid by the employer:	+	9.520,-
Tax (minus tax credit): 5640 – 2070 =	+	3.570,-
<u>The net wage:</u>		<u>21.350,-</u>
The employer pays in total:	=	37.520,-

**4. Working through the agreements**

- |           |             |                     |                     |
|-----------|-------------|---------------------|---------------------|
| 1. social | 2. employer | 3. agreement        | 4. work performance |
| 5. 300    | 6. health   | 7. working activity | 8. holiday          |
| 9. 15     | 10. 20      | 11. in written      |                     |

**6. I know what to expect**

1. b),
2. c),
3. a) b) d),
4. d)



# Workplace culture

*A new job - what to expect?*



**You will find out:**

- » *what other documents it is good to know when you start a new job*
- » *about how to behave in non-official situations*
- » *what it is important to follow and what you need to find out*



Eric enters the classroom. Last month he managed to get his dream job. He had been working as a freelance English teacher, and now he is employed as a teacher at a secondary school. He has a fixed income (he gets a salary every month), his working hours are fixed: from 7.00 to 16.00 and he works in a stable team. He would really like to introduce himself well in his new job. He keeps thinking about what he could do to get to know his new colleagues better, and also how not to make a mistake right at the beginning. As this is his first employment in the Czech Republic, he keeps listening for any new information about his employer so as not to miss anything important.

**Eric:** Hi, Pavel. I would like to ask you about how it works here, in the Czech Republic. When you have a job and your working hours are fixed by the employer, is it OK to deal with my private e-mails within your working time?

**Pavel:** Hi, Eric. It depends a lot on your agreement with the employer and generally on the workplace culture of the company.

**Eric:** Workplace culture? What is that?

## 1/ What's the most suitable workplace for me?



### Your task:

Before you start looking for a new job, it is good to realise what working conditions make you feel good. Every job sector is specific. Before you start reading through the advertisements, try answering the following questions:

1. Do you prefer working in a small or a big team?
2. What work places do you find the most suitable for you? A small office or working in an open space (in a huge office full of people sitting in one room)?
3. Would you like to have your own working desk where it would be possible to put your personal things? Would you mind sharing a desk with someone else?
4. What's your reaction to the air-conditioning in modern buildings?
5. Do you fancy making friends at work?
6. What about your clothes? Is a company/institution dress code (a set of given rules with regards to clothing) acceptable for you?
7. Would you mind doing a job that requires a lot of travelling? Would you object to spending a longer period of time abroad?



*It's useful to know one's preferences. Your answers to the questions from exercise 1 will help you when choosing a new job. If there are any aspects about the work place that are very important for you, don't hesitate to ask about them at the job interview.*



**Helena:** Have you ever been surprised by anything after starting a new job?

**Květuše:** I have.

**Helena:** And what was it?

**Květuše:** I was surprised by the fact that people in the team call each other their first names without asking for a permission to do so. I know that according to the social decorum code a lady offers that to a man, an older person to a younger one and a senior worker to a junior one. In the company I used to work for, noone obeyed these rules and everyone called his or her colleagues by their first names even in the very first written communication. It took me a while before I got used to it.

**Helena:** Yes, there are companies like that, especially the international companies which take the behaviour rules of the country they were established in. In such companies it is good to find out whether it is originally an American, Japanese or perhaps a German company. Such companies have different behaviour rules even if they are in the Czech Republic.

## 2/ The new job

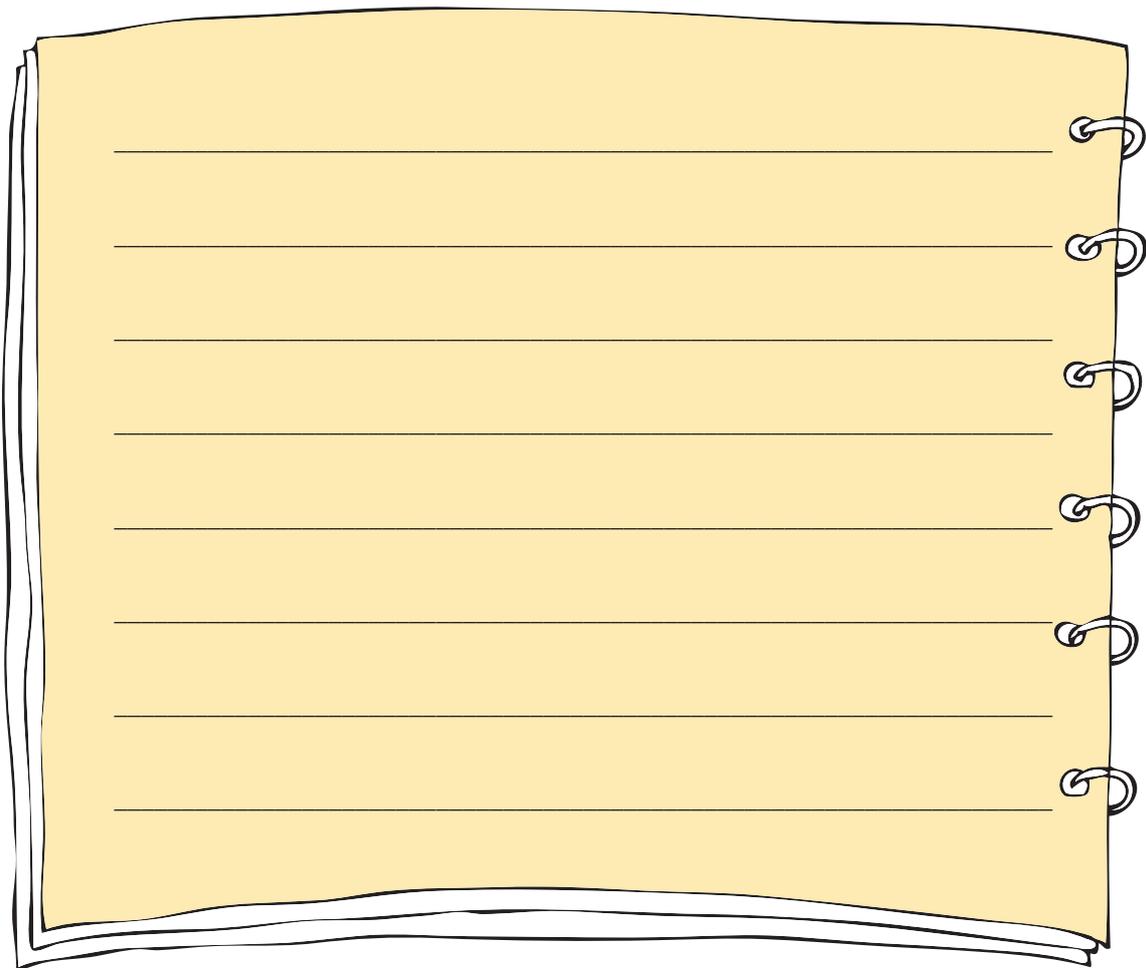
Eric starts his new job. On the first day he met his new colleague and she gave him all the necessary information. It's the evening now and Eric is getting ready for his second day in the job. What information should he go to work with? What should he find out?



