

HumanityHub

Where Cultural Inclusion Meets Economic Empowerment



RCT
Zagreb

Rehabilitation Centre for
Stress and Trauma, Croatia
rctzg.hr



ACTGRUPA

ACT Group, Croatia
act-grupa.hr



**CENTRO SVILUPPO
CREATIVO
DANILO DOLCI**

Centre for Creative Development
Danilo Dolci - ETS, Italy
danilodolci.org



GOVERNMENT OF THE REPUBLIC OF CROATIA
Office for Cooperation with NGOs

ESF+ Social Innovation +

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**Social
Innovation 
Initiative**



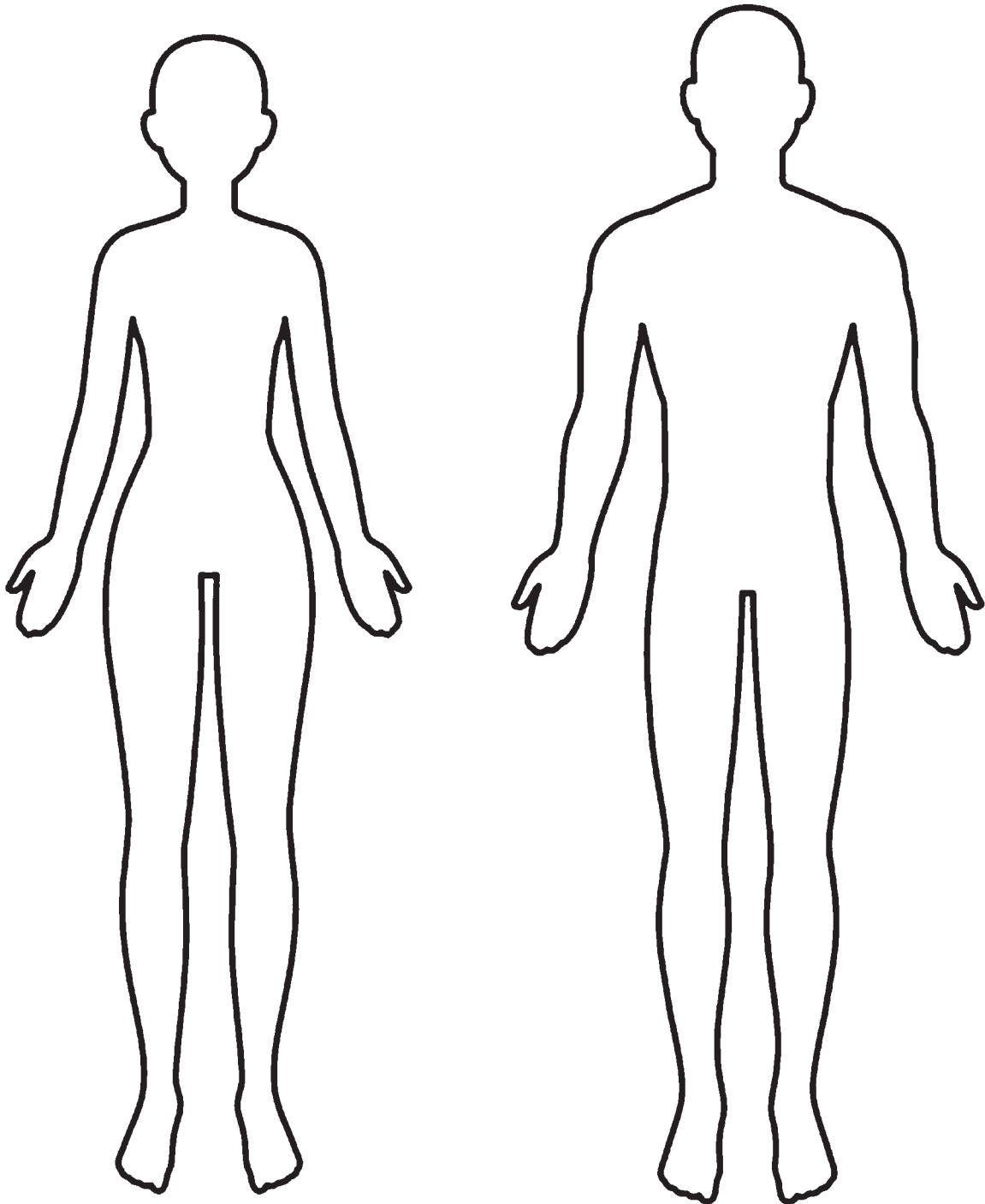
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My positive trait:

Example of when this trait showed:

My positive trait:

Example of when this trait showed:



Problem solving - active and problem-oriented way of dealing with stress. Solving problems includes gathering information about the situation, seeking advice, finding strategies for solving problems, planning activities, agreeing, negotiating, etc.

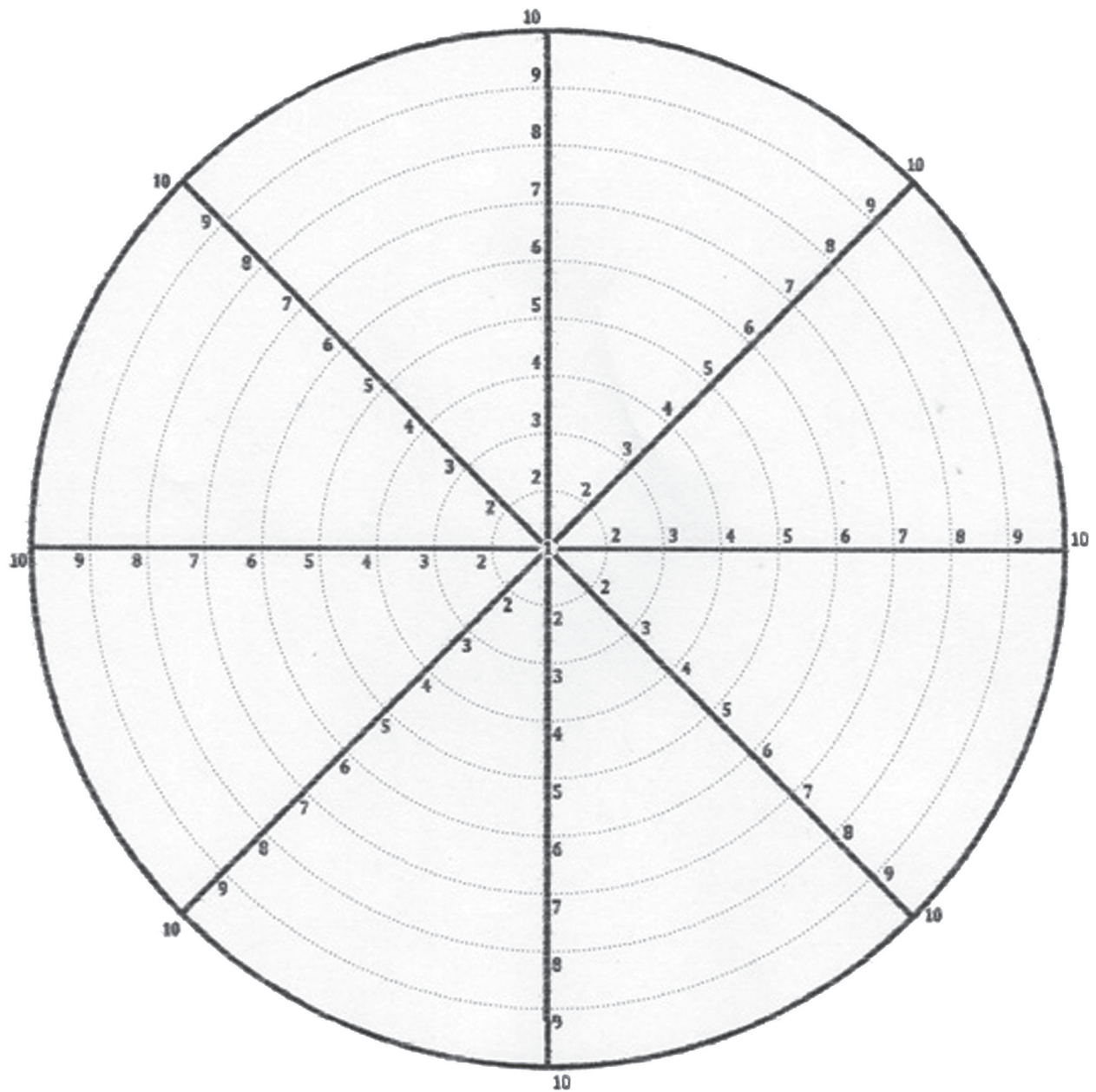
Avoidance - form of coping in which we try to avoid the situation, i.e. the reaction that the situation could cause in us. Fantasising, daydreaming, denial, risky behaviours, humour, “black humour” are some of the forms of avoidant behaviours.

