



OLANDA PER PRINCIPIANTI

A cura del COMITES Olanda

Istituto Italiano di Cultura in Amsterdam

20 Novembre 2015

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A. Tramonte
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LE ISTITUZIONI ITALIANE NEI PAESI BASSI

Roberto DE FALCO

LE ISTITUZIONI ITALIANE IN OLANDA

(DE FALCO)

- Ambasciata
- Console Onorario in Amsterdam e Rotterdam
- Cancelleria Consolare (registro AIRE)
- Com.It.Es. de L'Aja
- Istituto Italiano di Cultura
- E.S.I. (Ente Scolastico Italiano)
- Patronati ACLI

INAS

ANMIL OLANDA



ALTRE ORGANIZZAZIONI ITALIANE IN OLANDA (DE FALCO)

- Associazioni di volontari in vari settori, dal supporto agli anziani (il Com.It.Es sta preparando un elenco aggiornato delle associazioni di volontari, disponibile dal 2016)
- IPN (Italian Professionals in The Netherlands)
gruppo LinkedIn di Italiani liberi professionisti e managers d'azienda)
- Radio Pizza
- Radio Onda Italia
- Gruppi Facebook





INTRODUZIONE ALL'OLANDA

Donatella CASTELLI

INTRODUZIONE ALL'OLANDA (CASTELLI)

- I Paesi Bassi: fatti e cifre
- Alto livello della qualità della vita
- La società Olandese
- Business Culture

Statistiche



IMPARARE L'OLANDESE

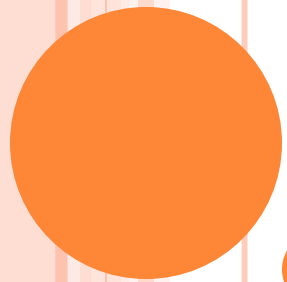
- NT2 - Nederlands als Tweede Taal
- Volksuniversiteit
- Scuole di lingua universitarie
- Scuole/insegnanti privati
- Istituto Italiano di Cultura
- Taleninstituut Regina Coeli a Vught
- Testi per autoapprendimento
 - Assimil
 - Prisma



QUALCHE LETTURA

- Han van der Horst: *The Low Sky*
- Colin White: *The Undutchables 5.0*
- Martijn de Rooij: *The Dutch, I presume?*
- Sylvia Pessireron: *Dutch Delight*
- Dolores Ross - Elisabeth Koenraads: *Grammatica Neerlandese di Base*





INBURGERING

Sonia OROFINO

INBURGERING (OROFINO)

- BSN (burgerservicenummer)
- Le tasse in Olanda
- L'assicurazione sanitaria obbligatoria
- La casa:
 - affittare o comprare?
- La pensione
- Il lavoro:
 - che tipi di contratto?
 - esiste il TFR in Olanda?
 - ho diritto alla disoccupazione?
 - ho diritto al sussidio se non lavoro?



BSN: BURGERLIJK SERVICE NUMMER

- Corrisponde al Codice Fiscale
- Vi accompagnerà tutta la vita e vi servirà per tutto (ad esempio, anche ad aprire un conto corrente)
- Dove si richiede?
- Quando?
Appena arrivate in Olanda con l'intenzione di viverci, lavorare e/o studiare



LE TASSE IN OLANDA

- Chi deve pagare le tasse in Olanda?
- Se pago le tasse in Olanda, devo poi pagarle anche in Italia?
- Se pago le tasse in Olanda, a cosa ho diritto?



LA CASA

- Come trovare casa ?
- Affittare o comprare ?



IL LAVORO

- Che tipi di contratto?
- Esiste il TFR in Olanda?
- ho diritto alla disoccupazione?
- ho diritto al sussidio se non lavoro?





SCRIVERE UN CV PER L'OLANDA

Angelo TRAMONTE – Mario KRUYSSSE

OLANDA PER PRINCIPIANTI

Introduzione

Mario Kruysse
Consulente & Personal coach

Clienti

Organizzazioni
Singoli professionisti

Area Competenze

Change Management, Transizioni, Sviluppo & Pianificazione
Strategiche per organizzazioni e della carriera, Outplacement



OLANDA PER PRINCIPIANTI

- SVILUPPO PROFESSIONALE
- Nato in Belgio: Bruxelles
- Vissuto in Italia: Torino
- Vissuto in Francia: Parigi
- Nationalità Olandese

- Sviluppo di carriera:
- Rappresentante vendita
- Area Manager
- Sales & Marketing Manager
- Direttore Commerciale
- General Manager
- Benelux Country Director
- Senior Advisor & Consultant

- Contactdetails: <http://sommos.nl/en/> mario@sommos.nl Mob; 06 130 23 811



OLANDA PER PRINCIPIANTI

- Angelo Tramonte, Head of Department UTZ Certified
- Ditte internazionali (profit/no-profit) con sede in Olanda
- HR, Management, Recruiting



OLANDA PER PRINCIPIANTI

- SVILUPPO PROFESSIONALE
- Nato in Italia
- Nazionalità Italiano
- Sviluppo di carriera:
- Hewlet & Packard
- General Eletric
- Ripe NCC
- Nike
- Tom Tom
- UTZ Certified
- Contactdetails: tramonteangelo@gmail.com



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- Facciamo conoscenza
- Approccio

Osservazioni:

- language, written and oral
- communication
- presentation (offline/online)
- interaction/networking



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○ You need to offer more than just meet the job requirements!

