

# SI01 - Come to know the resources and activities of Barcelona Activa

## Job search and career development resources



Ajuntament de  
Barcelona



# About Barcelona Activa

Barcelona Activa is Barcelona's local development agency. Founded in 1987, it is a public commercial company integrated into the Economic and Economic Promotion Area of Barcelona City Council.



**55.000**  
**people supported**



**7.000**  
**companies supported**

## Mission

To promote quality employment, entrepreneurial initiative, business competitiveness and diversification of the productive fabric, to achieve a sustainable, inclusive, and fair economic model.

## Vision

To make Barcelona a leading city for working, entrepreneurship and living with social and environmental values.

## Values

We are driven by the spirit of public service and professional and personal ethics, as well as equal opportunities and social progress. We collaborate within the organisation and with others to promote a social and sustainable economy at the service of people.

Follow us:



# What we do



**We support people** throughout the job seeking process.

[\*\*barcelonactiva.cat/treball\*\*](https://barcelonactiva.cat/treball)



**We help businesses and organisations** to grow, forge links with their ecosystems and become more competitive.

[\*\*barcelonactiva.cat/empreses\*\*](https://barcelonactiva.cat/empreses)



**We provide support to entrepreneurs** to turn their business idea into a viable enterprise.

[\*\*barcelonactiva.cat/emprenedoria\*\*](https://barcelonactiva.cat/emprenedoria)



**We offer training** for job seekers, entrepreneurs and professionals.

[\*\*barcelonactiva.cat/formacio\*\*](https://barcelonactiva.cat/formacio)



# Network of Barcelona Activa facilities



## Headquarters

Barcelona Activa Headquarters.



## Glòries Entrepreneurship Centre

The centre for the city entrepreneurs.



## Cibernàriu Nou Barris

Digital training centre for beginners located at the Technology Park.



## Porta 22

2,000 m<sup>2</sup> set aside for employment and career development.



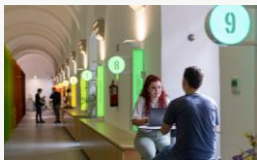
## Glòries incubator

The facility for newly established innovative companies.



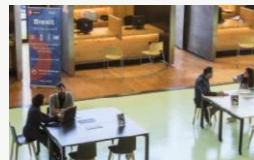
## Technology Park

Innovation cluster in the north of the city.



## El Convent

Benchmark facility in employment for young people in Ciutat Vella.



## Business Support Office

The benchmark space for companies and SMEs in Barcelona.



## LIDERA

Space for all professional women in Barcelona: workers, managers and entrepreneurs.



## InnoBA

Barcelona Activa's Centre for socio-economic innovation.



## Cibernàrium 22@

Tech skills centre for businesses and professionals.

