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BIKAT PROGRAM

NAME: _____



Employment!

5. Job Search

4. Apprenticeship
*with 6 months of
peer group meetings*

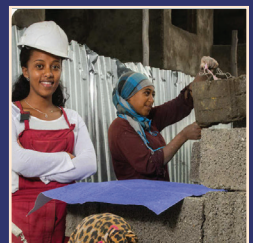
3. Apprentice
Selection

2. Life Skills
Training

1. Registration



*Tick the steps as you
complete each one!*



***REMINDER:** Carry your notebook
to all peer group meetings

SESSION 1

WELCOME TO THE PEER GROUP MEETING

A. THE UPSNJP BIKAT PROGRAM

Journey Notebook

Come with your notebook to every peer group meeting. You will use your notebook during peer group meetings and at home to:

1. Plan for and reflect on your apprenticeship
2. Prepare to find a long-term job after the program
3. Take notes during peer group meetings (*at the back of each section*)

What are the main aspects of the UPSNJP Bikat Program?

1. **Work placement** - Build valuable on-the-job skills in a professional setting
2. **Mentorship at the workplace** - Create and discuss your goals with your mentors
3. **Peer to Peer Meetings** - Connect monthly with other apprentices to share experiences and strengthen your new workplace skills
4. **Digital Training** - Learn high value digital skills
5. **Job Search** - Find a job that matches your skills and interests

How long is your apprenticeship?

The apprenticeship is expected to take 6 months.

What other support does the UPSNJP Bikat Program provide to apprentices?

1. _____ birr for each workday during the apprenticeship for transport costs
2. _____ birr for each child for monthly childcare costs
(*Note: this applies only for participants with a child under 5 years old*)
3. _____ birr monthly for up to three months after the apprenticeship to help during your job search period

Who should I contact for more information?

Your Kebele Officers can help you if you have a question that is not answered here, or if you need more information

Your Kebele Officer Phone #: Your Peer Group Meeting Facilitator Phone #:

- | | |
|----|----|
| 1. | 1. |
| 2. | 2. |

B. PLANNING FOR SUCCESS

Yes, you can do it!

→ Describe one personal strength that makes you feel successful and proud

(You can use the strengths listed on the right, or feel free to select your own)

1. I am...

Describe a time when you demonstrated or used this strength



How did this strength help you during that time?

How can you use this strength to help you during your apprenticeship and job search?

Planning to complete my apprenticeship

→ What are some challenges that you may face during your apprenticeship, and how could you overcome them?

Examples:

- **If** I am assigned a task that I don't know how to do, **then** I will ask my supervisor or another colleague for guidance on what to do.
- **If** I have to arrange childcare, **then** I will do it a day before to ensure I make it to the apprenticeship on time

1. If

then

2. If

then

3. If

then

4. If

then

5. If

then

→ The next peer group meeting will be held on _____ (Date)
at _____ (Time) in _____ (Location)

The focus will be on: **Team building**

Homework:

- Write the date of the next peer group meeting in your calendar/planner
- Arrange transport, childcare or other commitments so that you can arrive to the meeting on-time

SESSION 2

TAKING CHARGE OF YOUR GROWTH

Did you know?

That your brain acts like a muscle! The more you challenge it, the stronger it becomes.

1. The feeling of something being hard is the feeling of growth – you are building new skills and knowledge.
2. Learning takes time. No one will master something on the first go. Growth takes practice and hard work!

Reflecting on your skills

Instructions:

In the first three boxes, write or draw something you are good at. In the fourth box, write or draw something that you would like to improve. You can list skills in your everyday life or skills that you use in your apprenticeship.

A growth mindset...



1

e.g. Cutting fabric

2

e.g. Packaging

3

e.g. Plaiting hair

4

e.g. Gardening

Next, in the boxes of the items you are good at, write or draw how you gained that skill. In the fourth box, write or draw what you need to do to be good at the thing you would like to improve on.

1 I'm good at: _____

How I developed this skill, ability, etc.

1. _____

2. _____

3. _____

2 I'm good at: _____

How I developed this skill, ability, etc.

1. _____

2. _____

3. _____

3 I'm good at: _____

How I developed this skill, ability, etc.

