
Lectures and presentations

If you need simultaneous transcription or wheelchair accessibility for any part of the programme, please email your requirements to simona.kostelanska@ruk.cuni.cz by **March 4, 2024**.

10:00

Opening and introduction of the CU Career Centre in Czech

10:15 - 11:15

Ask a career counsellor in Czech

Career counsellor Petra will first introduce you to career counselling services and her work. She will then answer your questions, especially with respect to education and gaining experience, CVs, LinkedIn, and other forms of self-presentation, searching for work, freelance work, and remuneration. Want to be sure your question is answered? Send it to us in advance at kariernicentrum@cuni.cz.

PhDr. Petra Drahoňovská

11:15 - 12:15

Using your own potential to motivate yourself and others in Czech

Discover yourself and you can excel – in spite of everything and everyone!

If you discover in yourself what you can do, what you are good at, and you do it with joy, then you can create and achieve your own process.

If you find the strength and courage to carry out your plans, whatever you want, then you will overcome fear, shame, and anxiety.

You will simply win.

- You will understand the importance of motivation and understand its tools.
- You will recognize in yourself what you excel in, and you can encourage others as well.
- You will understand that people's differences and being able to help each other is the fastest motivation that will move you forward.

The ability to motivate and self-motivate is an essential component of any activity we create. And that also includes, among other things, your studies. We have questions about how to maintain motivation in order to overcome the initial obstacles during your studies and to ensure you get back what you put into it.

Motivation is the force that activates behaviour and gives it direction. The quality of all the activities we perform is related to motivation. People spend energy to satisfy their needs, and this is directly reflected in your university, work, and private activities and results.

Mgr. Helena Horáková

12:15 - 13:00

"In service of the state" or Civil service as a career choice in Czech

Are you thinking about working for the government or in an EU institution? You will learn:

- Whether the civil service sector is sufficiently modern and flexible,
- What are the benefits of being employed,
- Graduates of which fields can find work as a civil servant,
- What are the requirements for civil servants,
- What is the current situation for civil service salaries,
- Whether the civil service sector is in line with current trends,
- What are the possibilities for further growth in the civil service sector,
- The government as an advantageous, interesting, and prospective employer.

PhDr. Jindřich Fryč

13:00 - 14:00

Getting started in the job world: CVs, interviews, etc. in Czech

14:00 - 14:15

Charles University Volunteer Centre in Czech

14:15 - 15:00

Employment minimum in Czech

What rights and obligations do employees have? What should you look out for when negotiating an employment contract and how does it differ from contract work (DPP and DPČ)? What limits apply when planning working hours and under what conditions can an employer dismiss an employee? In his short lecture, Jakub Tomšej from the Faculty of Law will offer a practically oriented interpretation of the most important issues relating to employment law and answer questions regarding the employment of students and graduates.

15:00 - 15:45

Getting started in the job world: CVs, interviews, etc. in English

15:45 - 16:15

How to find a job/part-time as a foreigner in English

Together we will get to know the specifics of the labor market in the Czech Republic, cultural differences, advantages and barriers for foreigners on the labor market. We will show you the opportunities, where and how to search for a job or part-time job - what kind of jobs and industries are in demand in the Czech Republic, and where to look for leading employers and/or job agents. We will look how to formulate correctly a job application and CV, as well as what are the obligations of a job applicant from EU/non-EU countries. At the end, you will have space for your questions, which you can also send in advance to stancova@careerpartner.cz.

M.Sc. Denisa Stáncová, UK Career Advisor

16:15 - 16:45

Careers in International Affairs in English

Employment in international organizations

Are you looking for a job that will impact the lives of millions of people? Are you seeking a multicultural environment and are not afraid of foreign languages? Then international organizations might be the right place for you. International organizations are not only a key platform in the field of international relations but also a promising employer that offers employment for students and graduates in various fields. The lecture will summarize basic information about employment opportunities and the process of selection procedures for NATO, OECD, OSCE, UN and the Council of Europe.

Mgr., MA Eduard Hulicius

16:45 - 17:15

Careers in the EU institutions in English

The European Union represents a unique project with a fundamental impact on the lives of citizens in Europe and around the world. Working in EU institutions thus offers the opportunity to influence important political decisions and actively contribute to solving the challenges of the 21st century. Thanks to the variety of job opportunities in the EU, you can apply your skills in several spheres and gain new experiences in a unique multicultural environment. Over 60,000 employees from 27 member countries work for European institutions. In European institutions, you can use your knowledge of not only the 24 official languages of the EU, but also outside the EU, at Delegations located all over the world. Not only students of international relations will find their application, but also doctors, lawyers, scientists or translators.

Bc. Tomáš Novotný

Tereza Sanjuan

17:15 - 17:35

Gateway to the EU institutions - preparation for the recruitment process to the EU institutions presentation in English, interpretation in Czech

An innovative course designed for final year students and graduates of Charles University will be presented. It is designed for those who want to develop their career in the European Union (EU) institutions and bodies. EPSO (European Personnel Selection Office) organises the selection procedures for job positions in the EU institutions. Attention of the course is paid to career options and opportunities for employment in the EU institutions and bodies in order to increase the chances of success in selection procedures and thus strengthen the representation of Czech men and women in the EU. The graduate will be prepared for the different stages of the selection procedure and will be familiar with the methods leading to success in the selection procedure. Emphasis is placed on the development of soft skills. The course is a joint project of Charles University (UK) and Prague University of Economics and Business (VŠE).

PhDr. Olga Běhounková, Ph.D.

Lecturer at the Department of Andragogy and Personnel Management, Faculty of Arts, Charles University. Besides teaching and conducting student's final theses, she coordinates student internships and the lifelong learning course Trends in People Management – The Present and Future of HR. She participates in courses organised by the Centre of Lifelong Learning and in the innovative course Gateway to the EU Institutions, which is provided in cooperation by Charles University and Prague University of Economics and Business. She is a member of the editorial board of the journal Corporate Learning. She has been working in her field for 20 years.

17:35 - 18:00

Get in on the action! in Czech