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**Report of University Singidunum – Work Package 3 – January 2014**

 **3.1. Activity for the implementation of the Work Package 3**

o Introduction

Center for Career Guidance and Counselling , University Singidunum planned that as part of Work Package 3 expand and further develop the shape and form of cooperation between the academic community, especially mutual cooperation with teachers , co-workers and students. The Centre also plans to intensify cooperation in particular with other members of the University and other institutions and organizations outside the University.

In previous years, its work, the Centre has developed various forms of cooperation with other educational institutions, especially high schools , then the business sector , public administration institutions . This collaboration included the various aspects and forms - from joint projects to individual promotional activities. However , most of the co-operation of the academic staff of the University Center and other organizations included the practice of providing students, promote the professional sector among students , the implementation of certain forms of student selection and recruitment of students only .

Implementation of Work Package 3 is to enable the inclusion of a large number of teachers and staff of the University Singidunum in the activities of career guidance and counselling at the University level . Widening the scope of the participation of teachers and staff should contribute to the promotion and development of career guidance and counselling among students and the inclusion of the entire student population in the process of career counselling and guidance .

**The planned activities**

Center for Career Guidance and Counselling , University Singidunum plans to implement the following activities:

* Five workshops ( Know yourself and make a decision about his career ) that are designed to guide participants through the process of getting to know yourself and self- verbalization in writing (the first workshop - Identity , the second - Personal values ​​, the third - Lifestyle , Four - Assessment of personal skills and skills, and the fifth - self- analysis of personal information ) .
* Professional training in counselling with students regarding career guidance ( from self-knowledge to a personal development plan ) for the selected university team. Tool evaluation of candidates.
* To train students to work with other students (5-10 per generation ) . Workshop writing a CV and cover letter. Workshop preparation for the interview.
* Introduce electronic CV into a career centre that students will easily fill and thereby can be further processed electronically.
* Intensify cooperation with graduate students. Develop a specific form of cooperation with graduate students to the University have timely information about events in their careers.
* Organizing briefings members of the Students Parliament for the students to promote the Centre for Career Guidance . Aim of the lecture is to bring all the features provided by the centre to students , and the benefits that students can have visiting workshops , seminars , individual counselling , etc. .
* Continue to practice workshops and individual counselling
* More clearly indicate the location of the Career and signs to it
* Survey the students regarding the potential workshops which would be in line with their interests and needs
* Include assistants in the promotion of the Centre for Career Development

**Implementation of activities**

       All activities are carried out from November / December 2012. and runs them Singidunum of Work Package 3

3.2. Forming a team of teachers, teaching assistants and teaching associates who will participate in the activities.

Team members Singidunum University for the implementation of the Work Package 3

1 Doc . Jelena Gajic , head of a Work Package 3

2 Doc . Lazar Dražeta

3 Doc . Gordana Dobrijević

4 Doc . Jelena Djordjevic Boljanović

5 Prof . Dr. Babic Beautiful

6 Doc . Dr. Vule Mizdraković

7 Nada Arežina

8 Miroslav Knezevic, master

9 Tanja Petricevic , master

10th Philip Djokovic master

11th Strefan Perisic , Teaching

12th Dusan Borovčanin student

13th Nemanja Djordjic student

14th Mary Lozančić student

15th Dragan Bogdanovic , a student

16th Nino Vesković student

**3.4. Formation of info points or strengthen career centres for the exercise of that function**

Since the University has a Singidnum Career Development Centre , information points are not a priority for informing students about the services and opportunities offered by the Centre ( see Section 3.5)

**3.5. Creation and implementation of career information on the plan of each career center**

1. Workshop in Business communication: Successful written communication , verbal communication , verbal communication and successful job interview , Goals , The 7 Habits of Highly Effective People , Confidence , Getting yourself and make a decision about his career 10 golden rules for Account Manager , Case study analysis , active job , Academic Writing , talking to know , Magic communication , the golden rule of nutrition, recreation principles , simulation job interview in English and professional culture
2. The Centre organizes internships for several hundred students. It is a process that involves a number of different jobs , from entering into an agreement with the employer , through planning, documentation, refer students to practice and enter data into the information system and the index of students, to complete daily practice and questionnaire feedback from the students and employers.
3. Singidunum is the publisher of textbooks career development and business skills , which includes three parts: Career development , business communication and business skills.
4. In the Career Centre held individual consultations which include writing a CV and preparing for job interviews . The above conduct counselling professors , textbook authors Career development and business skills .
5. Through the organization of public forums called " Careers without Borders" , the Centre has helped further strengthen the link between students , employers and the University , in order to familiarize students with different professional affiliations and opportunities.
6. Day of event marketing was aimed at industry and university collaboration . Students had the opportunity to present creative solutions and ideas for a specific business task proposed by the company. The best solutions were awarded internship at the students had the opportunity to observe the process of creating tasks , developing and defining creative solutions . These activities are aimed at students preparing them for the business environment and understanding the importance of solving business problems and making effective business decisions, which is directly related to the setting up and implementation of career goals .
7. In the framework of the World Quality Day and the European Quality Week , 08.11.2012 . was held the day quality at Singidunum University , with participation of alumni , business partners University , successful business people and high school with their students . Connect with practice and real business environment achieved in this way , is also a source of information for students about professions they want to do and the ways and possibilities of planning a professional career.
8. Promoting the importance of career planning and career development through a series of articles and articles that have been published on the website of the Centre for Career Development , which are written by authors of textbooks career development and business skills .
9. Regular publication of the Centre's activities in the student journal '' Sing '' in which students write and edit universities.
10. Joint promotion of all activities of the Centre on Facebook Student Parliament .