Seeking social support - social support contains two main components: instrumental and emotional. In the first case, it is about gathering information, asking for opinions, advice or recommendations about possible actions. The emotional component includes comfort, understanding, support and empathy.

Emotion-focused coping refers to various processes through which we try to manage stress by changing our thoughts and/or behaviours, as well as through emotional expression or “release”. Emotional release can be expressed verbally, through arguing, yelling, and self- or other-directed blame, or behaviourally, through breaking objects, hitting, or venting anger.

Cognitive restructuring - strategy in which emotional relief is achieved through mental changes. *“It will get better”*, *“The situation is not so hopeless”*, are some of the mental constructs with which individuals are encouraged and thus emotionally relieved.

Distraction distraction often includes a behavioural aspect that involves redirecting attention away from a stressful situation through activity, thereby promoting relaxation. Examples include cycling, walking, exercising, reading, and watching television.



1. My SMART goal is (be as specific as possible):

2. What is the first small step I can take NOW to get closer to my goal:

3. Next steps to get closer to your goal:

STEP 1:

Time required to realise it: _____

Who/what can help me: _____

STEP 2:

Time required to realise it: _____

Who/what can help me: _____

4. How will I know (what will be different in my daily life) that I have achieved my goal?

Name and surname: _____

School (starting from highest completed):

Years of work experience:

Work experience:

Additional education (with certificates):

Knowledge and skills (without certificates):

Hobbies, interests:

My characteristics and qualities:

Professional development:

Employment opportunities:

Ways I am prepared to look for a job:

Availability to work (when I can start, shift work, weekends, mobility...):

Work restrictions:

Expected salary: _____

1. Personal information

Name and surname:

Address (street, number, zip code, city):

Phone:

E-mail:

Date of birth:

2. Work experience *(start with most recent job)*

Job 1

Period (year - year):

e.g. 2022 - 2024

Job title:

e.g. waiter / salesperson / warehouse worker

Company name and city:

What did you do at that job? *(list main tasks)*

e.g. working with customers, serving food, working at cash register

Job 2 (*if any*)

Period (year - year):

Job title:

Company name and city:

Main tasks:

(add as many jobs as you need)

3. Education and training (*start with most recent education*)

Period:

Name of school / institution:

Profession / qualification:

(e.g. economist, chef, nurse)

Important skills you have acquired:

4. Additional skills

LANGUAGE SKILLS

Mother tongue: _____

Other languages: _____

Language: _____

Listening: ☐ A1 ☐ A2 ☐ B1 ☐ B2 ☐ C1 ☐ C2

Reading: ☐ A1 ☐ A2 ☐ B1 ☐ B2 ☐ C1 ☐ C2

Speaking: ☐ A1 ☐ A2 ☐ B1 ☐ B2 ☐ C1 ☐ C2

Writing: ☐ A1 ☐ A2 ☐ B1 ☐ B2 ☐ C1 ☐ C2

(add as many languages as you need)

COMPUTER SKILLS

(e.g. Word, Excel, e-mail)

Other skills:

(e.g. B category driving licence)

5. Interests / hobbies *(optional)*

(e.g. sports, reading, music)

1. PERSONAL INFORMATION

Name and surname: _____

Address: _____

Phone: _____

E-mail: _____

2. COMPANY INFORMATION

Company name: _____

Company address: _____

Place and date: _____

3. TITLE

Subject: Job application for the position _____

4. INTRODUCTION

Dear Sir or Madam,

I am writing to you regarding the vacancy for the position _____

which was advertised in _____

5. EDUCATION AND EXPERIENCE

I completed _____

I have experience in _____

and have acquired knowledge _____ in my education.

