

Formation and Labour Orientation

Final presentation



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RETO 1º DAW CAFÉ OLÉ



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The background is a solid brown color. On the left side, there is a white coffee cup tilted to the right, with a large splash of dark brown liquid erupting from the top. Several dark brown coffee beans are scattered around the cup. In the top right corner, there is a large, dynamic splash of brown liquid. In the bottom right corner, there is a single dark brown coffee bean. The overall theme is coffee and liquid motion.

01

ORIENTATION AND JOB SEARCH

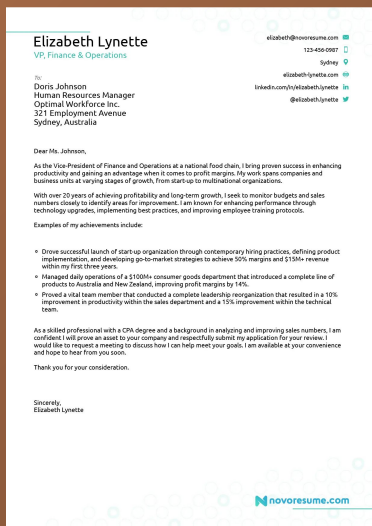
1.1.- Submission of candidature



COVER LETTER



CURRICULUM VITAE



- Contact details
- Professional experience
- Specialized training
- Academic training
- Professional competencies
- Other data

1.2.- Selection process

INTERVIEW: STAGES

1. Preparation
2. Greetings and introduction
3. Questions about personal information and work experience
4. Competence and skills questions
5. Behavioural questions
6. Questions about corporate culture and values
7. Closing questions
8. Closing of the interview



1.3.- Selection tests



**LANGUAGE
TESTS**



**PERSONALITY
AND INTERESTS
QUESTIONNAIRES**



**PROFESSIONAL
AND KNOWLEDGE
TESTS**



**PSYCHOMETRIC
TESTS OF
INTELLIGENCE
AND APTITUDE**

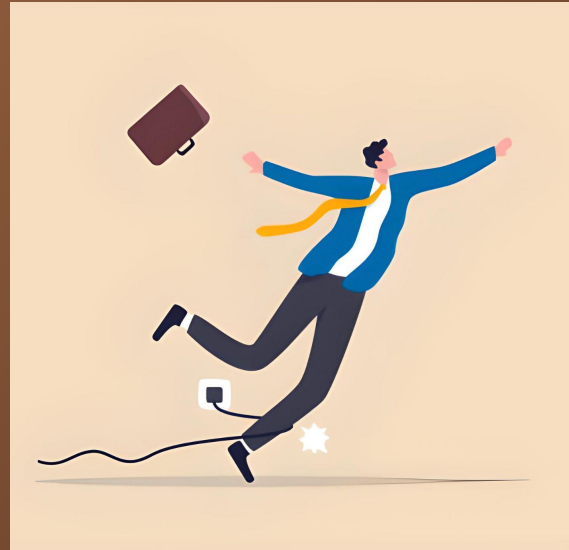
02

OCCUPATIONAL RISK ASSESSMENT



2.1.- What is it?

The evaluation of occupational risk prevention is a tool offered to employers and workers with the purpose of understanding the conditions of the place where the work activity will be developed. Its main objective is to propose actions to achieve a safe working environment and reduce possible occupational risks.



2.2.- Risk assessment process



**RISK
IDENTIFICATION**



**RISK
ESTIMATION**



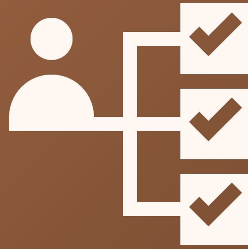
**RISK
ASSESSMENT**

2.2.1.- Risk identification

In this phase, an exhaustive search for possible occupational risks is carried out. Hazards are identified in tasks, processes, substances, equipment, or working conditions that could harm workers. Inspection, incident analysis, data review and consultation with experts and workers are used.



