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Appendix 1 – List of employment sectors



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Wholesale and Retail Trade	
Health and Social Care	
Education	
Public Sector and Defence	

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Primary Sector and Utilities	
Arts and Recreation	
Transport and Storage	
Agriculture, Forestry and Fishing	
Accommodation and Food	
Administrative Services	
ICT Services	
Finance and Insurance	
Water and Waste Treatment	
Energy Supply Services	
Mining and Quarrying	



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Appendix 2 – Collection of various occupations



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OCCUPATION	TYPES OF COMPETENCES AND SKILLS NEEDED	EXAMPLE TASKS	VALUES AND INTERESTS
Office Technician	<ul style="list-style-type: none"> • the ability to easily communicate with internal and external customers • good memory • logical reasoning • ease of expression in speech and in writing • resistance to stress • the ability to concentrate as much as possible on the task at hand • meticulousness • scrupulousness • divided attention • independence • work efficiency • computer literacy • the ability to compose and analyse official letters • knowledge related to administrative processes • broadly developed organisational skills • fluent knowledge of a foreign language is essential in international companies 	<ul style="list-style-type: none"> • performing office and administrative activities in an organisational unit • preparation of consultations, meetings, conferences and business meetings • collecting, registering and processing information • preparation, storage and archiving of documents related to the functioning of the organisational unit • operating office equipment 	<p>Values:</p> <ul style="list-style-type: none"> • availability • enthusiasm for work • responsibility • being a trustworthy person • reliability • impeccable manners <p>Work:</p> <ul style="list-style-type: none"> • mainly in offices • both individually and as a team member • in frequent and intensive contact with people • wearing formal clothes

OCCUPATION	TYPES OF COMPETENCES AND SKILLS NEEDED	EXAMPLE TASKS	VALUES AND INTERESTS
Accountancy Technician	<ul style="list-style-type: none"> • high accounting capacity • analytical thinking • the ability to establish contacts with people • good manners • planning skills • timeliness • communicativeness • firmness • keeping the documentation in order • accuracy • meticulousness • scrupulousness • divided attention • independence • work efficiency • ease of expression in speech and in writing • ability to use equipment: computer, photocopier 	<ul style="list-style-type: none"> • handling HR and payroll matters as well as financial management of organisational units: • recruiting and selecting job candidates • preparation of personnel documentation • handling matters related to social benefits • settlement of salaries and contributions collected by the social insurance institution • conducting employment and salary analysis • keeping tax records and tax settlements • conducting financial settlements with contractors and financial market entities • accounting maintenance: • organising the accounting of organisational units • keeping records of business operations • conducting an inventory and accounting for its results • valuation of assets and liabilities • determining the financial result • preparation of individual financial statements • conducting financial analysis 	<p>Values:</p> <ul style="list-style-type: none"> • a profession for people who value order, organisation, reliability • for people who like to count money • fascinated by the finance secrets of business activity • flexible career path <p>Work:</p> <ul style="list-style-type: none"> • mainly in offices • by operating the computer and other office equipment • in the so-called open space or separate rooms for several people • 8 hours, but there may be situations where, due to prolonged meetings, deliberations and conferences, the working time may be extended • in positions that may involve financial responsibility for the duties performed • by updating your knowledge on an ongoing basis • during business trips

OCCUPATION	TYPES OF COMPETENCES AND SKILLS NEEDED	EXAMPLE TASKS	VALUES AND INTERESTS
Automation Specialist	<ul style="list-style-type: none"> • willingness to work in monotonous conditions • accuracy • perseverance and patience • independence and self-control • technical and IT interests • resistance to time pressure • willingness to cooperate • readiness for continuous learning • ready to work in various environmental conditions 	<ul style="list-style-type: none"> • installation, commissioning and operation of industrial automation systems: • assembly of industrial automation systems • commissioning of industrial automation systems • service of industrial automation systems 	<p>Values:</p> <ul style="list-style-type: none"> • development of creative thinking • development of constructive imagination • development of spatial imagination <p>Work:</p> <ul style="list-style-type: none"> • mostly individually, sometimes in a task force • in production halls or rooms, next to production lines • standing and sitting • 8 hours a day, sometimes in shifts
Writer	<ul style="list-style-type: none"> • creative thinking • language skills • co-operation skills • visioning and planning skills • reading and interpretation skills 	<ul style="list-style-type: none"> • reading • generating new ideas • gathering material • research • reworking previous ideas and text, • co-operating with publishers • writing a wide variety of texts 	<ul style="list-style-type: none"> • creativity • persistence • independence • self-reliance • interest in language and culture • interest in diverse written texts and formats
Translator	<ul style="list-style-type: none"> • language skills • knowledge of culture • sufficient general knowledge • IT skills • entrepreneurial skills • communication skills 	<ul style="list-style-type: none"> • translating text from one language to another • working with audio-visual material • producing authorised translations of official documents • communicating with clients 	<ul style="list-style-type: none"> • being organised • working in a systematic way • punctuality • interest in current affairs • interest in languages and culture