1. _____

2. _____

3. _____

4 I'd like to improve at:

How I can develop this skill, ability, etc.

1. _____

2. _____

3. _____

(Example 😊)

3 I'm good at: cutting fabric

How I developed this skill, ability, etc.

1. I attended training to cut fabric in a garment factory

2. I cut some fabric as I had been trained

3. I practiced cutting fabric for 3 months and became faster and better at it

4 I'd like to improve at:

Gardening

How I can develop this skill, ability, etc.

1. Learn about what plants grow near my home

2. Ask my neighbors who garden for advice

3. Practice with a small garden in my yard

What skills would you like to develop at work?

1.

2.

3.

What steps can you take to improve these skills?

1.

2.

3.

➔ The next peer group meeting will be held on _____ (Date)
at _____ (Time) in _____ (Location)

The focus will be on: **Knowing Self & Setting goals**

Homework:

- Before the next peer group meeting, take 30 minutes to reflect on your career goals.
- Think about what type of work you enjoy doing, what skills are required for this work, where you would like to be

SESSION 3

GOAL SETTING

Well done and keep it up! You are making progress in your apprenticeship.

You have learned new skills and gained valuable work experience.

What are your long-term goals (3-5 years from now)?

(Examples: Earn enough money to send my children to private school, get a university degree, build a new house etc.)

•

•

•

•

→ Write down one of your most important long-term goals:

What short-term goals (or intermediate steps) might help you achieve this long-term goal?

(Example: Save enough money for tuition to further my education, Pass the university entrance exam, Get strong recommendations from my employer)

•

•

•

•

→ Write down one of your most important short-term goals:

Identify three action steps you can start doing right now to get closer to your goal.

(Example: Open a bank account, Save xx birr from my pay every month, Ask my supervisor for advice)

1.

2.

3.

If you have time, complete step 3 for the rest of your short-term goals in your notes section of the notebook.

You will know you have achieved your short-term goals when:

(Example: I will have saved xxx birr to pay for tuition costs)

1.

2.

3.

→ The next peer group meeting will be held on _____ (Date)
at _____ (Time) in _____ (Location)

The focus will be on: **Digital Literacy**

Homework:

- Start implementing the three action steps you identified for your short-term goal.
- If you have access to one, come with a smart phone or laptop to the next session.

SESSION 4

DIGITAL LITERACY

1. Please complete the “Digital Literacy Checklist.”

Digital Foundation Skills	Tick if you can do this
I can turn on a device	
I can use the available controls on my device (e.g. touchscreen, mouse, or keyboard)	
I can make use of accessibility tools on my device to make it easier to use	
I can interact with the home screen on my device	
I understand that the internet allows to access information and content and that can connect to it through Wi-Fi	
I can connect my device to a safe and secure Wi-Fi network	
I can connect to the internet and open a browser to find and use websites	
I know that my password and person information need to be kept safely as they have valuable to others	
I can update and change my password when prompted to do so	

2. Select 2 or 3 skills from the checklist above that you would like to practice in the next 2 months:

1.

2.

3.

3. Why will the skills you selected be useful in your apprenticeship and future work?

1.

2.

3.

4. How will you practice these skills?

a. Where will you practice these skills?

(Example: on my phone, on my computer at home, at an internet café, at the library, etc.)

b. How often will you practice them?

(Example: every Tuesday afternoon, every morning when I wake up, on Saturdays, etc.)

c. Who can you go to for help if you need assistance?

➔ The next peer group meeting will be held on _____ (Date)
at _____ (Time) in _____ (Location)

The focus will be on: **Reflection**

Homework:

- Following the plan you identified, practice your digital literacy skills.
- Reflect on the type of work you have done in your apprenticeship. What aspects of your job do you enjoy? What would you change?

SESSION 5

JOB SUITABILITY

Bravo. You are approaching the end of your apprenticeship journey!

What have you enjoyed the most about your apprenticeship?

What aspects of the tasks and job did you find most interesting?

What aspects of the work environment and culture did you enjoy the most?

What new skills have you built during your apprenticeship?

1.

2.

3.

Reflect on your accomplishments during your apprenticeship.

List 2-3 things you have achieved in your role.

1.

2.

3.