### Your task:

*Read the following questions and write down those you consider to be important after starting a new job.*

1. Where is my desk?
2. How long is my lunch break?
3. How much are my colleagues paid?
4. Who should I consult when I don't know where to find the stationery.
5. How can I enter the building? Do I need a key or an entry card?
6. What do the others usually have for a snack?
7. Is home-office mode allowed?
8. When I am ill, do I have to go to a doctor immediately and bring the acknowledgment?





*A shared room is, for example, a tea kitchen or a common room where people meet during the day. If there are no rules given by the company, just try to be polite to the others.*

### 3/ The common space

Eric has been in his new job for a couple of days and he seems to be doing fine. There is still one thing he does not understand: everytime someone's phone rings he or she runs out of the office to answer the phone out of the shared office.



#### Your task:

*Why do you think Eric's colleagues answer their phones in a different room?*

### 4/ Relationships with colleagues at work

Eric has been at his new job for several weeks and now he seems to be fully integrated into the team. Now there is a new challenge: it is his birthday tomorrow and he does not know what to do in this situation. None of his colleagues has celebrated his or her birthday so far.



#### Your task:

*Try to imagine that you are Eric and answer the question.*

*What would you do if you were him?*

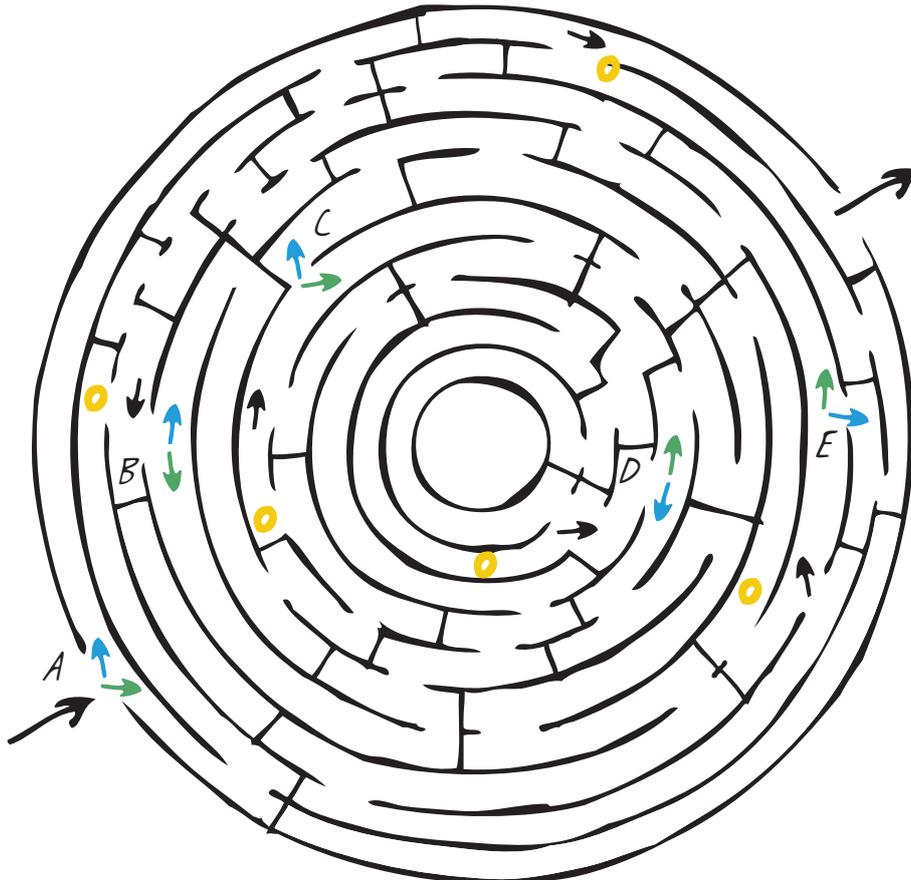
## 5/ How to behave in a new job?

The first months in a new job are always very demanding. Help Eric solve several tricky situations.



### Your task:

Your aim is to go through the maze so that you get all five golden points. A to E are the letters that show different situations Eric had to go through after starting his new job. Each situation has two possible solutions. Each time you get to one of these letters read the description of the situation down below and decide what is the best thing to do. Each solution has an arrow of a different colour. Whether you continue through the maze in the right direction or not, depends on how you answer the questions. Black arrows in the maze just show you where to go.