**3.6. Training of teachers, staff and students to implement activities and info points for promotional activities at the university**

1. Increase the recruitment of students . The strategic plan of cooperation with industry. Cooperation with companies in terms of engaging our students and graduates : work experience , projects , case studies , employment, etc. . Visits of businessmen.
2. Collection and dissemination of essential information related to the practice of volunteering , employment , conferences , seminars , international and domestic projects , guest lectures , workshops , scholarships and more. The above information is provided by students : the official website of the Centre , official profile on the social networks Facebook and LinkedIn , direct e-mails to students , bulletin boards, universities , as well as telephone and direct provision of information during a visit to the Centre.
3. Education students and members of the Alumni Association on business communication , work on their business skills in the form of group and individual counselling. Grooming biographies, motivational , cover letter and letters of recommendation . Training for the proper job search, career guidance in the selection and preparation of all documents necessary to apply for a job , scholarships , projects , practices and more.
4. Seminars for high school Knowledge management and development of personal skills in high schools accredited by the Institute for the Advancement of Education of the Republic of Serbia . In this seminar , special attention is paid to setting career goals , GROW coaching model pyramid development of personal skills and personal knowledge management as a way of obtaining the knowledge necessary for personal development and continuous improvement of the individual, in accordance with set career goals, which is in line with promoting the role and importance of career guidance .
5. Seminar for high school teachers Motivating teachers and students to improve the learning process in secondary schools accredited by the Institute for the Advancement of Education of the Republic of Serbia . In this seminar paid attention to continuous learning and improvement of teachers, and thus the need for continuous career development .
6. In collaboration with stakeholders from industry , the Centre organizes courses in different subject areas for students. These lectures are aimed at informing students about current trends in the business world and are not part of classroom activities . Special lectures by university professors who have extracurricular activities and processes , and on the topic of specific interest areas . Lectures members of the Alumni Association
7. At a job fair on 18 Top Job March 2013. The doc . Jelena Djordjevic Boljanović gave a lecture on the personal knowledge management : do we really know what we know? intended significance of the availability of the right skills in the right place at the right time in order to achieve career goals .
8. The course management which is mandatory for all students of the first year ( in the study program in Business Economics and Marketing and Trade ), second year ( at the Faculty of Tourism and Hospitality Management ) particular attention is paid to the importance of business communication (oral and written communications with an emphasis on writing CVs and preparing for job interviews , non-verbal communication). At the same time , the above classes shall be the promotion of the Centre for Career Development .
9. In this course, career development and business skills is an elective course for students of second year ( in the study program in Business Economics and Marketing and Trade ) particular attention is paid to the importance of planning, development and career management , business communication and business skills , with the aim of promoting the importance of career planning and management . The said classes shall be the promotion of the Center for Career Development .

**FEFA – CAREER CENTRE**

**3.2Forming a team of teachers, teaching assistants and teaching associates who will participate in the activities.**

Team members FEFA for the implementation of the Work Package 3

1 Branka Draskovic , leader of the team

2 Dr. Katarina Melić

3 Mr Ana Vetrov

4 Mr. Jana Subotic

5 Radmila Kopilović

6 Dr. Sandra Nesic

7 Dr. Iskra Maksimovic

8 Zoran Čajka

9 Ivana Perovic

10th Ivan Zivanovic

11th Nadia Vojnovic

12th Snezana Djordjevic (master student)

13th John Radibratović (III year )

14th Anna Matijasevic (III year )

15th Jelena Cvetkovic (III year )

Working team of FEFA implemented activities:

1.  Eight workshops for students by teachers and staff FEFA , team members FEFA , which are dedicated to different issues of career guidance and counselling;
2.  Four promotional activities in which team members work together to implement WP3 which include students in all years of undergraduate studies and Master studies students ;
3.  Three seminars for educators and psychologists from high school on career guidance and counselling ;
4.  Three information sessions on the Centre for Career Guidance and Counselling for students of the Faculty ;
5.  The promotional presentation of the Centre for Career guidance and counselling in secondary schools and production of promotional materials for the Centre .

**3.4 Establishment of information points or strengthen career centres for the exercise of that function**

Info point for career guidance and counselling is located in the Centre for Career Guidance and Counselling and once a week is in the Student Services . Information desk in the Student Services is dedicated to the topics of practice, collaboration with employers and co-operation with the alumni of the Faculty.

**3.5 Creation and implementation of career information on the plan of each career center**

Centre for Career Guidance and Counselling its information functions and implemented daily updates :

o Information on the profile of the Centre on Facebook ,

Information on the website of the Faculty of dedicated career ;

Information on the intranet of the Faculty;

In addition , the Centre regularly inform all students of bachelor and master study via mailing lists, occasional leaflets and materials.

**3.6 Training of teachers, staff and students in the implementation of activities in the info points and promotional activities at the university**

The Centre organized two training sessions for all teachers, assistants and students.