

My daily life

Main duties and tasks that my work involves

- Since 1996 I have been working as a **teacher** and labour guidance counsellor in a secondary school where I teach labour guidance, business administration and human resources, all of which are in specific vocational training.
- Nowadays, I am the General **Head of studies** of the secondary school.

My weekly timetable

HOUR	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:30 to 9:20	Head of studies tasks	Business administration lesson	Head of studies tasks	Business administration lesson	Labour guidance lesson
9:25 to 10:15	Tutorial meeting	Business administration lesson	Head of studies tasks	Head of studies tasks	Tutorial meeting
10:15 to 10:45	BREAK	BREAK	BREAK	BREAK	BREAK
10:45 to 11:35	Heads of departments' meeting	Tutorial meeting	Labour guidance lesson	Head of studies tasks	Governing body meeting
11:40 to 12:30	Head of studies tasks	Human resources lesson	Human resources lesson	Head of studies tasks	Head of studies tasks
12:30 to 12:45	BREAK	BREAK	BREAK	BREAK	BREAK
12:45 to 13:35	Tutorial meeting	Head of studies tasks	Head of studies tasks	Head of studies tasks	Business administration lesson
13:40 to 14:30	Head of studies tasks	Head of studies tasks	Head of studies tasks	Head of studies tasks	Head of studies tasks

Main tasks as a Head of Studies

- Head academic staff in academic activities.
- Coordinate academic activities.
- Draw up the weekly timetables of the academic staff.
- Coordinate tutors activities.
- Organize academic acts.
- Take part in the drawing up of the educational project of the school.

My tasks as a teacher

- I Teach the following subjects :
 - Career guidance and training.
 - Human resources.
 - Business administration.

Career guidance and training main contents

- Career guidance and job seeking.
- Labour laws.
- Workplace risk management.
- Macroeconomics.

Human resources main contents

- Communication in the companies.
- Workplace motivation.
- Direction and leadership.
- Teamwork
- Negotiation, decision taking and problem solving.

Business administration main contents

- Small enterprise creation/constitution.
- Legal forms of companies.
- Constitution company procedure/process.
- Company activities organization.
- Commercial management.
- Human resources administration.
- Administrative management procedures.
- Accounting and tax system.
- Company project.