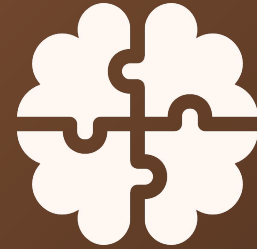
**ERGONOMIC
RISKS**



**RISKS DUE TO
SECURITY
CONDITIONS**



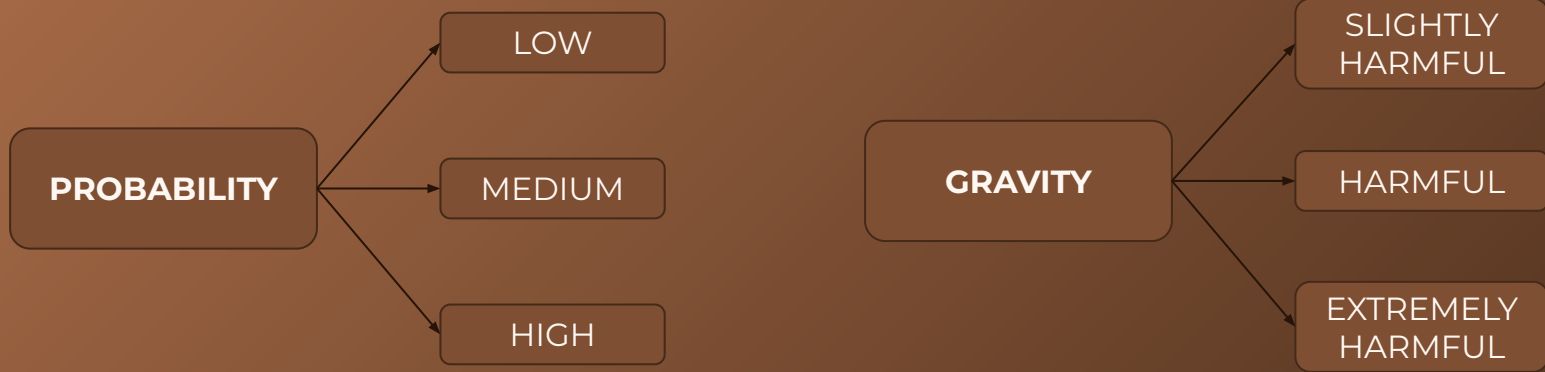
**RISKS DUE TO
ENVIRONMENTAL
CONDITIONS**



**PSYCHOSOCIAL
RISKS**

2.2.2.- Risk estimation

After identifying the risks, their probability and impact are assessed. The exposure of workers is analyzed, considering, among other factors, the intensity and severity of the consequences of the risks on workers.



2.2.3.- Risk assessment

At this final stage, the risk assessment is based on previously obtained information, which also includes a subjective assessment of its acceptability, considering the legislation in force, safety standards and the ability to implement effective measures. Based on this assessment, preventive actions are established to reduce risks and protect the health and safety of workers.

RISKS: Trivial, tolerable, moderate, important and insufferable		GRAVITY		
		Slightly harmful	Harmful	Extremely harmful
PROBABILITY	Low	Trivial	Tolerable	Moderate
	Medium	Tolerable	Moderate	Important
	High	Moderate	Important	Insufferable



03

**WORKS
COUNCIL**

3.1.- What is it?

The Works Council is the collective representative body of employees in an undertaking. It defends their rights and negotiates with management, ensuring fair working conditions for workers and that their comments are taken into account.



3.2.- Characteristics of Works Council



**COLLECTIVE
REPRESENTATION**



**PROTECTION OF
LABOUR RIGHTS**



**NEGOTIATION AND
AGREEMENTS**



**CONSULTATION
AND
PARTICIPATION**



**CONFLICT
RESOLUTION**



**COMMUNICATION
AND
TRANSPARENCY**

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Notes from the Classroom

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The background is a solid brown color. On the left side, there is a large, dark brown splash of liquid, resembling coffee, with several small droplets trailing off to the left. Scattered across the background are several dark brown coffee beans. In the top right corner, there is a large, bright orange sphere. In the bottom right corner, there is a large, dark brown sphere. In the bottom left corner, there is a large, dark brown sphere. In the bottom center, there is a large, dark brown sphere.

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