

Liebwein



**Dear Sirs,**

**Thank you very much for your interest  
in our **Partner Career Program!****

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## Partner Career Program

Accustomising to living and working life in a foreign country is by far a fascinating intercultural experience which brings up a lot of questions, changes and unforeseen challenges for the expatriate and their partners and families. Companies usually invest a lot of money in recruiting foreigners or sending employees abroad and therefore it is very important that the whole family gets a good start in Germany. The happiness of the expatriate and therefore their willingness to stay in Germany is very often dependent on the wellbeing of the whole family. Partners who are especially used to working in their home country and are leaving their job, friends and family to move to Germany may experience boredom, loneliness and become unhappy after a while. With a different cultural background and a lack of knowledge in the German market and language, it will be difficult to get started and find a job.

This is where we can help! The Partner Career Program mainly addresses international consulting firms, assignment management companies, relocations firms, but also expatriates and their partners directly. It caters to expatriates' partners who plan to work in Germany. It prepares them for the job application process and supports them in finding a job, setting up their own business or continuing academic studies. The program consists of different modules which may be taken separately or together, based on the individual requirements. We are happy to assist in choosing which module(s) would be the most appropriate ones. All modules are generally held in English with other languages provided upon request.

### Interested?

Please don't hesitate to contact us!



## Module A: Partner Career Training

The Partner Career Training prepares the applicant for the job application process in Germany so that even in a foreign environment, the applicant performs competently and with self-confidence in a business context. After completion of the Partner Career Training the applicant has optimized application documents tailored to a target position and a clear strategy which enables them to commence their job search or to continue with Module B: Partner Career Coaching – Active Job Search.

**Preconditions :** none

**Time-period:** approx. 2 – 4 weeks

**Coverage:** 10 hours individual consulting services in person, by telephone and/or email

**Module Language:** English or German (other languages on request)

**Cost:** on request

### Approach:

The Training starts with a personal interview helping the career consultant to get a good understanding of the applicants' personal and professional background as well as their understanding about the German job market and its procedures. Based on that information the career consultant will compile further valuable information and will coach the applicant in all areas of the application process. The career consultant will simultaneously start the process of developing the applicants' target position and application strategy. In the final step the career consultant supports the applicant to align their CV and application documents according to the German standards and the requirements of the defined target position.

Topics covered in **Module A** include:

- **Situation analysis**
  - Background check
- **German job market and the application process**
  - Job application search methods:  
Newspapers, online job markets, career websites, career fairs, networking communities, recruiting firms
  - The application:
    - Structure, content and layout of cover letter and CV

- Job references
- Postal vs. online applications
- Dos & Don'ts
- The job interview:
  - Pre-selection: telephone interview, assessment centre
  - Stages of the interview: procedure and conduct
  - Giving a convincing personal presentation: what differentiates one applicant from another
  - Typical questions
  - Dress and appearance
  - Successful negotiation: salary and conditions
- **Development of an application strategy**
  - Situation analysis
  - Creation of a profile of personal strengths and weaknesses
  - Development of a target position considering the local, linguistic and intercultural possibilities
  - Development of an individual application strategy
- **Alignment and optimization of the application documents**
  - Alignment of the CV according to regional requirements and the target position

## **Module B: Partner Career Coaching - Active Job Search**

The Active Job Search Module supports the candidate in the implementation of the application strategy and in the process of finding a job within the target position. After completion of the Partner Career Coaching ideally the applicant has found a new job or will at least have some job opportunities in process.

**Preconditions :** Module A (optional but recommended)  
Or at least optimized application documents tailored to a target position

**Time-period:** approx. 3 months

**Coverage:** Packages with 30, 45 or 60 hours individual consulting services in person, by telephone and/or email

**Module Language:** English or German (other languages on request)

**Cost:** **30 hours: on request**  
**45 hours: on request**  
**60 hours: on request**  
(Individual packages are also available. Please ask for a quote.)