## Activa spaces in the city

- Nou Barris Activa
- Sant Andreu Activa
- Sants-Montjuïc Activa







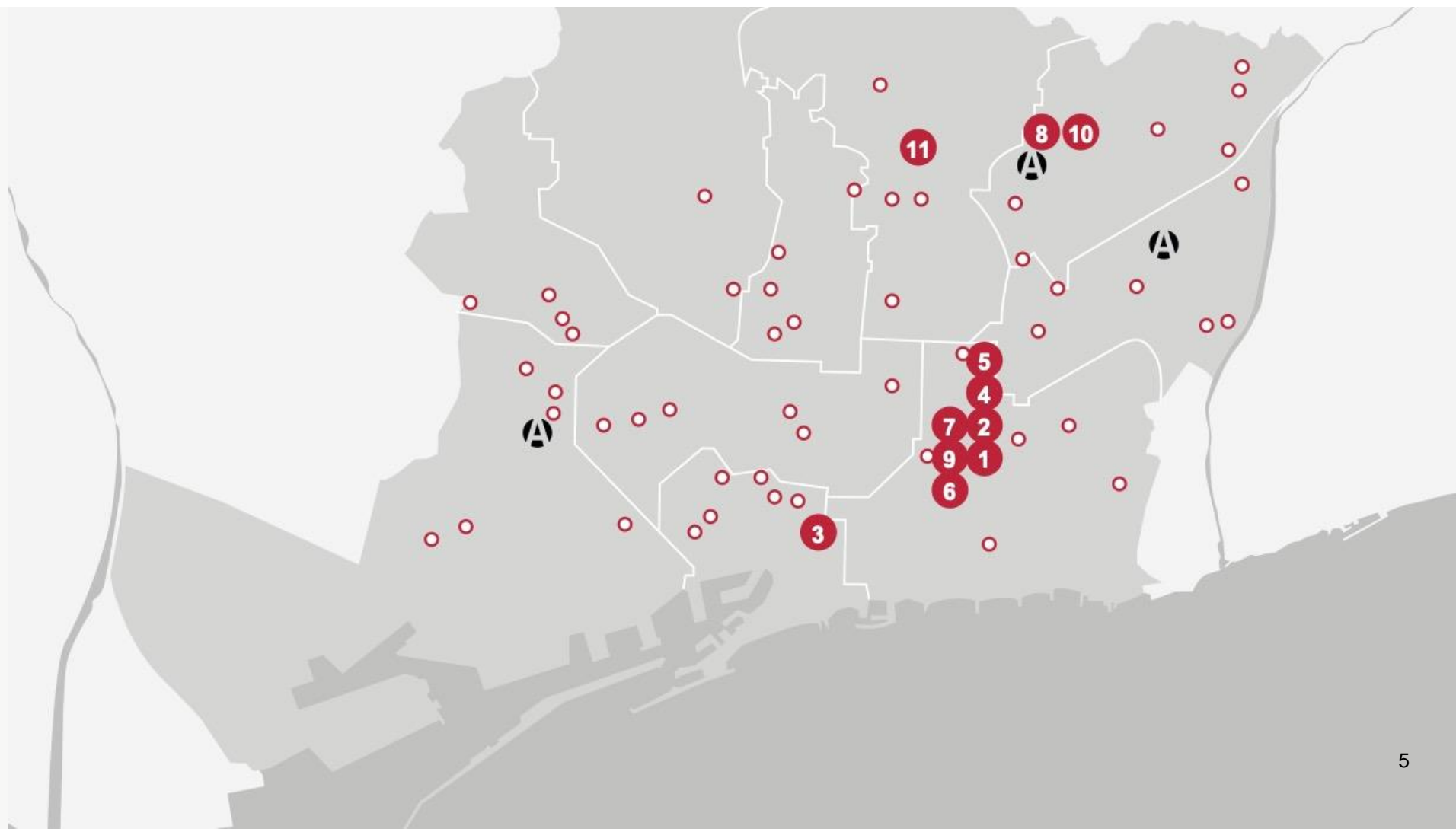
# Barcelona Activa is present in more than 50 locations throughout the city

## Barcelona Activa facilities

1. Barcelona Activa Headquarters
2. Porta 22
3. El Convent
4. Glòries Entrepreneurship Centre
5. Glòries incubator
6. LIDERA
7. Cibernàrium 22@
8. Cibernàrium Nou Barris
9. Business Support Office
10. Technology Park
11. InnoBA Ca n'Andalet

## Activa spaces in the city

- Nou Barris Activa
-  Sant Andreu Activa
-  Sants-Montjuïc Activa
- 
- Other attention points in the city
- 



# SI01 – Come to know the resources and activities of Barcelona



Find out about the resources that Barcelona Activa makes available to you to find a job, and other useful tools for managing your professional life.



Discover our job search resources according to your needs

Do you know what you want to work on?

Do you have your strategy clear?

Do you know the job market?

Should you find out or develop your skills?

Do you know where to find suitable job offers?

Do you have the tools you need?

Are you prepared for the interview?

Do you need to strengthen your knowledge?

## **Professional orientation:**

To identify the professional objective and develop the job search strategy.

## **Job market:**

To discover labor market trends and find out about the current opportunities offered by the economic sectors.

## **Skills development:**

To value your personal skills and abilities.