OCCUPATION	TYPES OF COMPETENCES AND SKILLS NEEDED	EXAMPLE TASKS	VALUES AND INTERESTS
Seller	<ul style="list-style-type: none"> • honesty • reliability • scrupulousness • good manners • good mental and physical condition • communicativeness • regularity • divided attention • independence • good work organisation • patience • accuracy • ability to resolve conflict situations • knowledge of the products sold 	<p>Conducting sales:</p> <ul style="list-style-type: none"> • performing work related to customer service and the execution of purchase and sale transactions • accepting deliveries and preparing goods for sale 	<p>Values:</p> <ul style="list-style-type: none"> • variety of activities • contact with people • requiring self-control and self-assessment <p>Work:</p> <ul style="list-style-type: none"> • in direct contact with the client • both individually and as a team member • inside the building, but also outside (e.g. marketplaces) • at fixed hours, in a shift work system • by carrying out many different activities at the same time in a short period of time • bearing material responsibility for the entrusted property
Teacher	<ul style="list-style-type: none"> • theoretical knowledge of the field • knowledge of methodology • ability to make ethical judgments • language skills (written and oral) • study skills • cooperation skills/teamwork 	<ul style="list-style-type: none"> • supporting and facilitating learning • supporting personal growth • teaching the required information for acquiring a degree or competence • monitoring behaviour 	<ul style="list-style-type: none"> • interest in professional development • taking responsibility • seeing others as individuals • truthfulness • respect for diverse values

OCCUPATION	TYPES OF COMPETENCES AND SKILLS NEEDED	EXAMPLE TASKS	VALUES AND INTERESTS
Hotel Service Employee	<ul style="list-style-type: none"> • communicativeness • perceptiveness • creativity • patience • kindness and openness • subtlety • accuracy • emotional resilience • good manners • independence • assertiveness • divided attention • ability to establish contact quickly • ready to work at a rapid pace • ease of transition from one activity to the next • endurance for prolonged physical exertion • readiness to create and maintain a network of contacts with clients • managerial interests • ability to cope with clients' emotions and peer pressure • ready to work in various environmental conditions 	<p>Guest service in a facility providing hotel services:</p> <ul style="list-style-type: none"> • maintaining cleanliness and order in the facility providing hotel services • preparing and serving breakfasts • organising additional services in the facility providing hotel services 	<p>Values:</p> <ul style="list-style-type: none"> • interesting profession • gives the opportunity to meet new, interesting people • gives the opportunity to open up to the world <p>Work:</p> <ul style="list-style-type: none"> • mostly individually, but also as a team member • in direct contact with people • having irregular working hours depending on the specificity, at any time of the day and every day • under changing conditions, indoors, sometimes outdoors

OCCUPATION	TYPES OF COMPETENCES AND SKILLS NEEDED	EXAMPLE TASKS	VALUES AND INTERESTS
Mechanical Technician	<ul style="list-style-type: none"> • high manual dexterity • the efficiency of the muscular system • resistance to stress • patience • accuracy • logical reasoning • visual and hearing acuity • technical interests • spatial imagination • eye-hand coordination • construction and technical imagination • decision-making capacity • managing small teams • planning own and teamwork • divided attention • willingness to continuously learn and acquire new skills • ready to work at a rapid pace • ready to work in various environmental conditions 	<ul style="list-style-type: none"> • assembling machines and devices • operating machinery and equipment • installing and putting machinery and equipment into operation • preparing conventional and numerically-controlled cutting machines for planned machining • performing machining on conventional cutting machine tools in accordance with technological documentation • performing machining on numerically-controlled machine tools in accordance with technological documentation • making elements of machines, devices and tools by manual processing • making machine elements, devices and tools by machine processing • making connections of machine elements, devices and tools • repair and maintenance of machine elements, devices and tools • organising the processes of machining and assembly of machine and device parts • supervising the processes of machining and assembly of machine and device parts 	<p>Values:</p> <ul style="list-style-type: none"> • gives the opportunity to meet new people • gives the opportunity to learn new things <p>Work:</p> <ul style="list-style-type: none"> • managing the work of a small team • planning your own work and that of your subordinate employees • practically using the knowledge of technology and mechanics • creating technically complex objects from scratch to the very end • mostly in buildings, production halls and technical backup offices • acting on a task-oriented basis • performing production and service functions • working independently and as a team member • indoors or outdoors • depending on the position held, in contact with clients and contractors • usually during regular working hours, in shifts, possibly overtime • sometimes exposed to noise from some machines

