

UPGRADE

PERSONAL AND PROFESSIONAL DEVELOPMENT PROGRAMME

a step ahead

**Porto
Business
School**

/ University of Porto

“Upgrade is an invaluable professional guidance programme, suited to anyone wishing to leave their comfort zone. Over the course of the programme, every participant is individually prepared through self-assessment exercises and by adapting the CV template to specific sectors and contexts.

The programme provides a confident, assertive approach to the labour market with assurances of a positive return.”

Tiago Ferreira de Oliveira

*Brand & Trade Marketing Manager
na Symington Family Estates*

A personalised career according to professional goals previously set by the student, at a Business School with privileged connections to the business fabric.



Step 1

FIND OUT EXPECTATIONS AND AMBITIONS

A first stage dedicated to getting to know the participants with regard to various dimensions, most notably their expectations and ambitions, their interests and motivations, their professional career and the way these highlight the competencies that are valued by the labour market, and which have an impact on managing their career.

To such end, the following are ensured:

1. Application of an (online) self-knowledge tool

2. One-on-one interview with a professional coach (on-site)

1. Application of a self-knowledge tool (EM10)*

A diagnosis allowing participants to become aware (from a motivational perspective) of what they value most and of what the current situation offers them. This way, those that are already in the labour market can engage in reflection regarding their current career; those seeking to enter the labour market, or who are looking for a new opportunity, will be able to draw significant in terms of what they should look for.

*The EM10, a tool developed by Boyden / Neves de Almeida | HR Consulting, will allow evaluating participants from the standpoint of what motivates and drives them. This tool will enable concluding on which factors, in an ideal scenario, participants expect to achieve in their current or future position.

2. Individual Interview

An individual interview, using situational examples enabling the following:

- Knowledge of career expectations/interests/motivations and ambitions;
- Awareness of each student's potential, in view of critical competencies for proper performance in the labour market (Interpersonal Communication and Relationship, Teamwork, Adaptability, Results Orientation);
- Performance analysis in recruitment processes, namely CV suitability and posture during the interview.

DURATION OF THE INDIVIDUAL INTERVIEW: 2 HOURS

QUICK-WINS:
PROMOTING KNOWLEDGE/SELF-KNOWLEDGE
LINING UP EXPECTATIONS IN VIEW OF REALITY
ENHANCING STUDENTS' INDIVIDUALITY
GAUGING STUDENTS' POTENTIAL IN CRITICAL COMPETENCIES

Step 2

STRENGTHENING COMPETENCIES

A time devoted to analysing and evaluating the competencies given under Step 1, from a group perspective, via an Assessment Centre, which includes a Business Case and two experimental team activities.

DURATION OF THE ASSESSMENT CENTRE: 1/2 DAY/GROUP (MAXIMUM 50 PEOPLE)

QUICK-WINS:
PROMOTES CONTACT TIME AMONG PARTICIPANTS
GAUGES PARTICIPANTS' PERFORMANCE IN CRITICAL COMPETENCIES, WHILE ACTING IN A GROUP CONTEXT

Step 3

SHARING RESULTS AND LINING UP THE ACTION PLAN

Serves to bring about the work undertaken in Step 1 and Step 2:

1. Preparing an Individual Report

2. Individual Feedback Session

1. Preparing an Individual Report

A detailed report that considers the participants' most relevant information, collected throughout the entire project and, in particular, aimed at their personal and professional development.

2. Individual Feedback Session

The individual report is delivered and shared during a face-to-face session with the Consultant in charge of the evaluation, by looking into the strengths and the areas to be developed, and where strategies that can be individually developed are suggested.

Depending on the specific profile (created using the information gathered over the course of the project, along with the stated ambitions, expectations, interests and motivations), a roadmap will be provided to enable devising an action plan to facilitate the approach, in terms of career management, adjusted to each one's goals.

During this individual feedback session, every student will be given his/her own Individual Report, as well as a Career Management Roadmap.

DURATION OF THE INDIVIDUAL FEEDBACK SESSION: 1 HOUR

QUICK-WINS:
PROMOTING KNOWLEDGE/SELF-KNOWLEDGE, ENHANCING DEVELOPMENT



Make change happen

FEE 475€

In partnership with:

Boyden
global executive search

APPLICATIONS

Serviços de Carreira
E: careerservices@pbs.up.pt
T: 226 153 270

CONTACTS

Avenida Fabril do Norte, 425
4460-312 Matosinhos, Portugal

T: +351 226 153 270
E: geral@pbs.up.pt

www.pbs.up.pt