## **Job search channels:**

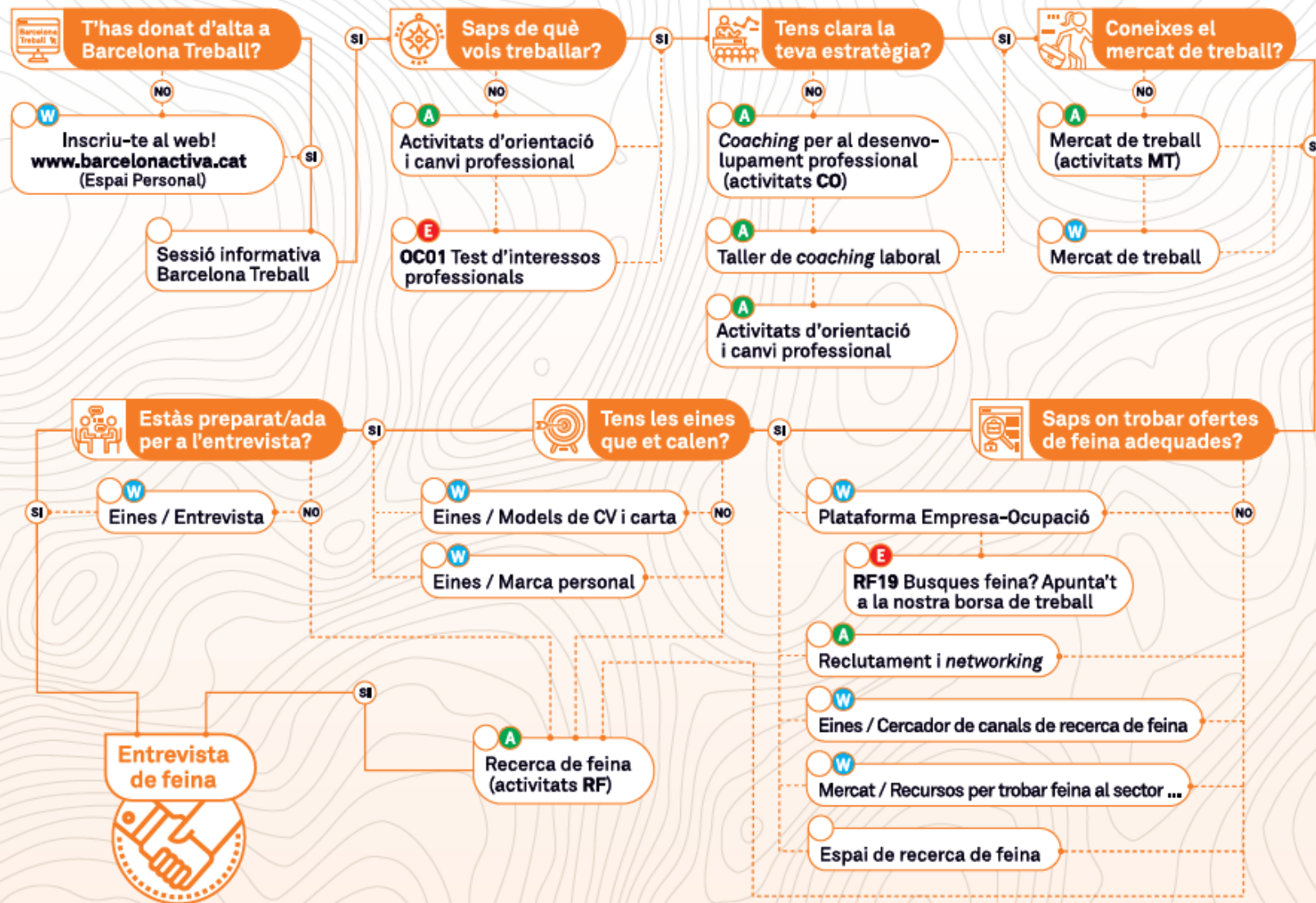
To know and use all possible ways to help you find professional opportunities.

## **Presentation tools and interview preparation:**

To be able to present your candidacy in the most effective way, through the CV, the cover letter or in a job interview.

## **Professional preparation:**

To improve your profile through professional training .