OCCUPATION	TYPES OF COMPETENCES AND SKILLS NEEDED	EXAMPLE TASKS	VALUES AND INTERESTS
Car Mechanic	<ul style="list-style-type: none"> • easy contact with people • general physical fitness and good eyesight and hearing • accuracy and reliability • ability to work at an imposed pace • efficiency and effectiveness • good physical fitness • responsibility • manual skills • automotive interests and technical abilities • ability to concentrate attention • willingness to work at a rapid pace and in accordance with procedures • ready to work in various environmental conditions 	<p>Service, diagnosis and repair of motor vehicles:</p> <ul style="list-style-type: none"> • performing inspections of components and assemblies used in motor vehicles • diagnosing the technical condition of components and assemblies of motor vehicles • repairing motor vehicles 	<p>Values:</p> <ul style="list-style-type: none"> • realisation of child fascination with cars • gives the opportunity to learn new things • gives the opportunity to meet new people <p>Work:</p> <ul style="list-style-type: none"> • individually or in small teams under the supervision of a foreman • in closed rooms, workshop halls • most often in a one or two-shift system, in the case of orders -irregular hours • sometimes in poor lighting and heating

OCCUPATION	TYPES OF COMPETENCES AND SKILLS NEEDED	EXAMPLE TASKS	VALUES AND INTERESTS
Gardener	<ul style="list-style-type: none"> • strong body structure • colour differentiation • dexterity of hands • finger dexterity • spatial imagination • patience • accuracy • the efficiency of eyesight, vision • dexterity of the sense of touch • eye-hand coordination • perceptiveness • technical aptitude • independence • accuracy • love of order 	<p>Establishing and running horticultural crops:</p> <ul style="list-style-type: none"> • carrying out work related to the cultivation of vegetable and spice plants and edible mushrooms, ornamental and fruit plants • performing work related to the collection, storage and sale of horticultural crops • driving and operating a microtractor and performing work with machines used in gardening 	<p>Values:</p> <ul style="list-style-type: none"> • work in the open air/ in the field • gives the ability to implement your own visions and ideas • gives the possibility of using various devices / tools • the work combines a sense of aesthetics, beauty and strictly natural knowledge <p>Work:</p> <ul style="list-style-type: none"> • individually or as a team member • moving often over a large area (in the case of working on larger farms dealing with the cultivation of vegetables in the field) • planning the volumes and dates of production or work to be performed and contacting customers, employees of laboratories and offices • mostly in a multi-shift system • depending on the place of employment, starting work in the early morning hours and ending at dusk during the season • more than 8 hours a day, as needed • sometimes in a forced body position, such as bending over, putting stress on the spine, muscles and joints • most often in the open air, in difficult weather conditions, with exposure to wind and rain • in conditions with variable air humidity and temperature, sometimes in poor lighting • planning and organising own work

OCCUPATION	TYPES OF COMPETENCES AND SKILLS NEEDED	EXAMPLE TASKS	VALUES AND INTERESTS
Masseur Technician	<ul style="list-style-type: none"> • muscle performance • dexterity of hands and fingers • eye-hand coordination • ability to establish contact with the patient • empathy • patience • precision • physical fitness • persistence • independence • emotional resilience 	Provision of massage services: <ul style="list-style-type: none"> • performing massage for therapeutic purposes in a sick person • performing massage in order to support the course of training in sports players • massage for a healthy person for preventive and relaxing purposes • conducting preventive activities, promoting pro-health behaviour 	Values: <ul style="list-style-type: none"> • provides a sense of fulfilment and satisfaction • profession with passion, fulfils the desire for self-improvement • work as a mission and vocation Work: <ul style="list-style-type: none"> • in closed rooms • standing up • in contact with an individual patient • fixed working hours and a one-shift system • in an environment with high temperature and humidity • using your driving license • abroad, on condition that they know a foreign language