**A. Eric came to the office in the morning and he felt like having a cup of coffee:**

- ➔ Before Eric found the courage to go and prepare a cup of coffee for himself, he asked his colleagues about the rules for using the common space.
- ➔ He went to the tea kitchen, made himself a cup of coffee and took some of the cookies that were left on the desk.

**B. Eric was not sure how to get to the computer room and to the library.**

- ➔ As it was a question concerning the job, he went right to the headmaster – that is the person who knows everything the best.
- ➔ A colleague told him about everything he should study in the following couple of days. She also advised him who to ask if he is not sure.

**C. Eric woke up with a high fever.**

- ➔ He called the school and asked about what to do.
- ➔ He went to school because he cannot miss a single class, of course.

**D. Eric got stuck in a traffic jam in the morning and now he knows he can't make it to work in time.**

- ➔ He called the assistant at school from the bus and he told her he was going to be late.
- ➔ He decided that there is no point in calling and apologising for coming late because it will not help him anyway.

**E: Eric's colleagues stay at work nearly every day over the regular working hours, sometimes even for two hours. But Eric would like to finish on time.**

- ➔ Eric decided that he would never do any overtime.
- ➔ Eric decided to stay at work over the regular hours only if he has an enormous amount of work.



## Summary

### What is good to know:

- » Every company has rules (sometimes written, sometimes not) about behaving in a common space.
- » It is good to know the places where it is not polite to disturb the others.
- » Find out about rules for using the internet, e-mail and other communication devices for your private matters during working hours.
- » There might be a set of rules for the company communication. That is where you find how to communicate with your colleagues and bosses.
- » Ask about the documents that can help you get to know the situations. In many companies there are also company regulations that specify for example the work from home (home office) or the rules about days off.
- » If you are not sure about anything ask your colleagues – that will help you avoid various misunderstandings.
- » When you are ill the best thing to do is to call and apologise and go to a doctor.
- » In some companies it is common to work overtime and it is automatically expected from all the employees. In other companies, overtime is done only by those who do not manage to do their work within their regular working hours. Some employers pay for the overtime or allow their employees to take some time off instead. It is useful to find out about these things before you start the job (for example at the job interview).



## My notes

What have you learnt that has been new and important for you?

A large yellow notepad with a spiral binding at the top. The notepad is blank and has several horizontal dashed lines for writing.



### The answer key

2. Eric should know: 1, 2, 4, 5, 7, 8
3. Eric's colleagues answer their phones outside the office so as not to disturb the others.
4. The best thing to do is probably to ask a colleague how birthdays are usually celebrated in the company (school). To give a party that noone expects is not very polite. On the other hand, if birthday parties are a common thing in the company and you don't tell anyone about your birthday they might feel offended as well.

# Men and women in the job market

*Are we all equal (at our conditions)?*



## **You will find out:**

- » *what are discriminating questions and how to react to them*
- » *how to manage both job and your family*
- » *how to overcome stereotypes when making decisions about your career*



Akmara comes to the lesson right from a job interview. She considers the fact that someone has invited her for the second round a great success. She was getting ready for that interview very carefully so that no question finds her unprepared. Yet, that did happen. The whole interview seemed to be going on in a very pleasant atmosphere. The lady who led the HR department explained to Akmara what position it was and what the job conditions are. But at the end of the interview some questions Akmara was not ready for came up. She had not known she could be asked about her personal life. She comes to the lesson in a very bad mood and right at the beginning asks the teacher:

**Akmara:** How should I answer the questions about my private life?

**Ivana:** What questions do you mean?

**Akmara:** I have just come from a job interview and the head of the HR department asked me questions like „When are you going to have children?” or „How many children are you going to have?”

**Ivana:** I see. She shouldn't be asking you about such things.

**Akmara:** I didn't know how to answer and it made me feel insecure.

**Ivana:** I understand that it had to be a very unpleasant situation for you. Such questions are considered to be discriminating and it is not acceptable that someone asks you such questions at a job interview.

## 1/ A job interview and discriminating questions

The dialogue between Akmara and Ivana shows where the employers or HR people might make mistakes during the job interview.



### Your task:

Read the following questions and write an answer for each.

*Has such a thing ever happened to you? Did you know how to answer?*

*Do you think that the employer has the right to ask you about when you plan to have a family?*

*Do you think that the employer would also ask such questions of a young man who would come for the interview?*



*The questions Akmara was asked at the interview are discriminating! At a job interview, the employer has no right to ask you about your family or bringing up the children. And you do not have to write in your CV how old you are or if you have any children.*

## 2/ How to react to discriminating questions.

You are at a job interview. Everything goes all right but then you are asked about your private life. How are you going to answer?



### Your task:

*From the following possibilities choose the one that is acceptable for you and at the same time it will not close the door into a new job.*

#### 1. Are you married?

- a) Yes, I am.
- b) I am not going to answer such questions.
- c) My family status does not influence my work performance and has no connection to the offered job position.

#### 2. Do you have any children?

- a) Yes, I do. I have two little children.
- b) Why are you asking?
- c) My family supports me in my decision to change the job.

#### 3. Are you planning to have a family?

- a) No, I am not.
- b) Your question is discriminating. I don't want to work for a company that discriminates already at the interview. Good-bye.
- c) At the moment I am planning to work, that is why I am at a job interview for the offered position. I am looking forward to the new experience connected to the new job.