**Desenvolupa les teves competències**

- E** OC62 Test de competències clau
- A** Escola de competències (activitats EC)



### Més recursos

- Assessorament personalitzat
- Formació ocupacional
- Barcelona Treball Joves
- Cibernàrium
- W** Formació online (activitats ON)
- Programes d'ocupació
- Emprenedoria
- LIDERA (dones)

### Llegenda

- W** Marca les teves tasques
- A** Activitat
- E** Eina
- W** Recurs al web

# SI01 – Come to know the resources and activities of Barcelona Activa

A

## Activities

*Learn about the activities you can do both in person and online to improve your job search strategy.*

E

## Tools

*Use the tools to obtain information about your interests and professional skills.*

W

## Web resources

*Consult the information available on the Barcelona Treball website to learn more about the job search process.*

+

## Other resources

*Find other resources available to boost your process according to your profile.*



# Barcelona Treball – What we offer?

## Job search and professional development resources



All the services you need to find a job are in Barcelona Activa. You have a daily service of personalized advice and a full program of activities to learn to search for a job and to train skills. You can also access the job vacancies managed by Barcelona Activa and use the Job Search Space.



[Accedeix al web](#)

## SI01 – Come to know the resources and activities of Barcelona Activa

**Do you want to  
contact the  
Barcelona  
Treball team?**

By phone: **608573263** (if you only speak English,  
we recommend using WhatsApp).

By email: **porta22@barcelonactiva.cat**

In person: **Porta22**: C/ Llacuna, 162, 08018  
Barcelona

# What we offer?

## Job search and professional development resources

### SERVICES

**Permanent** and **universal** guidance, job search and professional improvement services

### PROGRAMS

**Training programs** for professional skills improvement adapted to market and professional needs.

and more ...

Services from **other areas** of Barcelona Activa

What we offer?

Job search and professional development resources

# SERVICES

Personalized advice



Coaching

Activities

(also online and streaming)



Advice on Labor Rights



What we offer?

Job search and professional development resources

# SERVICES

Activities for young people (16/29y)

Labor intermediation service

Job Search spaces



# What we offer?

## Job search and professional development resources

### SERVICES

In English

Discover our **online activities** we offer so you can prepare yourself wherever, whenever or however you want.

Turn on English subtitles.

### Activities





# What we offer?

## Job search and professional development resources

### Online. Job Search (english) ▼

Activities to face the job search process in an efficient manner. They will help you define your Action Plan and to make progress with those tools necessary to get acquainted with the Job market.

- ON01 Online - The cover letter: the entrance door for your CV
- ON02 Online - The curriculum: the key tool
- ON03 Online - Make your curriculum go surfing
- ON04 Online - The two faces of the job interview
- ON05 Online - Show the great value of your skills in the selection process
- ON06 Online - FAQs: Prepare yourself for the interview
- ON07 Online - The selection process: a 360° view
- ON09 Online - Do not put limits on yourself! Barriers, false myths and beliefs in the job search
- ON10 Online - Theory and practice of selection tests
- ON11 Online - Prepare to be selected
- ON12 Online - Self-candidacy: create your own opportunity
- ON13 Online - Search channels for job opportunities
- ON15 Online - Skills for job search
- ON26 Online - How to approach videoconferencing interviews
- ON27 Online - Recruitment and selection of people in the age of Web 4.0.
- ON28 Online - The elevator pitch: your professional presentation
- ON29 Online - Personal brand: your professional footprint
- ON39 Online - Practise the CV and the letter
- ON43 Online - Discover the opportunities of the public employment offer
- ON46 Online - Find a job using storytelling
- ON47 Online - Use your mobile phone to search for a job
- ON48 Online - I'm unemployed, now what?

### Online. Key Skills School (english) ▼

Activities that will allow you to identify attitudes, skills and habits behind some of the most sought core competencies by companies and organizations. Work their practical side afterwards in our classroom.

- ON16 Online - Day by day organization
- ON17 Online - Take time out of time
- ON18 Online - Working in company
- ON19 Online - Communicate!
- ON20 Online - The secrets of written communication
- ON21 Online - Take the floor: verbal and non-verbal language in work
- ON22 Online - Empathy: listening to understand
- ON23 Online - Argue to reach agreements
- ON24 Online - Assertiveness: beyond knowing how to say no
- ON25 Online - Networking in networks
- ON30 Online - Keys to effective collaborative working, remote and networked
- ON31 Online - How to communicate and socialize on social networks
- ON32 Online - How to work remotely or telecommute effectively
- ON33 Online - Effective communication: Feedback and Feedforward
- ON34 Online - Adapting to daily changes and times of crisis
- ON35 Online - Information and learning management
- ON36 Online - Identify your influence and communication style
- ON37 Online - Most valued skills by companies
- ON38 Online - Leadership to develop your team
- ON40 Online - Boost your creativity
- ON41 Online - Self- knowledge: the journey of personal and professional exploration
- ON42 Online- Agile mindset: put it into action!
- ON44 Online - 5 Basic conflict management styles
- ON45 Online - Networking for shy people
- ON49 Online - Three skills to manage uncertainty in the job search
- ON50 Online - Benefits of planning and organizing
- ON51 Online - The decisions puzzle
- ON52 Online - Apply visual thinking to your job search
- ON53 Online - How we face professional change