OCCUPATION	TYPES OF COMPETENCES AND SKILLS NEEDED	EXAMPLE TASKS	VALUES AND INTERESTS
Advertising Technician	<ul style="list-style-type: none"> • creativity • artistic / creative talent • communicativeness • patience • accuracy • independence • willingness to work under time pressure • accuracy and consistency in action • efficiency and effectiveness • taking your own initiative • openness to innovation • flexibility and openness to changes • high level of emotional intelligence • the ability to work with people • readiness for continuous learning • the ability to present the results of their work 	<ul style="list-style-type: none"> • preparation of advertising strategy elements • preparation of advertising elements • production of advertising • planning an advertising campaign • organising advertising sales • carrying out an advertising campaign • researching the advertising message 	<p>Values:</p> <ul style="list-style-type: none"> • gives the possibility of implementing original ideas and visions • gives the opportunity to use the most modern technologies and tools • gives the opportunity to meet new people • develops creativity <p>Work:</p> <ul style="list-style-type: none"> • individually or in a team under the supervision of a supervisor • sometimes in direct contact with people or in a project team • in and outside the office (meetings with clients, media houses, advertising agencies, printing houses) • having irregular working hours • using a computer and specialised hardware and software

OCCUPATION	TYPES OF COMPETENCES AND SKILLS NEEDED	EXAMPLE TASKS	VALUES AND INTERESTS
Babysitter	<ul style="list-style-type: none"> • empathy • patience • kindness • independence • responsibility • caring • insightful assessment of the situation • accuracy • good memory • perceptiveness • good physical condition • musical and artistic skills • high level of linguistic competence • creative thinking • divided attention 	<p>Provision of care and support services for the child's development:</p> <ul style="list-style-type: none"> • planning and organising care, upbringing and educational work • taking care of a healthy, sick or disabled child • conducting educational activities supporting the psychomotor development of the child • promoting health and carrying out preventive measures 	<p>Values:</p> <ul style="list-style-type: none"> • work for people who like contact with children • develops creativity • flexible working hours • allows you to combine work and study <p>Work:</p> <ul style="list-style-type: none"> • individually, but also as a team member • both inside and outside the building • shifts, night and public holidays (24-hour care facilities) • having an extended range of duties depending on the workplace • in private homes with flexible working hours (their number may vary) • abroad, on the condition of knowing a foreign language

OCCUPATION	TYPES OF COMPETENCES AND SKILLS NEEDED	EXAMPLE TASKS	VALUES AND INTERESTS
Warehouseman	<ul style="list-style-type: none"> • overall physical performance • eye-hand coordination • visual acuity • acuity of hearing • tactile feeling • colour differentiation • perceptiveness • sense of balance • no fear of heights • divided attention • ease of switching from one activity to another • ability to comply with rules, regulations and standards • reliability • accuracy • independence • self-control • ready to work at a rapid pace • readiness to work in various environmental conditions (e.g. cold stores) • care for cleanliness and order • willingness to comply • endurance for prolonged physical exertion 	<p>Warehouse service:</p> <ul style="list-style-type: none"> • acceptance, storage and delivery of goods from the warehouse • monitoring the level and condition of stocks • handling inventory programs • keeping warehouse documentation • monitoring of production and distribution processes 	<p>Values:</p> <ul style="list-style-type: none"> • working in daily contact with other people • various professional activities • possibility of using machines and technical tools <p>Work:</p> <ul style="list-style-type: none"> • individually or in a small team • mostly in a one or two-shift system • sometimes, however, the nature of the company's operations requires working in a multi-shift system, also at night and on public holidays • depending on the assortment of stored goods or products, indoors (office, warehouse) or outdoors • depending on the assortment of stored goods or products, in changing conditions in the rooms (e.g. low, high temperature, high humidity, etc.) • in case of work in the open air - exposed to changing weather conditions • standing up • carrying heavy goods and thus exposed to injuries, for example to the spine, legs, arms, etc. • exposed to injuries caused by falls from a height (from ladders, platforms, shelves), slipping on a slippery surface, being hit by moving vehicles (electric trucks, forklifts) or objects falling from a great height • exposed to threats related to stored goods, e.g. flammable, toxic, explosive • using and handling, among others, ladders or platforms, a hand pallet truck, a forklift truck (subject to additional authorisation to operate it), a pallet wrapper, barcode terminal, computer with specialised warehouse management software, mobile phone, etc.