*How did you answer? The answers you have chosen characterise your communication style and usual approach to solving problems.*

- A/ If you chose answers A, it means that you do not have a problem to talk about your private life and you think that your private life will not influence the employer's decision or that it would affect it in a positive way.
- B/ If you chose answers B, it means you are ready to walk off the interview without being accepted.
- C/ If you chose answers C, it means that you do not answer the questions directly. You are trying to be on top of things and answer in an assertive way.



**Akmara:** Why are discriminating questions more often asked to women?

**Ivana:** It is connected to the traditional concept of family and family roles. The society still accepts the stereotype that women bring up the children and take care of the household, while men are supposed to provide the family with the finances.

**Akmara:** But that is true, isn't it?

**Ivana:** Partly. Women also have jobs and bring money to the family budget. So women often work in an office and at home, too.

**Akmara:** Is there any other way?

**Ivana:** Here is a little exercise just to make you think about it.

### 3/ Women and men at home



#### Your task:

In one cloud (ME), write down what you do at home from the very beginning of the day till the late evening, including details or things that are your responsibility to think about. Inside the other cloud, write what your husband/wife or your partner does.

When your lists are ready, think about them first yourself and then discuss them with your husband or wife. Could you exchange any of them? Why? Write the activities that you plan to exchange into the arrows in the picture.



**Akmara:** I tried to do the previous exercise with my husband. When we discussed it we got to what we like and what we enjoy. My husband is very punctilious and he loves order – unlike me. Yet, it's me whose task it is to keep the house tidy and clean. I hate it and my husband enjoys it. We have never thought about changing the roles. At our homes it was the given rule: mothers took care of the household and the fathers were at work. We got used to this model and we continue in that even though it is not suitable for us at all.

**Ivana:** What you're saying is interesting. The ingrained habits and models are common for other parts of our lives too. Try to think, for example, about how we choose our jobs. There are job sectors in which we generally find fewer men, and others where there are hardly any women.

## 4/ Jobs for men, jobs for women

Are there any typically men's or typically women's jobs?



### Your task:

Write answers to the following questions.

What are the jobs, which are done mainly by women?

What are the jobs, which are done mainly by men?



*Read your list of women's jobs and men's jobs and think about the skills or experience one has to have to be able to do the specific job. For example, who can work as a pilot? Why, then, are there so few women pilots? The situation is influenced by many prejudices and stereotypes. Those are the behavioural models, which we hand over from generation to generation without thinking about it critically.*



**Julia:** I have a question too. Last week I went for an interview at the construction company AZION and yesterday they called me to tell me that they chose me. I am very happy. At last I will do a job I am interested in. I am just a little worried; how will I manage everything? I have little children and I haven't had a job for a long time. I have to think everything over very thoroughly.

**Ivana:** It will be definitely useful if you write down your possibilities. Is there anything you have to find out or arrange before you sign the employment contract and start working?

**Květuše:** There are also various possibilities of adjusting the working hours. A friend of mine wasn't able to handle a full-time job as she had a little baby, so she asked the employer if it was possible to work only part-time. The employer agreed so now she works part-time and what's more, she can work from home for several hours every week.

**Ivana:** In our company, we have „flexitime“ (flexible working time). I do not have to be in the office exactly at 7.00 but I can come any time between 7.00 and 9.00. So in the morning I take the children to the kindergarten, and in the afternoon I stay at work and my husband picks them up.





Mr. Králík comes late and knows nothing about the topic. He has a lot of questions again.

## 6/ What to advise to Mr. Králík?



### Your task:

Answer the questions. Is Mr. Králík right?

**Mr. Králík:** What is a discriminating question? When I am at a job interview it is clear I have to answer every question.

*Do you know what discrimination questions are and how to recognise them?*

**Mr. Králík:** And all the things about managing both my job and family. That's, of course, not an issue for us men. It's an issue just for the women with kids.

*What do you think about Mr. Králík's answer?*



## Summary

- » Before going to a job interview, think about the tricky questions and how to answer them.
- » There is no work that would be just for men or just for women. Every job requires different skills and experience. Don't hesitate to use your skills even when you think that everyone around is doing something else.
- » You don't have to live in stereotypes. Neither at home nor at work must you be subordinate to the majority.
- » When organising your work and family life, consider your possibility to work full time or part time. Allow some time for your way to work (commuting).
- » When starting a new job, ask about possible changes to your working hours and home office (working from home). Nowadays, many companies offer such possibilities.
- » Arranging and harmonizing work and family life is not just a women's issue; men have families too.



## My notes

What have you learnt that has been new and important for you?

A large yellow notepad with a spiral binding at the top. The notepad is oriented vertically and contains ten horizontal dashed lines for writing. The lines are evenly spaced and extend across most of the width of the page.



# Time management

*I simply can't make it*



## You will find out:

- » *how you really spend your time and where you are losing it*
- » *why it is important to know what you are aiming for in your life*
- » *how to plan your time more effectively with the help of simple tools*



Oleg seems to be really depressed at the beginning of today's lesson.

**Ivana:** What was your biggest success last week? What were you good at?

Most of the people don't say anything. Maybe they don't think they did anything special. Oleg, who is really not feeling well today, even tries to oppose.

**Oleg:** Today's lesson is supposed to be about time management and you are wasting the time with stupid questions. I was not successful at anything last week. I don't have enough time and I am rolling my tasks ahead of me like a big snowball. Tell me how to make the day have 30 hours and we can go home.

Ivana knows that her task today is enormous: what to do so that Oleg leaves the lesson satisfied.

**Ivana:** Let's start then. We are at a lesson of time management. I will not tell you any simple recipe on how to be able to manage everything starting from tomorrow, as there is no such simple recipe. But we can try and have a look at ourselves today. Look at things that are really important for us and things we want to spend more time with. To be able to plan our time better we have to know ourselves, we have to realize what our priorities are. It will take a lot of individual work and contemplating about our own lives.