### **Approach:**

Based on an existing application strategy with a defined target position(s) a career consultant will determine the implementation of the strategy, together with the applicant.

In addition to the applicant's duties, the career consultant with support from a research team will identify potential job opportunities in the open and hidden\* job market and contact them on behalf of the applicant. In the event of interest, the career consultant will forward the applicant's profile and follow up the progress.

During the whole module the career consultant will be in contact with the applicant continuously, at least every two weeks, to discuss the results and status of the job search activities together with the results of the applicant's own job search.

When invited to a job interview, the candidate can train with the career consultant and therefore develop a personal efficient action plan. With completion of the Partner Career Coaching the applicant will obtain a detailed documentation of the companies which have received their respective profile and a final report also addressing the main issues and a recommendation for the next steps.

*\*) hidden job market: depending on the job position it is estimated that only 40% to 80% of vacant jobs are advertised, meaning that the rest are not announced and filled for example either by referral or recruiting companies. Liebwein has an intensive network to HR Managers and decision makers as well as other recruiting firms which enables it to address this market effectively.*

Topics covered in **Module B** include:

- **Implementation of the application strategy**
  - Quick review on existing application strategy and defined target position(s)
  - Consult and support the candidate in his/her own application activities
  - Professional application process supervision and mental support
- **Active Job Search by Liebwein**
  - Research the open job market (relevant job ads in regional and national newspapers, the main online job markets as well as company homepages)
  - Research the hidden job market (contact potential employers within our network of HR Managers, decision makers and beyond)
  - Contact specialized headhunters and recruitment firms
  - Present candidate's profile to interested companies (anonym and with non-disclosure note)
- **Preparation of job interviews**
  - Training for job interviews
- **Contract support**
  - Review job offers and support with contract negotiations

## **Module C: Partner Support for Regulated Occupations & Academic Studies**

The Partner Support for Regulated Occupations & Academic Studies supports the applicant to acquire the preconditions necessary to perform a job which is regulated in Germany or to get permission to academic studies or advanced training. Regulated occupations are, e.g. Physiotherapists, Medical Practitioners, Dentists, Veterinarians, Pharmacists, Legal Practitioners, Tax Advisers, Chartered Accountants, Psychotherapists; as well as professions which are generally not regulated, but where certain requirements have to be fulfilled in order to use the title of the profession, e.g. Architects, (Consulting) Engineers, Ergotherapists, Speech Therapists. After completion of the module the applicant will have a clear understanding of the preconditions to fulfill and will individually receive an action plan which enables them to reach their professional goal within a set time frame.

**Preconditions :** none

**Time-period:** approx. 2 months

**Coverage:** 10 hours individual consulting services in person, by telephone and/or email

**Module Language:** English or German (other languages on request)

**Cost:** on request

### **Approach:**

The module starts with a personal interview to analyze the candidate's personal situation, qualifications and professional objectives. After researching the necessary requirements in order to be able to work in a regulated profession or to study, the career consultant will develop an individual action plan which helps the candidate to run through the process easily and successfully.

Topics covered in **Module C** include:

- **Situation analysis**
  - Background check, personal and professional objectives
- **Research of the requirements**
  - Research and presentation of requirements
  - Alignment/matching with candidate's qualifications
- **Development of an action plan**

- Preparation of a detailed action plan including scope, tasks and deadlines, information about the legal recognition process, responsible/competent institutions and useful recommendations
- Professional process supervision/counseling and support

## **Module D: Partner Work Permit Support**

The Partner Work Permit Support supports foreign people who want to work or study in Germany in identifying the individual visa requirements and provides an action plan to fulfill the necessary criteria.

**Preconditions :** none

**Time-period:** approx. 2 - 4 weeks

**Coverage:** 5 hours individual consulting services in person, by telephone and/or email

**Module Language:** English or German (other languages on request)

**Cost:** **on request**

Additional services like consulting with the approving authority/agency with respect to procedure and application, etc. are not included in this module, but can be offered on request.