# What we offer?

## Job search and professional development resources

### PROGRAMS



Participate in a set of tailored programs and flexible activities to know the labor opportunities, the job market and the channels to find employment.

You can also get access to training programs in order to improve your professional skills and adjust them to the needs of business and occupation market.



# What we offer?

## Job search and professional development resources

### PROGRAMS

To take part in almost all of these programs, you must be registered at the Employment Office of the Government of Catalonia\*.

\*For further information, you can visit these websites

Main information about the requirements, to acquire your authorization to work or study in Spain

*Ministry of Foreign Affairs  
(Government of Spain)*



Main topics regarding the procedures about Employment Offices. For example, how to register or renew your job application.

*Servei d'Ocupació de  
Catalunya – SOC (Catalan  
Government)*



# What we offer?

## Job search and professional development resources

### RESOURCES



**Discover different industries and job sectors.**

Learn about how they are changing and what job opportunities they offer. Here you will find simple resources to help you understand the job market in 13 key sectors.

# Compendium of resources for job search



## Industries

- ▲ Food
- Trade and Tourism
- Green and Circular Economy
- ✓ Sport and Wellness
- Manufacturing Industry 4.0.
- ▲ Mobility and Logistics
- ▶ ITC
- ☾ Life and health sciences
- ~ Blue Economy
- \* Education and Social Cohesion
- ▲ Habitat and Urban Services
- \* Creative and Cultural Industries
- Organisations and business

If you're unsure where to start looking, you can check out the MARKET section on the *Barcelona Treball* website. By clicking on the sector of interest, you'll find key data and relevant information. Look at the document "**Compendium of resources for job searching in the sector...**" as it contains information about websites, companies, and other useful resources.

Check the *Documents* section within each Sector, and look for the "**Compendium of resources for job search in ... sector**" file



## Table of contents

This document aims to relate the main resources and channels that must be considered for a job search focused on the Food sector.

The main resources and channels of this sector are grouped into the following sections:

01. SPECIALISED EMPLOYMENT WEBSITES .....	3
02. RECRUITMENT AND INTERMEDIARY COMPANIES .....	4
03. SELF-APPLICATION .....	6
04. PROFESSIONAL ASSOCIATIONS AND LEADING TRAINING CENTRES .....	13
05. NETWORKING .....	16
06. CONFERENCES AND EVENTS .....	19



## Personalized advice



What can you get if you only speak English?

When you book an appointment, mention that you need to be assisted in English

## Online activities



Turn on subtitles so you can read them in English



## Personalized advice



What can you get if you only speak English?



When you book an appointment, mention that you need to be assisted in English

## Online activities



Turn on subtitles so you can read them in English



# What we offer?

## Job search and professional development resources

Live-streaming virtual activities

What can you  
get if you only  
speak English?



**RF56**  
**CV & Cover Letter**



**RF57**  
**Useful tips for the  
interview**



**RF126**  
**LinkedIn and  
other tools**

## Platform Business-Employment



Here you can **register your CV**, update your information, and apply for job offers managed by Barcelona Activa (*access with your ID number and password on the Barcelona Activa website*).



Check the latest **job offers published**.

If any offer matches what you are looking for, apply! We will review your CV and, if it fits the profile, we will send it to the company

What can you get if you only speak English?

## Key Skills Test



The **Key Skills Test** is a self-assessment tool that assesses the level of development of 21 relevant skills in the current job market. The test will help you:

- Discover your most developed skills.
- Identify your least developed skills.
- Compare your profile with the skills required for your current job or your new professional objective.