OCCUPATION	TYPES OF COMPETENCES AND SKILLS NEEDED	EXAMPLE TASKS	VALUES AND INTERESTS
Confectioner	<ul style="list-style-type: none"> • physical fitness • sensorimotor efficiency • a well-developed sense of taste and smell • well-developed fine motor skills • good eye-hand coordination • artistic sense, imagination and creative thinking • accuracy • thoroughness • meticulousness • scrupulousness • divided attention • independence • work efficiency • patience • ability to work in a team 	<p>Production of confectionery products:</p> <ul style="list-style-type: none"> • the use of machinery and equipment in the production of confectionery • storage of raw materials, semi-finished products and confectionery products • preparation of semi-finished products and confectionery products • making decorations for confectionery products 	<p>Values:</p> <ul style="list-style-type: none"> • teamwork • the ability to use imagination and creative thinking to create new and interesting recipes • the possibility of developing artistic and manual skills <p>Work:</p> <ul style="list-style-type: none"> • in closed rooms, where the air temperature is often high • both individually and in groups • mostly standing • an average of 9 hours both during the day and at night • on non-working days • in special working clothes (clean, white apron and a hat or cap) • having a valid health booklet of a sanitary and epidemiological station
Social worker	<ul style="list-style-type: none"> • ability to apply scientific knowledge in practice • ability to work with customers and patients • knowledge of social factors affecting people's lives • in-depth knowledge of the social service system • social and communication skills • ability to handle pressure • ability to make decisions 	<ul style="list-style-type: none"> • providing expertise, guidance and statements • research and development • communication • administrative work and planning • accepting customers and visiting customers' homes • working with target groups 	<ul style="list-style-type: none"> • openness to new things • interest in the effects of social factors on people • persistence • taking initiative • courage

OCCUPATION	TYPES OF COMPETENCES AND SKILLS NEEDED	EXAMPLE TASKS	VALUES AND INTERESTS
IT Specialist	<ul style="list-style-type: none"> • communicativeness • resistance to stress • patience • accuracy • perceptiveness • good memory • high manual dexterity • eye-hand coordination • decision-making capacity • managing small teams • planning own and teamwork • divided attention • willingness to continuously learn and acquire new skills • dexterity • reliability • good organisation of own work • ability to concentrate attention • logical reasoning • cooperation in a team (group) • the ability to make quick and correct decisions • IT interests • technical aptitude • math skills • the ability to work in a fast-paced environment • imagination and creative thinking 	<p>Administration and operation of computer systems, peripherals and local computer networks:</p> <ul style="list-style-type: none"> • preparation for the operation of the computer system and peripheral devices • administration of operating systems • servicing and repairing computer technology devices • preparation and operation of the local computer network • creation and administration of websites and web applications and databases: • creating and administering websites • creating, administering and using relational databases • web application development • creating and administering content management systems 	<p>Values:</p> <ul style="list-style-type: none"> • flexible working hours • possibility of remote work • develops creativity • continuous personal development • use of modern devices and technologies <p>Work:</p> <ul style="list-style-type: none"> • 8 hours, in shift mode, with possible overtime • mostly individually, but sometimes in a team • in closed rooms • mostly with artificial lighting • at computer monitors • using peripheral devices: printers, plotters, scanners, projectors • in the area of the electromagnetic field • mainly in a sitting position