6. SKILLS AND QUALITIES

My important skills are: _____

My qualities that are important for this job are: _____

7. CONCLUSION

I believe that I can contribute to your company with my skills and motivation.
I would welcome the opportunity to be interviewed.

Thank you for your time and consideration.

Sincerely,

TELL US SOMETHING ABOUT YOURSELF

Briefly present your education, work experience and skills. Connect them to the job you are applying for. Briefly “retell” your resume (CV).

WHICH OF YOUR SKILLS WOULD YOU HIGHLIGHT?

Highlight the skills that are important for the job you are applying for. Think about what you know about the company and the position and tailor your answer.

WHY DO YOU WANT TO WORK WITH US?

Show interest in the company. Speak positively about the employer. Mention what you know about the company and explain how your skills and experience fit into their work.

WHY DID YOUR PREVIOUS JOB END?

Give a neutral and short answer. For example:

- the company changed location
 - the company had less work due to competition
 - the job was temporary (fixed term)
 - there was no opportunity for advancement or learning new skills
 - you are looking for a job that better matches your qualifications
-

WHAT ARE YOUR ADVANTAGES OVER OTHER CANDIDATES?

Highlight your qualities and experience.

You can give an example from a previous job when you successfully solved a problem. Advantages may also include:

- proximity to place of residence
 - flexibility in working hours
 - ability to perform multiple tasks
-

WHY SHOULD WE HIRE YOU, OF ALL CANDIDATES?

Example answer:

„ Because of the knowledge, experience and skills I can use in this job.”

WHAT DO YOU FIND MOST INTERESTING ABOUT THIS JOB?

For example:

- dynamic work
 - creative tasks
 - opportunity to learn and gain experience
-

HOW LONG WILL IT TAKE YOU TO LEARN THE JOB?

Stress that you are a fast learner and that it won't take you long to adapt to the job.

HOW LONG DO YOU PLAN TO WORK WITH US?

Example answer:

„As long as we cooperate successfully and there is mutual interest.”

DO YOU PREFER TO WORK INDEPENDENTLY OR IN A TEAM?

Example answer:

„I can work both independently and in a team.”

If you realise that teamwork is important, stress that you enjoy working in a team.

WHAT SALARY DO YOU EXPECT?

Salary discussion often comes at the end of the interview.

It is good if the employer suggests an amount first.

If you must answer, provide a rough salary range (e.g. from - to).

You can obtain information about the salary from people who do similar work.

HOW OFTEN WERE YOU ABSENT FROM YOUR PREVIOUS JOB?

Emphasise that you were rarely absent and only in important situations (e.g. illness).

DO YOU HAVE ANYTHING ELSE TO ADD?

Take the opportunity to mention something important about yourself that you haven't said.

Progress monitoring questionnaire

The Form for Monitoring User Progress is designed as a brief self-assessment tool to track participants' experiences and the impact of the "Small Steps to Success" training program.

- The form can be used at the beginning and at the end of the entire program to capture overall changes in well-being, social adjustment, professional motivation, and confidence.
- It can also be applied after each module as a quick check-in to monitor short-term progress and identify areas where participants may need additional support.
- The average completion time is **2-3 minutes**, making it easy to integrate into group sessions without taking significant time away from activities.

Program: **“Small Steps to Success”**

Name/Code: _____

Age: _____ Gender: _____

Date: _____

INSTRUCTIONS:

Please think about the last week (or since the previous session) and mark on the lines below how you feel you are doing in the following areas of your life.

Marks on the left represent low levels, while marks on the right indicate high levels.

1. Personal well-being

(How I feel about myself, my self-confidence, and my ability to cope with change)



Progress monitoring questionnaire

2. Social and cultural adjustment

(My comfort in Croatia, communication in Croatian, relationships with people here)



3. Career and professional goals

(My motivation, clarity of goals, and readiness for employment/entrepreneurship)



4. Overall well-being and progress

(How I feel overall about my life and future in Croatia)



Optional Reflection (1-2 sentences)

What is one positive change you noticed since the last session?

What is one area you would like to improve further?
