

## Instruction Manual Good Habitz

On e-learning platform Good Habitz you will find a number of training courses focused on career orientation and jobsearch.

**In the search bar, you can type the title of the course to find the training in Good Habitz.**

### Generally

The training courses take about 2 to 2,5 hours and have the same overall structure.

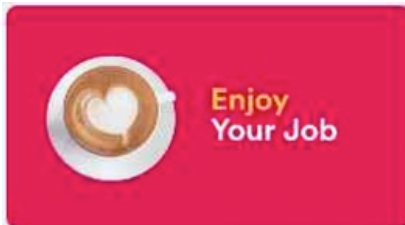
The core of the training courses can be found in modules 2,3,4 and the summary in module 5.

Sometimes there is some overlap between the courses because of different developers.

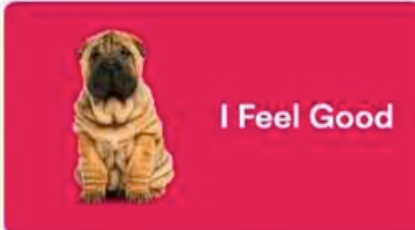
### Tips for an efficient training

With little time you can accelerate through a training as followed; go through the magazine of each module in a training and, if available, view the smart info in module 5 for a summary. Then you can go directly to the assignment in Go. You can skip the assignment and test in module 1.

### Enjoy your current job more?



If you are ready for changes in your current workplace or if you want something different but don't know exactly where to start, this is a good place to begin.



If you are looking for more work-life balance or want to feel better, you can take one of these training courses. They are similar in content.

### Gain more self-insight?



If you want to find out what you prefer to do and work towards that goal step-by-step. This training course is about realizing your dream job.



If you want to gain more insight into your own qualities.

## Searching for a new job - in or outside the VU



This is a good training to start with if you are searching for a new job. In module 2 you answer questions 'Who am I', 'What do I want' and 'What can I do'? In module 3 you formulate your ideal job and the search strategy to reach it. In module 4 you get started with your application letter and CV.



Do you want to find out more about who you are and what you are good at? Then you can do this training first, which gives you more insight into your talents and qualities. After 'test yourself' you can finish with the training 'I want that job'.



Do you want to go deeper into the question 'What kind of work am I searching for', or 'What is my dream job'? you can do module 2 and 3 from 'Keep your eyes on the Goal' in which you will see what gives you energy and what makes you happy. After this intermediate step you can continue with 'I want that job'.



After 'I want that Job' you can use this training to set up a professional profile adapted to your ideal job.

## Preparing for a job interview?



Tips for the job interview can be found in module 4 of this training.



This training is useful to prepare for the question 'Tell us more about yourself' in a job interview or to introduce yourself during a network conversation.



If you want to know more about the importance of non-verbal communication in job interviews and how to present yourself optimally non-verbally.