OCCUPATION	TYPES OF COMPETENCES AND SKILLS NEEDED	EXAMPLE TASKS	VALUES AND INTERESTS
Administrator	<ul style="list-style-type: none"> • speed and flexibility in different situations • communicative • organised and willing to help employees • clear and articulate expression • organising business documents • communication with customers • preparation of the presentation material 	<ul style="list-style-type: none"> • writes texts as dictated • filling in forms, keeping records of mail received and sent • works with a wide variety of data and prepares spreadsheets • maintains simple personnel and financial accounting records • performs a variety of clerical and ancillary tasks 	<p>Values:</p> <ul style="list-style-type: none"> • recognises the importance of his/her contribution to the work of the team and strives for high quality in the work <p>Work:</p> <ul style="list-style-type: none"> • employed in administrative units as a clerk • works mornings • requires a personal computer, telephone, photocopier, calculator, fax machine and other electronic media to carry out his/her work
Teacher	<ul style="list-style-type: none"> • communication • classroom management • ability to work in a team • awareness of the latest research relevant to their work • awareness and knowledge of students' cognitive, social and behavioural development • playing a musical instrument • use of teaching strategies 	<ul style="list-style-type: none"> • correcting tasks and assignments • classroom management • preparing the content of lessons • motivating children to work • takes into account the developmental and personal characteristics of children of a certain age, organising work in such a way that pupils acquire new knowledge on their own and feel comfortable doing so 	<p>Values:</p> <ul style="list-style-type: none"> • to develop students' independence, curiosity, communication, creativity and positive self-image • encourages children to engage in cognitive and physical activities <p>Work:</p> <ul style="list-style-type: none"> • prepares the curriculum at home or at school • employment in school • requires manuals and professional literature

OCCUPATION	TYPES OF COMPETENCES AND SKILLS NEEDED	EXAMPLE TASKS	VALUES AND INTERESTS
Economic technician	<ul style="list-style-type: none"> • a moral and ethical sense of fairness, accuracy and diligence in work • broad knowledge of commercial and financial management • knowledge of native and foreign professional terminology • ability to work in a team • self-confident and independent decision-making • knowledge of accounting techniques • organisational skills 	<ul style="list-style-type: none"> • financial advisory • business analysis • identification of fundamental economic phenomena and processes in a modern market economy 	<p>Values:</p> <ul style="list-style-type: none"> • developing communication skills, organisational skills and teamwork <p>Work:</p> <ul style="list-style-type: none"> • working alone or in groups • in public or private offices • in administration, bank, trade, etc.
Paramedic – Care Worker	<ul style="list-style-type: none"> • friendliness and willingness to communicate • caring for residents in social care institutions • responding to unexpected situations and carrying out basic first aid procedures • physical fitness • assisting clients with special needs • promoting healthy lifestyles 	<ul style="list-style-type: none"> • observing the people you take care of • arranging the bed • assisting with personal hygiene, dressing, feeding, caring for the dying and the deceased • assisting with medical and technical interventions • observation and reporting 	<p>Values:</p> <ul style="list-style-type: none"> • showing kindness and compassion towards the people in our care <p>Work:</p> <ul style="list-style-type: none"> • work in social welfare institutions, hospitals and rehabilitation centres • fieldwork

OCCUPATION	TYPES OF COMPETENCES AND SKILLS NEEDED	EXAMPLE TASKS	VALUES AND INTERESTS
Preschool Teacher Assistant	<ul style="list-style-type: none"> • ensuring effective communication with children • communicativeness • creativity • knowledge of current theoretical and practical knowledge of pedagogical approaches to child-rearing • knowledge of first aid • ensuring pupils' safety 	<ul style="list-style-type: none"> • working with the teacher to plan the work • assisting in the educational process and working independently on individual tasks • arranging the appropriate timing and formats of daily tasks 	<p>Values:</p> <ul style="list-style-type: none"> • encourages children to develop the skills to take care of themselves • creates a friendly atmosphere • provides opportunities and encouragement for exploration and observation <p>Work:</p> <ul style="list-style-type: none"> • educational work is carried out in the departments • requires specialist literature, manuals and magazines • uses working materials for music, dance, art, movement and language activities

OCCUPATION	TYPES OF COMPETENCES AND SKILLS NEEDED	EXAMPLE TASKS	VALUES AND INTERESTS
Logistics Technician	<ul style="list-style-type: none"> managing logistics correspondence flexibility and quick problem-solving critical judgement and responsible behaviour in your field of work knowledge of different transport systems and subsystems knowledge of signalling, safety and telecommunications equipment knowledge of one foreign language 	<ul style="list-style-type: none"> planning, preparation, management and implementation of goods and passenger-related activities supervising the routing of consignments managing teams international trade in goods preparation of bills of lading contract management 	<p>Values:</p> <ul style="list-style-type: none"> develops positive attitudes towards the protection of the environment, human health socially responsible and sustainability-oriented business solving problems and motivating employees <p>Work:</p> <ul style="list-style-type: none"> employment in production plants, warehouses, freight forwarding offices, logistics centres, etc.
Human resource manager	<ul style="list-style-type: none"> leadership and management skills communication skills knowledge of HR management methods visioning and planning skills knowledge of legislation and contracts negotiation skills 	<ul style="list-style-type: none"> recruiting transfers and dismissal of employees managing employment relations and salaries coordinating employee training creating a positive atmosphere in the workplace 	<ul style="list-style-type: none"> taking initiative responsibility precision being organised interest in co-operating with and listening to others interest in community improvement

