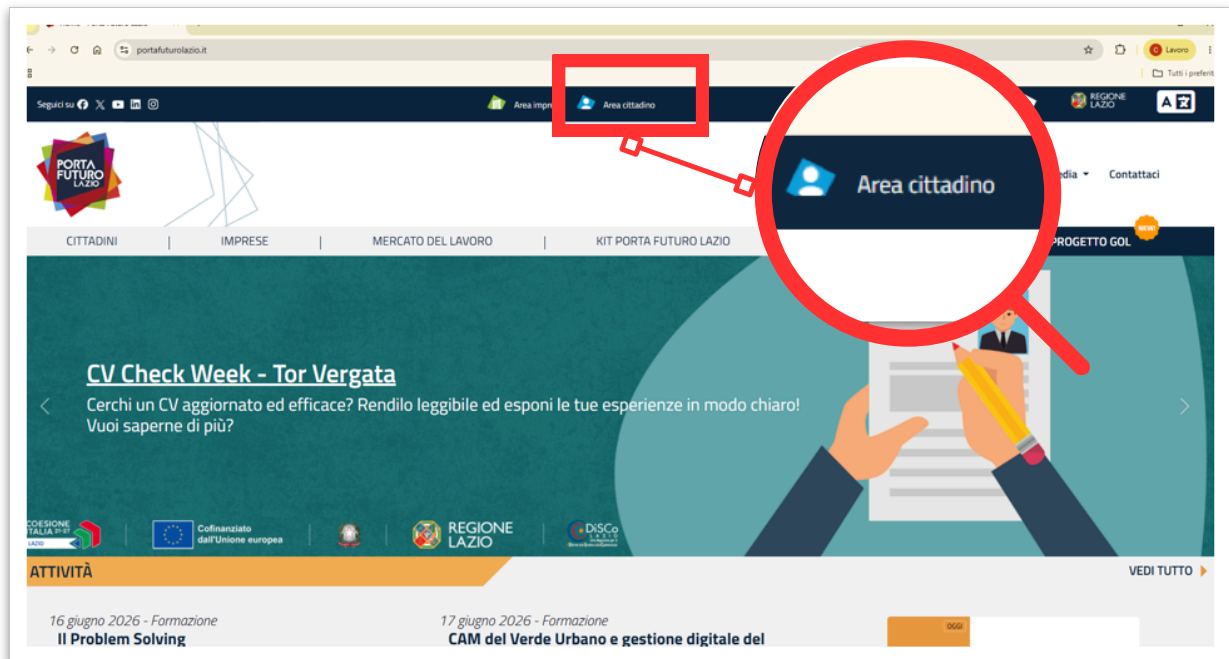
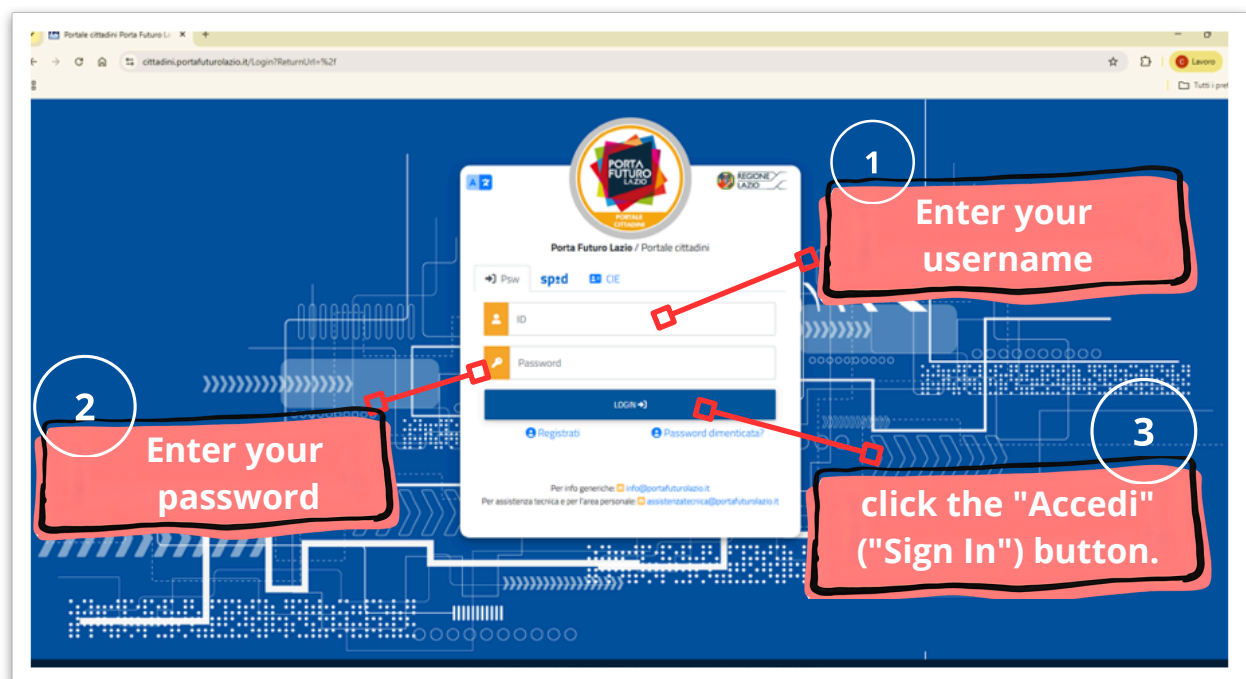


