## **CALENDAR OF ACTIVITIES**

|  |  |  |
| --- | --- | --- |
| **JANUARY** | **FEBRUARY** | **MARCH** |
| * Preparatory activities related to the Open Day and Seasonal Employment Fair - cooperation with businesses, institutions and faculties
* Implementation of cooperation from the agreement between the University of Montenegro and the Hipotekarna Bank - work on the Jobiri digital platform for education and employment of students; creating an employer database
* Online promotion of Jobiri digital platform
 | * Preparatory activities related to the Open Day and the Seasonal Employment Fair - a tour of all high schools in Montenegro - promotion of the University of Montenegro
* Opening of the call for the training program "Student Business Hub" - summer semester
* Selection of registered candidates
* Opening a call for participants Training for beginners in business
* Selection of registered candidates
* Opening the call and holding the first cycle of workshops "Presentation skills to the employer"
 | * Education Fair - Open Day of the University of Montenegro
* Seasonal employment fair - "Summer job"
* Workshops within the Student Business Hub program - 2 trainings
* Training for beginners in business - 8 lectures
* Presentation of the Jobiri platform at all university units of the University of Montenegro
* Training for teaching staff for teaching in English - 3 months
 |
| **APRIL** | **MAY** | **JUNE** |
| * Workshops within the Student Business Hub program - 3 trainings
* Opening the call and holding the second cycle of workshops "Presentation skills to the employer"
* Training for beginners in business - 8 lectures
* Blue Career Day - cooperation with the Faculty of Maritime Studies
* Training for teaching staff for the use of digital tools
 | * Awarding certificates to trainees for beginners in business
* Awarding certificates to students of the Student business hub program - summer semester
* Online promotion Jobiri digital platform
* Training in the methodology of scientific research work
 | * Announcing the competition for the best start up idea of a student of the University of Montenegro
* Opening the call and holding the third cycle of workshops "Presentation skills to the employer"
 |
| **JULY** | **AUGUST** | **SEPTEMBER** |
| * Seasonal employment - finalizing cooperation with the Association of Caterers of Montenegro
* Consultations within the Competition for the best start up idea (business plan form)
* Online promotion Jobiri digital platform
 |  | * Choosing the best start up idea - opening the competition documentation (session of the Awards Committee; writing a report)
* Award ceremony for the awarded students in the Competition for the best student start up idea
* Opening of the call for the training program - "Student Business Hub - winter semester
* Selection of registered candidates
 |
| **OCTOBER** | **NOVEMBER** | **DECEMBER** |
| * Organization of the Fair of Internships and Scholarships
* Opening the call and holding the fourth cycle of workshops "Presentation skills to the employer"
* Workshops within the Student Business Hub program - 2 trainings
* Online promotion Jobiri digital platform
* Training for teaching staff for teaching in English - 3 months
 | * Workshops within the Student Business Hub program - 3 trainings
* Activities within the Volunteer Club of the Career Centre
* Evaluation and report from the Practice and Scholarship Fair
* Presentation of the Jobiri platform at all university units of the University of Montenegro
* Training of teaching staff for the use of digital tools
 | * Awarding certificates to students of the Student business hub program - winter semester
* Opening the call and holding the fifth cycle of workshops "Presentation skills to the employer"
* Annual work report
* Training in the methodology of scientific research work
 |