Group activity: Many skills for many jobs

First, read the profiles of example apprentices like you below:

1. **Selam**- Selam is a mother with two young children. She likes to cook and play with her children. Selam started an apprenticeship in construction last year because she wanted to start a job that would help her earn money to support her family.
2. **Aida** - Aida enjoys spending time with her family and friends, and she likes to learn new things. Aida started a job as a mechanic because her brother is a mechanic and taught her basic skills. A lot of men work as a mechanic, and Aida is not the only female: she skillfully does her tasks and now she has opened her own workshop, hired other 2 females to work with her and leads by being an example in her community
3. **Nardos**- Nardos has been a woodworker for two years. She started as an apprentice because she heard that people in woodworking can make a consistent salary. Nardos did not finish school, but she is responsible and creative, and these skills make her a good woodworker.

In small groups, circle 2-3 of the jobs listed below. Then, list some skills that are needed to do those jobs. Then, you will share them with the group.

Job options	Skills needed
Electrician	1.
Woodworker	2.
Machine operator	3.
Driver	4.
Construction laborer	5.
Mechanic	6.

Now, list 3 skills you already have, and 3 skills you want to develop during your apprenticeship:

Skills I have:

1.

2.

3.

Skills I am working on

With your small group, discuss which of the occupations on the list would best fit your skills and the skills you are learning.

Homework:

- Come with a copy of your CV to the next peer group meeting. If you don't have a CV, start writing down your previous education and work experience. Bring this with you to the next meeting.
- Find a buddy within this peer group to be your job search partner. At the next session, be prepared to name your buddy.

SESSION 1
Peer Group Meeting



SESSION 2
Taking Charge of Your Growth



SESSION 3
Goal Setting



SESSION 4
Digital Literacy



SESSION 5
Job Eligibility



SESSION 6
Job Search Planning

END
Job Search

NOTES

SESSION 6

JOB SEARCH PLANNING

Planning for things you must complete to prepare for your job search

Below is a checklist of things you need to do: (Tick when completed)

- Prepare or update your CV on _____ (date) and print copies by _____ (date)
- Ask at your apprenticeship location if they have any job openings you could apply for on _____ (date)
- Write down titles of jobs you are interested in applying for by _____ (date)
- Send out applications. Your target is to apply for _____ jobs every week
- Pair up with a buddy within this peer group and **set up a weekly schedule** to discuss your job search progress
- Write down the name _____ and phone contact _____ of who you have paired with

Finding appropriate jobs

Get ready to apply for jobs! Use the table on the next page to write down the jobs you are interested in applying for every week and track your progress!

Homework:

Actions you need to take to help you get a job (Tick when completed)

- Do mock interviews
- Visit firms and ask the management if they have job openings
- Ask friends if there are openings at their workplace

➔ **Reminder: Complete and submit the Evaluation form** (Deliverable 18)

END

JOB SEARCH

Job title and name of workplace	Did I share my CV?	Did I follow up?	When is my interview?	What was the outcome?
<i>example: Hairdresser at Hidat's shop</i>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	September 7th at 8:00	<i>I got the job!</i>
1.	<input type="checkbox"/>	<input type="checkbox"/>		
2.	<input type="checkbox"/>	<input type="checkbox"/>		
3.	<input type="checkbox"/>	<input type="checkbox"/>		
4.	<input type="checkbox"/>	<input type="checkbox"/>		
5.	<input type="checkbox"/>	<input type="checkbox"/>		

Job title and name of workplace	Did I share my CV?	Did I follow up?	When is my interview?	What was the outcome?
13.	<input type="checkbox"/>	<input type="checkbox"/>		
14.	<input type="checkbox"/>	<input type="checkbox"/>		
15.	<input type="checkbox"/>	<input type="checkbox"/>		
16.	<input type="checkbox"/>	<input type="checkbox"/>		
17.	<input type="checkbox"/>	<input type="checkbox"/>		
18.	<input type="checkbox"/>	<input type="checkbox"/>		

19.						
20.						
21.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23.						
24.						
25.						



CONGRATULATIONS

on

ON SUCCESSFULLY COMPLETING
ALL THE AP STAGES!

**Your next step
is to find a job.**

*Youths with a good attendance record
will receive a certificate.*



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Photo courtesy of UNIDO