1. Preparation => goal: interview
2. Management => goal: be in control
3. Realisation => goal: convert to result

Ad 1 preparation

- 100% insight in proper expertise, competencies, added value
- A plan! For tomorrow...and “the day after”.
- Research: Vacancies ⇔ proactive search (off/online media, trademagazines, branch org./publications, jobagents, etc. ⇔ organizations, business meetings, network meetings, seminars, etc.)
- It is about: where to find the need!
- Introduction, motivation letter (AIDA), c.v. (online/offline)
- Practice and train!



OLANDA PER PRINCIPIANTI

- You need to offer more than just meet the requirements!

Ad 2 Management => goal: be in control

- Insights: organization, business, culture, management, team, market, etc.
- Insights: strategy, ambition, goals
- Insights: selection committee (give everyone involved a “present”)
- Communication, listening, checking
- Non verbal communication
- Pro-action & investigate (for executives prepare business plan)
- Conclude in action and evaluate



OLANDA PER PRINCIPIANTI

- You need to offer more than just meet the requirements!

Ad 3 Realisation => goal: convert to result

- Exceed requirements
- Offer trial to prove
- Added value trough payroll return
- Synergize

“give is new get, show is the new tell”



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Motivation letter based on AIDA

Attention

Write down your personal analyses related to the market your future employer is active in, your vision on trends, changes and threats. “Name” the challenges and describe the approach from your point of view.

Interest

Motivate your candidacy. The intrinsic motivation comes from inside and must show in the way you write. Motivate your actions and behaviour on results and why you want to have co-ownership and co-responsibility. Use key words in cohesion to the profile.

Desire

Describe your achievements, e.g. with figures, volumes, staff. Describe your work ethics, management style, plan of approach and execution. Adapt to make it understandable to each of the members of the selection committee.

Action

Equal management identification: What do you give. Your vision on development, focus on continuity, add value to the company's future. Attitudes, point of view, values. Encourage initiative. Make them invite you to share in confidence insights.

PS management & executives: interview = business meeting = business planning



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- Perspective of the demanding side/HR/recruitment
 - What is the need of the employer, the departement and what is the recruiter or HR looking for?



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PREPARAZIONE DEL CV

- Scelta: Cronologico o Funzionale?
- Reference Check



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- In entrambi i casi si consiglia un Layout semplice, facile da leggere.
- Lunghezza max 1-2 fogli A4
- Cronologico:
 - Dati personali (foto)
 - Breve lista di qualita' e punti forti
 - Esperienze lavorative dal presente al passato (se necessario anche esperienze semplici, lavori stagionali, occasionali, volontariato)
 - Studi
 - Extra qualifiche
 - Conoscenze informatiche
 - Hobbies
 - Nota su referenze



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N.B. Quando si parla di esperienze lavorative si consiglia di utilizzare sempre lo stesso template.

Esempio:

Lavoro n. 1

- Periodo
- Nome Ditta
- Posizione ricoperta
- Principali compiti/responsabilita'
- Risultati/Valutazione
- ---

Lavoro n. 2

- Periodo
- Nome Ditta
- Posizione ricoperta
- Principali compiti/responsabilita'
- Risultati/Valutazione
- ---



OLANDA PER PRINCIPIANTI

Funzionale:

- Dati personali (foto)
- Elenco dettagliato delle proprie Competenze e Skills con esempi che si rifanno anche a lavori brevi, volontariato ec..
- Studi
- Extra qualifiche
- Breve sezione inerente la propria carriera professionale dal presente al passato
- Conoscenze informatiche
- Hobbies



Name

Street • City, State Zip • Phone • Email

JOB OBJECTIVE

State concisely what job you would like next.

SUMMARY

- Summarize, in three or four bulleted statements, why you would be good at your job. Each bulleted statement should only take up one or two lines.
- Highlight your strengths with each statement. Focus on experience, service, or skills that directly relate to the job.
- The most relevant statements come first.

PROFESSIONAL EXPERIENCE

COMPANY NAME, City, State, ~~Year started~~- present

Job Title

- Write two or more statements describing the work performed. Also, describe what you accomplished. Make sure that it is relevant to your current job objective.
- Give details where possible; quantities, totals, or other measurable information will show more precisely how your work relates.
- List any awards or commendations received that relate.

COMPANY NAME, City, State, 20xx-xx

Job Title

- Write two or more statements describing the work performed. Use the tips previously mentioned to list accomplishments, etc.
- The most relevant statements come first.

COMPANY NAME, City, State, 19xx-xx

Job Title

- Write two or more statements describing the work performed. Use the tips previously mentioned to list accomplishments, etc.
- The most relevant statements come first.