**Ivana:** So, Oleg, tell us what makes you feel depressed that you can't make anything.

**Oleg:** I am at work all the time, working really hard at full speed, and I am never finished with anything. I come home late and the children are already asleep.

**Ivana:** And what are the things you would like to manage to feel satisfied?

## 1/ I would like to manage...

Life of a modern man consists not only of work and family life. Don't forget that after a demanding work we have to relax, too, so that we stay healthy and fit both physically and mentally. We often spend enormous time working and we tend to forget about our hobbies and friends. Our health and relationships need care too.



### Your task:

*Into the diary, write all the activities you would like to manage at work, at home and in your personal life.*

*For example: do all the work in the office before the end of my working hours, spend weekends with my family, take the children on trips, go to the cinema with my partner, travel, see my friends regularly, play tennis, go swimming, learn Spanish...*

Work/school

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Family (my partner, children, relatives, friends):

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Me (hobbies):

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**Oleg:** When I see this list, it seems even worse. It's just impossible to do it!

**Ivana:** You are right. We all have the same amount of time and no one can manage everything. Let's have a look, then, at how we spend our time now.

## 2/ How I spend my time

Can you estimate how much time of your typical week you spend at work, with your family and friends? And how much time do you need to relax and sleep?



### Your task:

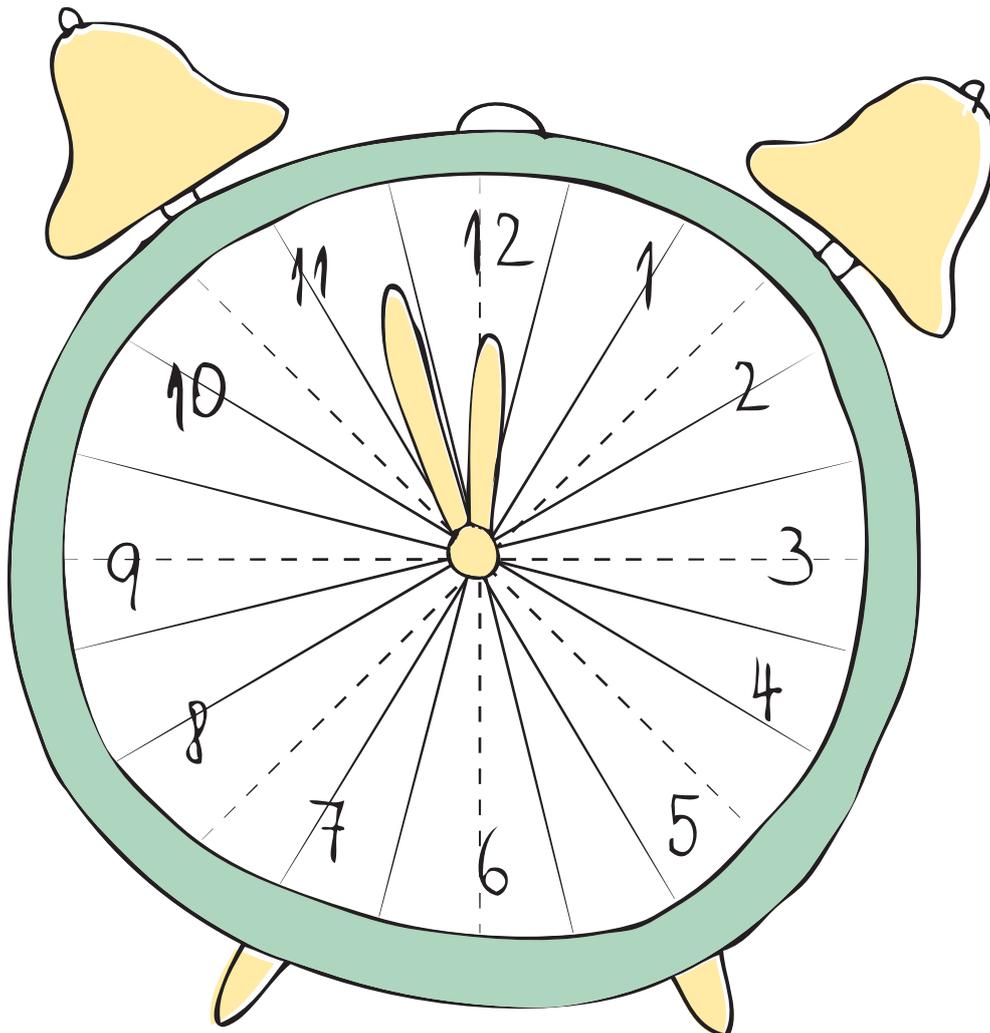
Think about your typical week and try to remember what activities you do. Then colour the alarm clock according to how much time you spend with different zones (work/school, family, me and my hobbies, relaxing and sleeping).

The picture of alarm clock shows all the time that is available in one week, from Monday to Sunday (i.e.  $7 \times 24$  hours = 168 hours). Every triangle of the alarm clock represents 7 hours.

Colour the different parts of the alarm clock according to how much time a week you spend with different zones.

