

Focus on the e-modules created in France

1- CREATE YOUR OWN BUSINESS

This module mainly allows learners to become aware of the different steps necessary to create your own business.

- 1- Why start your own business?
- 2- The nature of a company's activities
- 3- Building a business plan and a market study
- 4- The search for fundings
- 5- The different legal statuses
- 6- The available aids



2-THE COMPUTER AND ITS FEATURES

This module allows to learn about the basic use of a computer, with its different components and functionalities, notably through practical exercises.

- 1- Know the different components of a computer
- 2- Know the basic functions of word processing
- 3- Know how to create a powerpoint presentation
- 4- Practical exercises to implement the acquired knowledge

3- INTERCULTURAL COMMUNICATION IN THE WORK ENVIRONMENT

This module is designed to provide guidance on improving intercultural communication in the workplace and its importance and benefits.

- 1-Awareness of what intercultural communication is
- 2-Awareness of its importance in the business world
- 3-Awareness of the obstacles to intercultural communication
- 4-Knowing the method of interculturality in business





4-THE USE OF THE CELL PHONE IN A PROFESSIONAL CONTEXT

This module will present and describe all the useful features of a phone to better understand and adapt to the world of work. Some of the topics developed in this e-module are:

- 1-Mastery of the basic tools related to communication
- 2-Mastery of the basic tools related to organization
- 3-Applications useful for professional integration
- 4-Practical applications: preparation for the job interview



5- DISABILITY AND JOB SEARCH

This module is specifically dedicated to people with disabilities. It aims to provide them with help and advice on how to have their disability recognized, as well as on how to find a job when you have a disability.

- 1-Knowing how to have your disability recognized
- 2-Know the rights of disabled workers and how to claim them
- 3-How to mention your disability when applying for a job
- 4-How to communicate about your disability during a job interview
- 5-Know the existing structures and aids for a better access to employment for disabled people



6- HOW TO LOOK FOR A JOB ON THE INTERNET

This module allows participants to facilitate their job search on the Internet by using websites and platforms dedicated to job search, as well as to improve their writing skills and management of professional emails.

- 1- Know the different browsers and search engines
- 2- Know how to search the Internet
- 3- Know how to find job offers
- 4- Know how to apply online
- 5- What is the use of a mailbox?
- 6-How to write a professional e-mail?
- 7- How to address an employer by e-mail?



7- RESILIENCE

This module will help learners become familiar with the concept of resilience and enable them to develop resilience skills. Some of the topics developed in this e-module are:

- 1-What is resilience?
- 2-What is trauma?
- 3-The existing means to be more resilient
- 4-The development of resilience in the professional world

8- PRESERVING YOUR HEALTH AT WORK

This module aims to provide help and advice to learners on how to take care of their health at work, which includes physical health but also mental health and the right actions to take to ensure their safety and that of others in the work environment.

- 1-Learn about the most frequent occupational diseases and accidents and know the steps to take to report them
- 2-How to adopt a healthy lifestyle?
- 3-What are the good gestures to make to preserve one's health at work?
- 4-What are burnout and moral harassment?
- 5-What are the obligations of employees and employers in terms of safety at work?
- 6- Who to contact in case of health problems at work



9- MANAGE YOUR E-REPUTATION

This module allows participants to learn more about the concept of online reputation. It focuses on explaining how to build a digital identity and how to create an e-reputation that respects oneself and others. The main topics covered in this module are:

- 1- What is reputation and e-reputation?
- 2- How does perception work?
- 3- Who are the actors of e-reputation?
- 4- How to control your e-reputation?
- 5- How to restore a damaged e-reputation?



10- SECTORS OF ACTIVITY IN TENSION

This module will help learners become familiar with the concept of sectors in tension. It will provide them with the necessary elements to understand what a sector in tension is.

- 1-What is a sector in tension and which sectors are concerned?
- 2-What are the main jobs in these sectors?
- 3-Why is it important to know them?
- 4-What are their working conditions and constraints?

11- SUCCESSFUL INTEGRATION INTO THE COMPANY

This module aims to provide learners with all the tools they need to successfully take their first steps in a new company, which involves knowing how to adapt to a new work environment, maintaining good professional relationships and respecting the company's customs. Here are some of the topics developed in this module:

- 1-The challenges of knowing your company
- 2-How to find out about your company?
- 3-How to make a good first impression?
- 4-Regulation: cell phone and safety instructions
- 5-Importance of maintaining good relations with your colleagues
- 6-To be sociable with your colleagues
- 7-Respecting the hierarchy



12- DEVELOP YOUR SELF-CONFIDENCE

This module allows participants to understand how to effectively build their self-confidence. It aims to make learners aware of their own value in order to improve and boost their confidence and self-esteem. The points covered in this module are as follows:

- 1- What is self-confidence?
- 2- What are the daily and occasional exercises to develop self-confidence?
- 3- How to be more confident in your work environment?
- 4- Interviews and testimonials on self-confidence
- 5-Exercises, questionnaires and practice



13- HOW TO DEAL WITH FAILURE

This module will help users to understand what failure is, but more importantly, how to manage and overcome it.

- 1-What kind of failures can be encountered in the professional sphere?
- 2-Why do migrants and/or refugees face failure?
- 3-What are the possible solutions to overcome it?
- 4-Quizzes, advice from professionals

14- TELEWORKING

This module is designed to teach how to manage, optimize and adapt to teleworkin. In particular, it will contribute to learning how to create a space conducive to effective work and how to organize oneself in such circumstances. Here are some of the topics developed in this module:

- 1-Creating a professional space at home
- 2-Managing and organizing the work space
- 3-Managing time and autonomy while working from home
- 4-How to motivate yourself to work at home?
- 5-How to find a balance between personal and professional life?
- 6-How to communicate with colleagues while teleworking?
- 7-Use of some videoconferencing tools
- 8-Risks of teleworking

