

## Contact

FORUM FRAUEN  
Clearing office  
Nordbahnhofstraße 115  
70191 Stuttgart

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## Implementation

Individual and group advising  
Participants can complete module 3  
simultaneously if desired

BeFF – Berufliche Förderung von Frauen e. V.  
Lange Straße 51, 70174 Stuttgart

Sozialunternehmen NEUE ARBEIT gGmbH  
Bottroper Straße 16, 70376 Stuttgart

Services are financed  
by the Jobcenter Stuttgart.

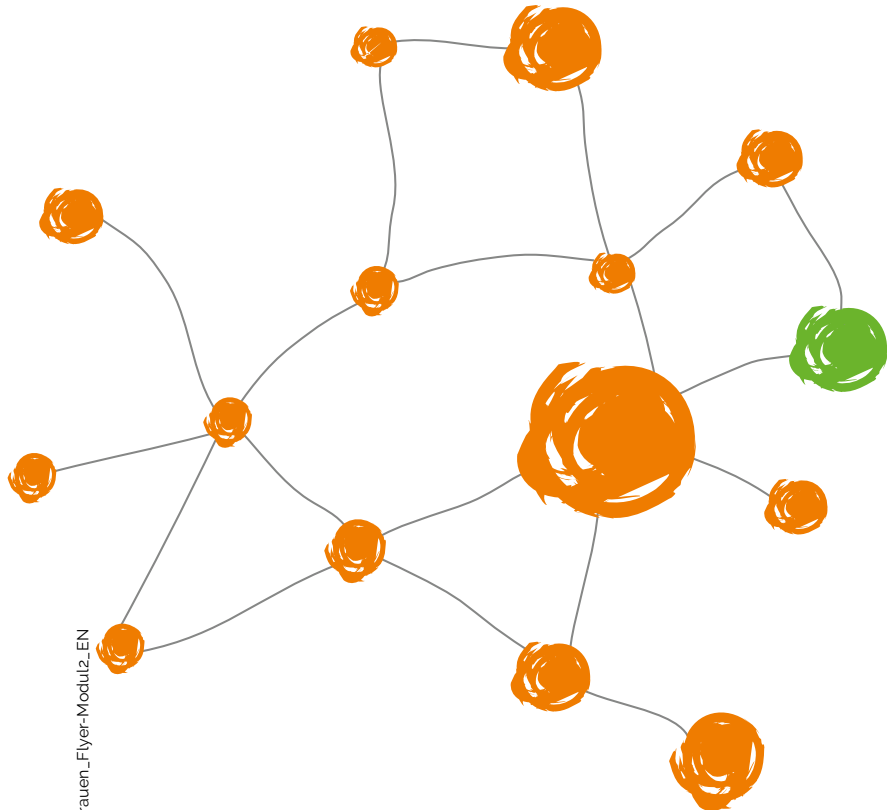


Funding association:



# FORUM FRAUEN

Preparation to begin work,  
training or qualification



Stand: 220503\_Frauenprojekte\_ForumFrauen\_Flyer-Modul2\_EN

## Module 2

## Module 2: Preparation to begin work, training or qualification

Start now - Use new opportunities to achieve more economic independence!

Do you want to (re-)enter the workforce?

Do you want to improve your earning capacity and employment situation or opportunities for the long term?

Are you interested in support and advising to achieve your professional goals?

Do you need support in preparing for and applying for a job, training position or qualification?

We look forward to meeting you.  
Take advantage of our free services.

Please get in touch with your personal contact person at the Jobcenter or at

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## Our services

### Consultation and support (individual coaching)

- Creating a personalised competence profile
- Clarifying specific interest in qualification and training
- Information on recognising international diplomas and vocational certificates
- Advising on career questions
- Support in finding a good work/life balance
- Help in managing unique life situations (housing, debt), networking with other social services if needed

### Job search and application (individual coaching)

- Support for the (digital) internship and job search
- Help with preparing (digital) application documents
- Preparing for interviews
- Support during trial internships
- Support before, during and after beginning a job, an educational program or employment

### Preparing for everyday work situations (group coaching)

- Career path planning and compatibility
- Teaching basic digital skills
- IT application management
- Insight into professional fields and everyday work environments
- Self-presentation and self-marketing
- German for business simultaneously if needed

Module 3 – German for business – can be booked simultaneously.