## Other services

Entrepreneurship



Emprenedoria

Companies to growth



Empreses

Tech Training



Cibernàrium

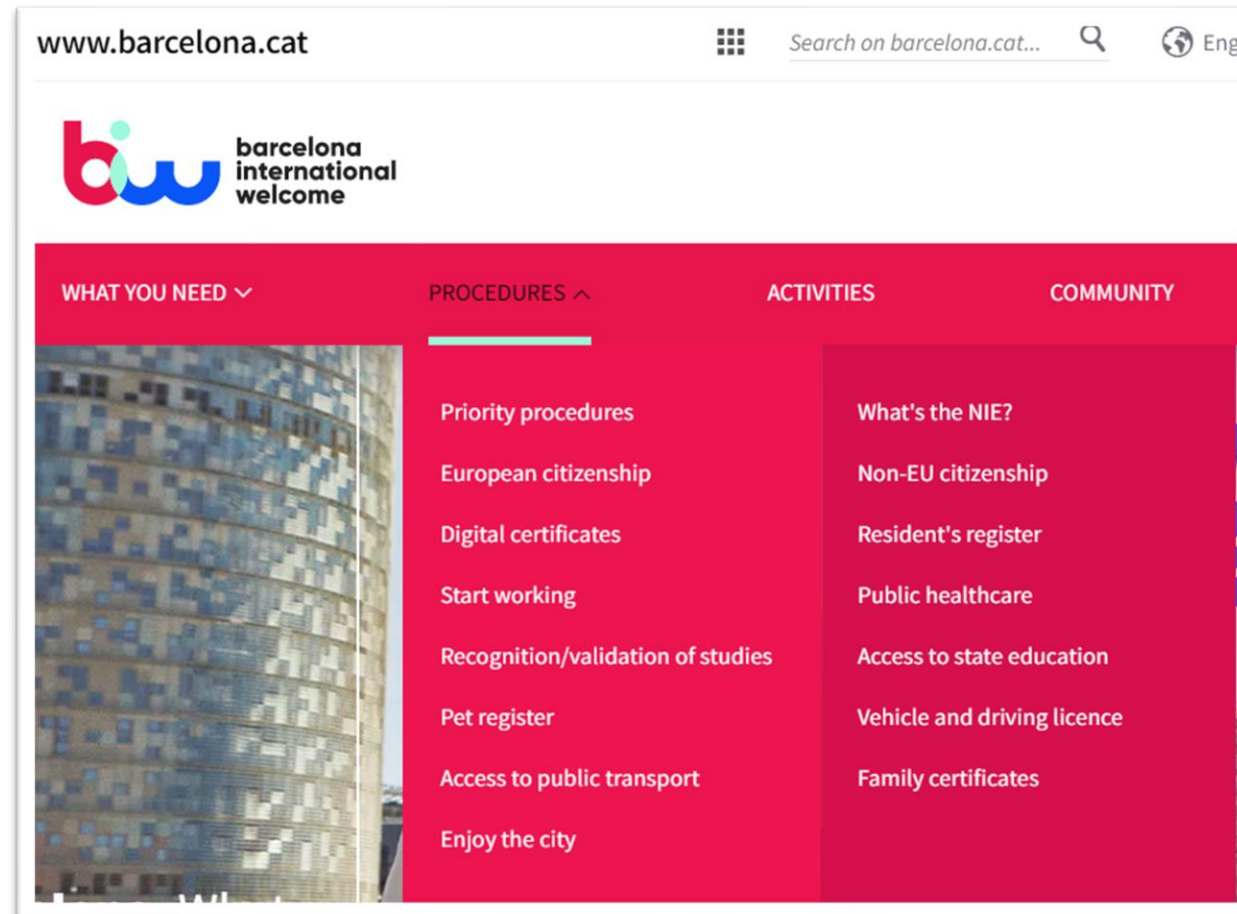


# Information about procedures

## Barcelona International Welcome (Barcelona City Council)

Get information  
about:

- Priority procedures
- Start working.
- Recognition and validation of studies
- ... and more



# Download useful materials



[https://documents.impento.cat/SI01/  
material\\_ENG.pdf](https://documents.impento.cat/SI01/material_ENG.pdf)



[barcelonactiva.cat](http://barcelonactiva.cat)



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