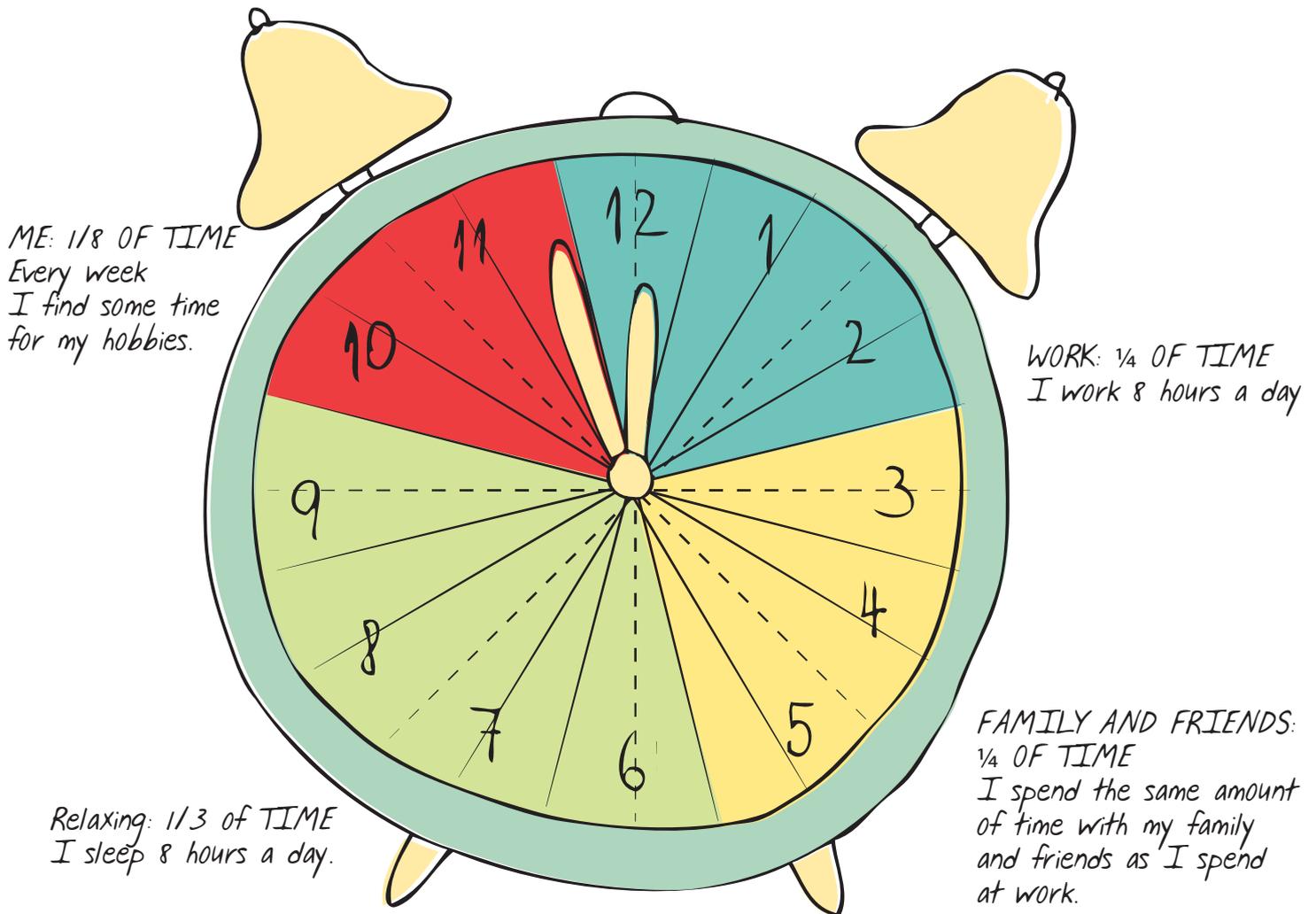
- » **Work/school:** colour blue
- » **Family** (partner, children, relatives, friends): colour yellow
- » **Me** (my hobbies): colour red
- » **Relaxing and sleeping:** colour green

**Example:** I usually sleep 8 hours a day, that is 56 hours a week altogether. So I will colour one third of the alarm clock green.





It is not easy to put work and family life in balance and still have some time for us. If we divided our time evenly, our alarm clock would look something like this:



**Ivana:** Relaxing and sleeping takes the biggest part of our time. But it is up to us how we divide the time among the specific zones. From the long term perspective the best is to keep all zones in balance. And what colour prevails in your alarm clock?

**Oleg:** My alarm clock is just blue and green; there is hardly any other colour. Work takes the entire place. I don't have any time for my hobbies and I only relax at weekends because I am very tired after the whole week. I am not happy with that at all.

### 3/ What's important for me?

The first step is to realise how much time you spend in various zones. If you are not happy with that – just like Oleg – it's time for a change. The next, inevitable step is to put up with the fact that we cannot manage everything. The third step is to select the activities that are really important for us and that we really want to find the time for.

Now, when you know how you really spend your time, let's get back to the diary from Exercise 1



#### Your task:

Read your list from the diary. Which activities and tasks are the most important for you? Select 3 key activities/tasks from each zone (family, work, me) and write them in the shamrock. Don't forget that no one can manage everything, so choose only the three most important activities from every zone.

The form is a green shamrock with three leaves. The top-left leaf is labeled 'family' and contains three numbered lines: 1., 2., and 3. The top-right leaf is labeled 'work' and contains three numbered lines: 1., 2., and 3. The bottom leaf is labeled 'me' and contains three numbered lines: 1., 2., and 3. The shamrock has a black outline and a white stem.

*It is not enough to realise what is important for us. To be happy we need to organize our time in such a way that we can manage all the activities from the shamrock and never worry that there is no time for the other activities.*



**Oleg:** So, now I have planned all the things I want to achieve. First of all, I don't want to spend so much time at work – it doesn't allow me to manage anything else. I am just a little worried about how I will cope at work so that I finish on time.

**Ivana:** And when do you work the best?

**Oleg:** That is not important, of course. I have eight hours a day for my work and I am not sure if I make it.

**Ivana:** Each person is efficient in different parts of a day. Are you more efficient in the morning or in the afternoon?