OCCUPATION	TYPES OF COMPETENCES AND SKILLS NEEDED	EXAMPLE TASKS	VALUES AND INTERESTS
Language Teacher	<ul style="list-style-type: none"> • ability to develop educational programmes and select appropriate methodologies • knowledge of computer and audio-visual teaching techniques • using classroom management techniques • ability to create assessment boards for pupils • ability to work with different students • ability to communicate clearly and unambiguously • basic computer skills for the use of digital media • ability to solve problems • knowledge of a foreign language and language-related subjects 	<ul style="list-style-type: none"> • flexibility and adaptability to the working environment (working effectively in different situations and/or with different people or groups) • creativity (developing an innovative learning environment) • orientation towards innovation and change (openness to new teaching approaches) • listening to others and engaging in a dialogue • enhancing pupils' skills by positive reinforcement • self-control and stress management 	<p>Values:</p> <ul style="list-style-type: none"> • availability • enthusiasm for work • liability • reliability • patience • a high degree of openness • impeccable manners <p>Work:</p> <ul style="list-style-type: none"> • in public and private schools of any grade (primary, secondary, university), cultural institutions and non-profit institutions • in individual mode with pupils/students • in frequent contact with other colleagues • wearing formal clothing
Researcher	<ul style="list-style-type: none"> • knowledge of research techniques and methods • analytical skills • creative thinking • logical skills • problem solving • communication and presenting skills • collaboration skills 	<ul style="list-style-type: none"> • collecting and analysing information • understanding current theories and their importance • creating new theories and methods • communicating and presenting findings 	<ul style="list-style-type: none"> • contributing to scientific understanding • improving people's lives and their surroundings • creativity • innovation • commitment to continuing study and research

OCCUPATION	TYPES OF COMPETENCES AND SKILLS NEEDED	EXAMPLE TASKS	VALUES AND INTERESTS
Human Resource Manager	<ul style="list-style-type: none"> • recruitment, training, development techniques at the organisational level • strategic thinking skills to help guide the organisation • leadership skills • personnel management skills • human capital development skills through training and coaching programmes • management of internal conflicts • management of personal issues • ability to organise work • oratory skills and excellent predisposition to dialogue • ability to develop a workplace culture • fostering a positive, productive and healthy work environment for all employees 	<ul style="list-style-type: none"> • management of body language • voice tone management • advice to staff in need of support • building a relationship with all kinds of people • self-control and stress management • multiculturalism to promote respectful and reciprocal interactions • care to use an inclusive language • knowledge of the needs of the organisation and ability to find and retain people who meet those needs 	<p>Values:</p> <ul style="list-style-type: none"> • empathy • discretion • ethical sense • enthusiasm for work • loyalty • patience • inclusiveness • a high degree of open-mindedness <p>Work:</p> <ul style="list-style-type: none"> • especially for private companies, employment agencies, public companies • in individual mode • in constant contact with working staff or future candidates for job positions • wearing formal clothing
Accountant	<ul style="list-style-type: none"> • knowledge of financial management • it skills • co-operation skills • ability to handle pressure • ability to work under a time limit • legal knowledge 	<ul style="list-style-type: none"> • accounting • billing • account ledging • creating financial statements • budgeting • communication 	<ul style="list-style-type: none"> • flexibility • interest in customer service • confidentiality • carefulness • promptness

