



Action Skills for the job market

Proposed trainer activities

Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or the European Education and Culture Executive Agency (EACEA). Neither the European Union nor EACEA can be held responsible for them.



Activity	Objective	Method
Job Role Exploration	Familiarize participants with roles & responsibilities	Trainers present job descriptions; participants discuss tasks, required skills, and challenges; role-specific Q&A
Time Management Drill	Teach prioritization scheduling	& Participants plan a simulated workday or shift using a checklist; trainers observe and provide feedback on efficiency
Teamwork & Communication Role-play	Practice collaboration	Simulated team tasks (e.g., coordinating housekeeping + reception in a hotel); trainers evaluate communication, coordination, and problem-solving
Customer Service Simulation	Develop client interaction skills	Participants handle staged scenarios with "difficult customers" or service requests; trainers provide feedback on professional behavior
Job Application & Interview Practice	Bridge skills to employment	Participants prepare CVs and simulate interviews for target roles; trainers provide personalized feedback on presentation, answers, and professionalism

PARTNERSHIP



ΕΠΙΜΕΛΗΤΗΡΙΟ



PROJECT



Co-funded by
the European Union

Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or the European Education and Culture Executive Agency (EACEA). Neither the European Union nor EACEA can be held responsible for them.

PROJECT NUMBER 2022-2-EL02-KA220-YOU-000100001