



LITHUANIAN LABOUR EXCHANGE

UNDER THE MINISTRY OF SOCIAL SECURITY AND LABOUR

Development and Design of INDIVIDUAL ACTION PLAN

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The Aim and Target Group

- The aim – to help jobseekers foresee their employment goals and to plan activities and measures to achieve these goals.
- An individual action plan – an established document which specifies the goals of the jobseeker, commitments of the local labour exchange and the jobseeker for application of the active labour market measures and general labour market services.

Individual action plan is offered only for those jobseekers who were granted the status of unemployed.

Timing

An individual action plan is drawn up for each jobseeker, and the target groups are formed only according to age and period of unemployment:

- The plan is drawn up within three months of registration at the local labour exchange – for jobseekers under the age of 25;
- The plan is drawn up within six months of registration in the local labour exchange – for jobseekers over the age of 25.

An individual action plan is drawn up for a period of one year.

Assumption

An individual action plan is drawn up by a consultant and a jobseeker after the analysis of the jobseeker's possibilities to compete in the labour market, motivation for the job or study and estimation of:

- Professional knowledge, work experience;**
- Needs and abilities in other areas.**

Adjustment

An individual action plan may be modified, specified or renewed:

- **After the assessment of the progress or the reasons of nonfulfillment;**
- **When the circumstances in the labour market or the motives for employment of a jobseeker have changed;**
- **When the status of an unemployed is modified.**

Key Elements

An individual action plan must be provided with:

- **Employment goals of a jobseeker and measures for the achievement of these goals;**
- **Commitments of a jobseeker;**
- **Commitments of the labour exchange to provide services;**
- **Evaluation of the progress of the implementation of the plan;**
- **The aim of each visit.**

Individual Action Plan Goals

- **Employment;**
- **Gain of qualification;**
- **Self-employment.**

Individual Action Plan Measures

- Active labor market measures;
- Job search;
- Information;
- Motivation, counseling, various training;
- Additional information, documents;
- Preparation for a meeting with the employer, employment;
- Self-employment;
- Planning;
- Other measures.

Active Labour Market Measures

- Participation in the “First job” program;
- Support for the acquisition of professional skills;
- Job rotation;
- Subsidies for job creation;
- Subsidised employment;
- Vocational training;
- Support for self-employment;
- Public work;
- Territorial mobility;
- Participation in the ESF project;
- Participation in other projects.

Job Search

- Independent job search (newspapers, internet, etc.);
- Visits to the information centers (Information and consultation center, Job center, Youth job center).

Information

- Participation in the information meeting and other seminars in the open information area.

Motivation, Counseling, Various Training

- Participation in group consultation;
- Participation in motivational seminars;
- Vocational counseling;
- Psychological counseling;
- Basics of self-employment;
- Other seminars and trainings.

Preparation for a Meeting with an Employer, Employment

- CV preparation;
- Preparation of an application letter;
- Preparation for a job interview.

Other Measures

- Jobseeker's integration into the labour market;
- Unplanned visit;
- The changing of the specialist.

Goals for the Future

- Development and improvement the effectiveness of information and consulting services while combining established methods of provision of the labour market services until an individual employment plan is made;
- Involvement of a jobseeker in the career planning process. Encouragement to use the e-service in order to create a preliminary individual action plan and provision of guidance activities enabling the jobseeker to reach the main goal of integration into the labour market.



Thank you

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