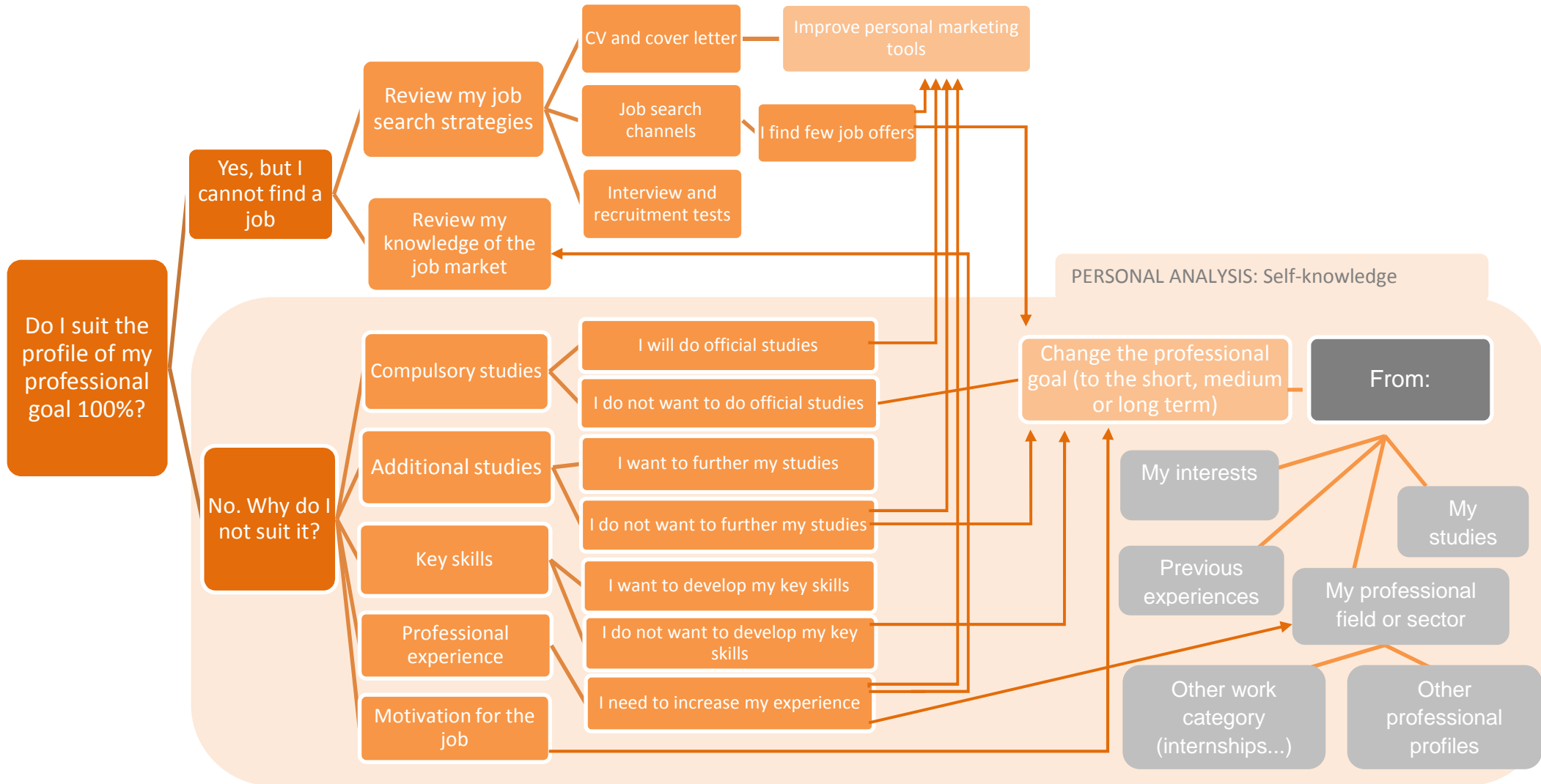


DECISION-MAKING TREE



STAGES OF THE GUIDANCE PROCESS

BARCELONA ACTIVA RESOURCES - CAPITAL HUMÀ

Self-knowledge

- Documents: Knowledge capsules "Professional Balance I: Self-knowledge", "Exercise in identifying skills and motivation for work".
- Multimedia applications: "Professional interests", "Skills.Key" and "Hidden CV".
- Other content: Bibliography and Webography, section "Person" on the website.
- Activities: Block "Professional change management" and "Skills development".

Knowledge of the Job Market

- Documents: "Sector reports", Knowledge capsule "Professional Balance II: Job market".
- Other content: "Search engine according to study level", "Occupations file", videos of sector, occupations and testimonies, bibliography and webography section "Job market" on the website.
- Activities: Block "Dialogues with the job market".

Find a Course

- Documents: Knowledge capsules "Vocational Studies", "Entrance to university", "Professional Qualification System".
- Other content: Bibliography and webography, section "Person / Courses" on the website.
- Activities: Block "Skills development".

Job Search Tools

- Documents: Knowledge capsule "Curriculum Vitae", CV recommendations and models and cover letters.
- Other content: Bibliography and webography section "Tools / CV and letter" on the website.
- Activities: Block "Strategies for finding a job".

Job Search Channels

- Documents: "Resources for finding a job in the X sector...".
- Other content: Bibliography and webography section "Tools / Job search channels" on the website.
- Activities: Block "Strategies for finding a job".

Interview and Recruitment Tests

- Documents: Knowledge capsules "Job interview" and "22 questions for a job interview".
- Multimedia application: "Job interview"
- Activities: Block "Strategies for finding a job".