EDUCATION

Degree, Major, Minor (if relevant), Year obtained
School, City, State

COMMUNITY SERVICE

Organization, Position, very short description (if relevant), Year(s) served
Organization, Position, very short description (if relevant), Year(s) served



OBJECTIVE: Political Scientist position in the State of Texas**SUMMARY**

BA in Political Science (Pre-Law) and Post-Baccalaureate in Education. One year's teaching experience at Crestview Middle School where motivation, classroom management, and creative presentation were essential. Three years' experience in retail sales where persuasiveness and supportive, timely customer service were a priority. Solely financed 100% of college education working near full-time schedule while concurrently managing demanding coursework and maintaining an excellent grade point average. Strengths include:

- *Rapport / Trust Building*
- *Assertive Communication*
- *Direct Problem Solving*
- *Teamwork*
- *Organization / Prioritization*
- *Proactive Decision Making*
- *Integrity / Work Ethic*
- *Participative Leadership*
- *Assessment / Discernment*

EDUCATION

Post-Baccalaureate, Education, 2004, BA in Political Science (Pre-Law), 2002 (GPA 3.9), MAJOR UNIVERSITY, Plains, Texas

24 hours toward Master's Degree in Education. *(GPA: 4.0)*

SKILLS SUMMARY**LEADERSHIP SKILLS**

- Consistently trusted with greater responsibility than that for job level. Promoted to branch bank manager at early age.
- Willing to own responsibility and accept accountability as demonstrated in past employment.
- Accomplish tasks with minimal direction or supervision, yet work equally as well in team environment.
- Gravitated toward facilitating collegiate groups averaging 4+ members.
- Consider past experiences, customer/company needs, and ethical standards when problem solving / decision making.
- Accept new ideas, solicit consensus, and encourage active participation from team members.

INTERPERSONAL/COMMUNICATION SKILLS

- Very comfortable and confident presenting programs or information to small or large audiences.
- Use assertive communication to negotiate issues, mediate conflicts, and affect compromise and positive outcomes.
- Employ perceptiveness, sincerity, and respect for differences to build rapport and trust with diverse groups.
- Communicate effectively at multiple levels using appropriate language and interpersonal styles.
- Genuinely care for others and lend a hand to help those in need through volunteer activities.
- Able to write comprehensive and effective reports and business communications.

ORGANIZATION AND PLANNING SKILLS

- Identify and assess needs, draft plans, prioritize steps, implement action, and evaluate outcome.
- When coordinating projects, assign tasks, use resources, troubleshoot problems, and follow up to stay on track.
- Establish clear goals and objectives while inspiring team spirit and achievement.
- Set priorities and continuously monitor progress, adjusting when necessary to meet timely goals.
- Efficiently manage time as demonstrated by ability to coordinate college / work schedules.

WORK HISTORY

<i>Teacher</i>	PLAINS INDEPENDENT SCHOOL DISTRICT	Plains, Texas	2003 – 2004
<i>Carpenter – Remodel</i>	RAYFORD'S CARPENTRY	Plains, Texas	2001 – 2003
<i>Sport Bike Specialist</i>	GOOD TIMES POWERSPORTS	Plains, Texas	2000 – 2001
<i>Package Expeditor</i>	FEDERAL EXPRESS	Plains, Texas	1999 – 2000
<i>Bank Associate, Manager</i>	PLAINS NATIONAL BANK OF WEST TEXAS	Plains, Texas	1996 – 1999



Chronological vs. Functional Resumes (see handouts)

Chronological Resumes

- Starts by listing your work history, with the most recent position listed first
- Employers typically prefer this type of resume because it's easy to see what jobs you have held and when you have worked at them
- Works well for job seekers with a strong, solid work history.

Functional Resumes

- Focuses on your skills and experience, rather than on your chronological work history
- Used most often by people who are changing careers or who have gaps in their employment history
- Also great for students and entry-level workers
- Can minimize or highlight education



Resume Content: Chronological vs. Functional

Use chronological resume if:	Use functional resume if:
Duration of most jobs was more than a year, preferably at least two	Several jobs had short duration which could imply job-hopping
Chosen field of work is conservative (e.g. banking, law); functional resumes are not the norm	Chosen field of work is not extremely conservative
Submission to Monster.com and/or other job boards is planned	NO submission to Monster.com and/or other job boards is planned (don't accept functional resumes)
Submission to headhunters, recruiters, and/or executive search firms is planned	NO submission of resume to headhunters, recruiters, or executive search firms is planned (tend NOT to favor functional resumes)

OLANDA PER PRINCIPIANTI

- EXERCISE



Q&A



TROVARE LAVORO

- Quali canali?
 - Websites
- Quali entry points?
 - Horeca
 - Customer Service

Alcuni spunti di link generici:

www.monsterboard.nl

www.nationalemediasite.nl

www.jobbingmall.nl

www.jobnews.nl

www.vacaturebank.nl

www.vacaturekrant.nl

Siti specialistici:

www.jobs-netherlands.com

www.seasonalwork.nl → agriculture and horticulture

www.agrojobs.nl → agricultural sector

www.intermediair.nl → higher education jobs

www.export.nl → import/export, transport industry

www.medweb.nl → medical personnel

www.academictransfer.com → academics

www.cadjobs.nl → technical artists

www.archined.nl → architects