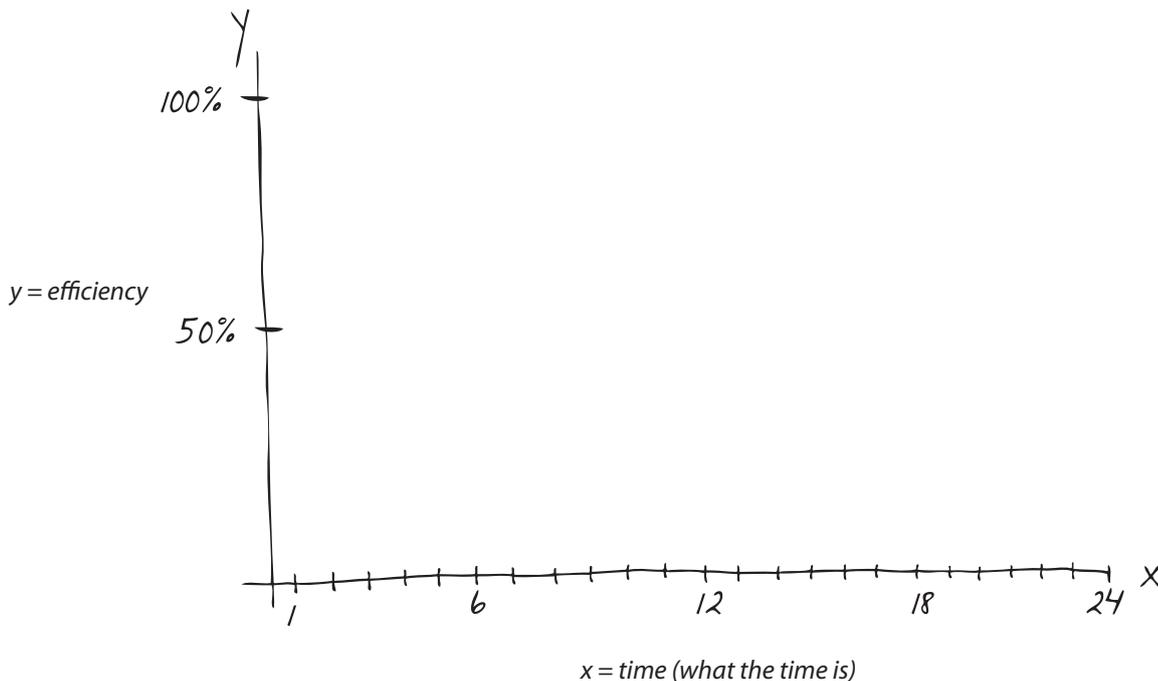
## 4/ When do I work the best?

Do you know when you are the most efficient? If you are not sure, try to focus at how long your regular activities take. After a couple of days you will find out when your mind is set in the right way for the right tasks. If you work in accordance with your biological rhythm it will affect your work performance.



### Your task:

*In the graph, put down facts about your efficiency. When do you work at full speed? When is it difficult for you to focus and keep your mind on your work?*



*For every activity it is very important to focus and to keep one's mind on now and here – that is the most important rule for time management. When at work, focus on your work – you will be several times more efficient than when you think about your children and what they are doing in the kindergarden, or what you will have for lunch.*

### 5/ How to do it: some practical tips and tricks

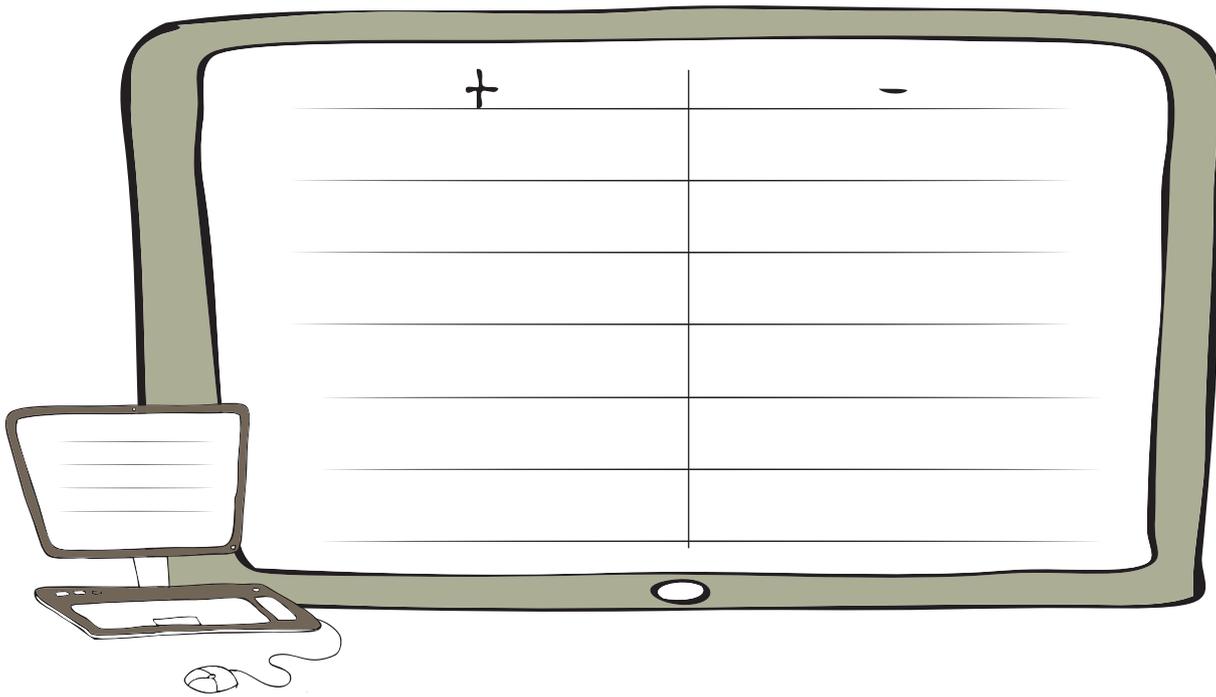
Specialists will often advise us to write down all the important things. We will not forget about them, we will have them in our sight and therefore we might do them in time. It is also wise to put down our ideas and other important information that we find useful. For storing the information, tasks and notes, we might use various tools, both modern and electronic or traditional paper ones.