OCCUPATION	TYPES OF COMPETENCES AND SKILLS NEEDED	EXAMPLE TASKS	VALUES AND INTERESTS
Social Media Manager	<ul style="list-style-type: none"> • ability to analyse and interpret data collected online • ability to write communication plans on social networks • project management skills • communication plans • ability to manage the budget of the communication strategy • IT skills (use of analysis and data collection tools, use of social platforms) • knowledge of copywriting techniques (ability to write catchy copies adapted to the platforms and audiences) 	<ul style="list-style-type: none"> • ability to solve problems • creativity in the creation of online content • ability to work independently • adaptability to new, e.g. digital, tools 	<p>Values:</p> <ul style="list-style-type: none"> • curiosity • empathy • self-learning • attention to detail • openness <p>Work:</p> <ul style="list-style-type: none"> • communication department of a private agency, as a freelancer • in individual mode or together with the team in charge of corporate communication • in constant contact with working staff or with their customers • wearing informal, casual clothes
Psychologist	<ul style="list-style-type: none"> • critical and scientific thinking • research skills • knowledge of human development and behaviour • clinical experience • understanding of social processes and interaction 	<ul style="list-style-type: none"> • psychological examinations in support of diagnostics • psychological consultation • planning and monitoring rehabilitation • participating in treatment • taking part in health education • providing short term and long term therapy 	<ul style="list-style-type: none"> • interest in humans as psychological, social, and biological beings • interest in human development • awareness of different personalities and strengths • awareness of the effects of social and political factors

OCCUPATION	TYPES OF COMPETENCES AND SKILLS NEEDED	OFTEN USED TASKS	VALUES AND INTERESTS
Nurse	<ul style="list-style-type: none"> • competence in nursing care • technical and organisational skills to plan and carry out assistance interventions • knowledge of first aid techniques • competence in social health counselling • ability to operate independently • communication skills • basic digital skills • opening to professional technical updates 	<ul style="list-style-type: none"> • professional attitude • accuracy in performing tasks • high degree of attention to detail • resistance to stress • resistance to physical fatigue • flexibility and adaptability to handle emotionally difficult situations 	<p>Values:</p> <ul style="list-style-type: none"> • respecting other people’s dignity • equality • respect for the freedom of others • compassion • empathy • patience <p>Work:</p> <ul style="list-style-type: none"> • public and private health and social care facilities, self-employed, home care • in individual mode or together with other nursing colleagues • in constant contact with working staff or with their patients • formal clothes (nurse uniform/scrubs, overalls, gloves and shoes to be worn only in the workplace)
Lawyer	<ul style="list-style-type: none"> • extensive legal knowledge • ability to work independently • co-operation skills • speaking and listening skills • language skills 	<ul style="list-style-type: none"> • promoting clients' rights • giving legal counsel to individuals and groups • assisting concerned parties in court • dealing with public officials • co-operating and communicating with diverse people 	<ul style="list-style-type: none"> • honesty • loyalty • independence • commitment to continuing training • interest in the development of legislation

OCCUPATION	TYPES OF COMPETENCES AND SKILLS NEEDED	OFTEN USED TASKS	VALUES AND INTERESTS
Personal Trainer	<ul style="list-style-type: none"> • knowledge of fitness and sports • ability to analyse the needs and physical possibilities of the customer • ability to develop specific and effective training programmes • skills in the field of physical health • skills in the field of nutrition • excellent communication skills (knowing how to speak clearly and politely with the customer) • excellent relational skills (knowing how to establish a relationship of trust with the customer) • excellent physical fitness 	<ul style="list-style-type: none"> • knowledge of marketing techniques to promote their work • knowledge of social networking sites to promote their work • passion for sports disciplines • high physical resistance • high resistance to stress • motivate the customer to exceed their limits • help the customer to identify achievable goals • flexibility 	<p>Values:</p> <ul style="list-style-type: none"> • charisma • respectful of others • empathy • sensitivity • positivity • patience <p>Work:</p> <ul style="list-style-type: none"> • in gyms and fitness centres, as part of the staff or as a freelancer • in individual mode or together with other colleagues • in constant contact with working staff or with their customers • sportswear, comfortable clothes
Investment advisor	<ul style="list-style-type: none"> • knowledge of economics • knowledge of statistical analysis • knowledge of the stock market • communication skills • listening skills 	<ul style="list-style-type: none"> • helping clients manage and improve their financial situation • giving counsel regarding investment funds and investment planning • making recommendations • monitoring clients' investments and providing guidance when required • risk analysis 	<ul style="list-style-type: none"> • consistency • reliability • approachability • interest in helping others financially • interest in deepening one's own understanding of investing and the economy