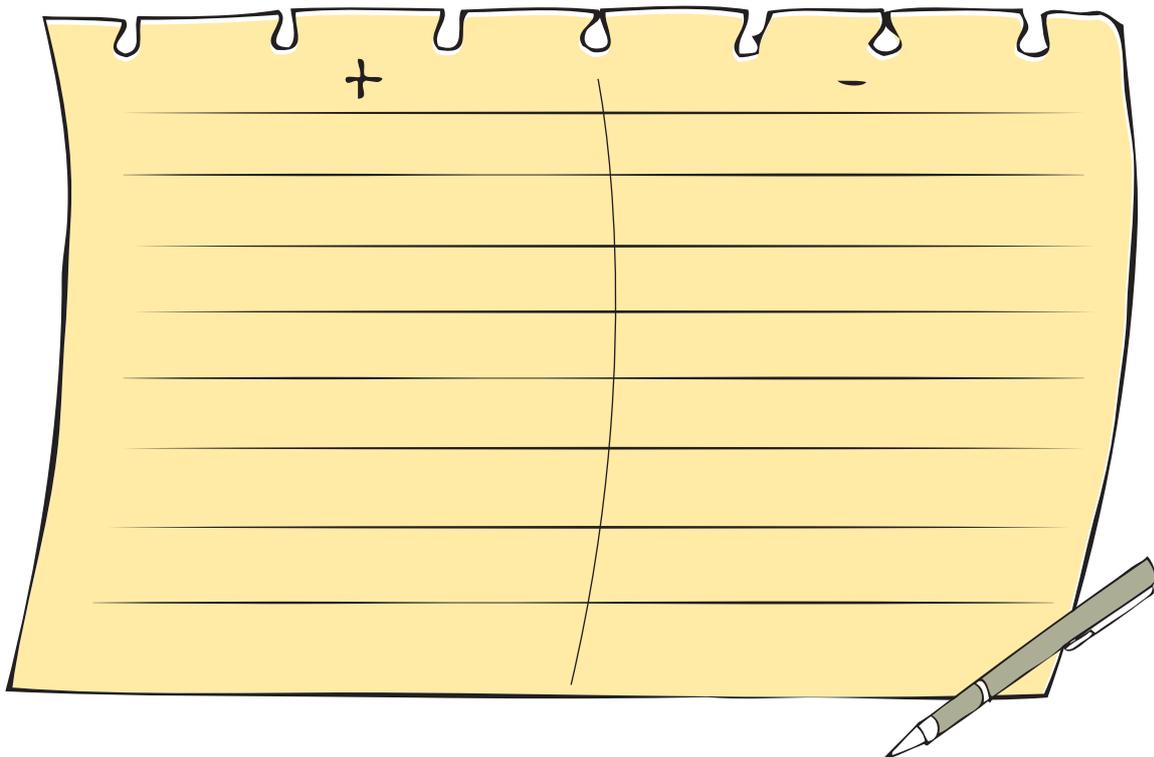
#### Your task:

Think about the advantages and disadvantages of these tools. What is the most suitable for you?

*Modern electronic way of taking notes (notebook, smartphone, Google)*



*Traditional paper way of taking notes (paper diary, notepad...)*





Mr. Králík comes to the lesson, too.



**Mr. Králík:** Time management: I know a lot about it. I have read an article somewhere, in which I found interesting ideas that help us plan time in a better way. I like the following ones the most:

1. The things we do sometimes are not as important as those that we do regularly.
2. Always plan just about 60% of your time. There might always be some unexpected tasks that you will have to fulfil. Thanks to this you will manage to do so and you will not get in a lag.
3. Never wait till you fancy doing something. Start doing it right away.
4. Don't write down your tasks at work – it is a way to train your memory and it doesn't matter if you forget things from time to time.
5. In the morning start with the more complicated and long-term tasks. It is necessary to work on them regularly – if you leave them to the end of your working hours, there might be no time left for them!
6. Time management is just an issue at work. In your private life just relax and forget about planning.

## 6/ Is Mr. Králík right?



### Your task:

*Mr. Králík got two ideas wrong. Do you know which of them?*



### Summary:

- » Bear in mind that to be happy you need to acquire the balance among all the parts of your life: work, family and your hobbies. Don't forget that relaxing is important too.
- » From each part of your life select the three most important tasks and plan your time so that you are sure to complete them. Don't worry if you cannot finish the rest of your tasks. No one can finish everything.
- » Listen to your own body and follow what it says.
- » Plan in weeks. At the end of each week look back and write down what you managed well and in what you were successful.
- » Write down everything – do not waste your energy on remembering tons of details.

What will be your first step on your way to fulfilling your plans?

Step 1

What I will do

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Untill when

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Step 3

What I will do

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Untill when

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Step 2

What I will do

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Untill when

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Step 4

What I will do

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Untill when

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### My notes

What have you learnt that has been new and important for you?  
Write down one important idea that will help you manage your time more effectively.

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