Tutorial for Enrolling in the "Transferable Skills and Professional Development" Programme

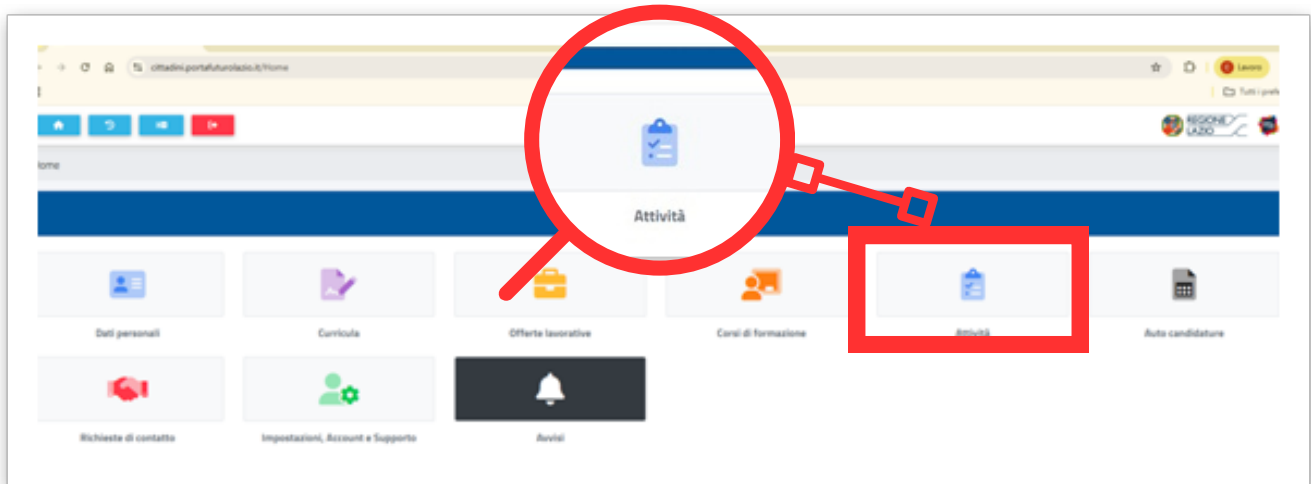
1. On the homepage, click the "Area Cittadino" (Citizen Area) button located at the top of the page.



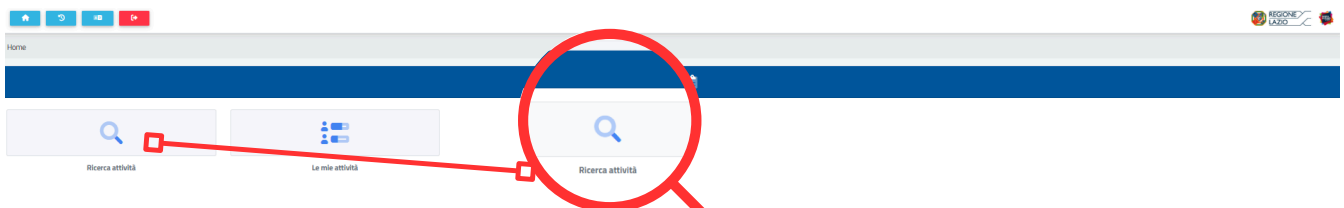
2. On the following page, you can enter your login credentials and sign in.



3. Once you have successfully logged in, click on the "Attività" ("Activities") button.



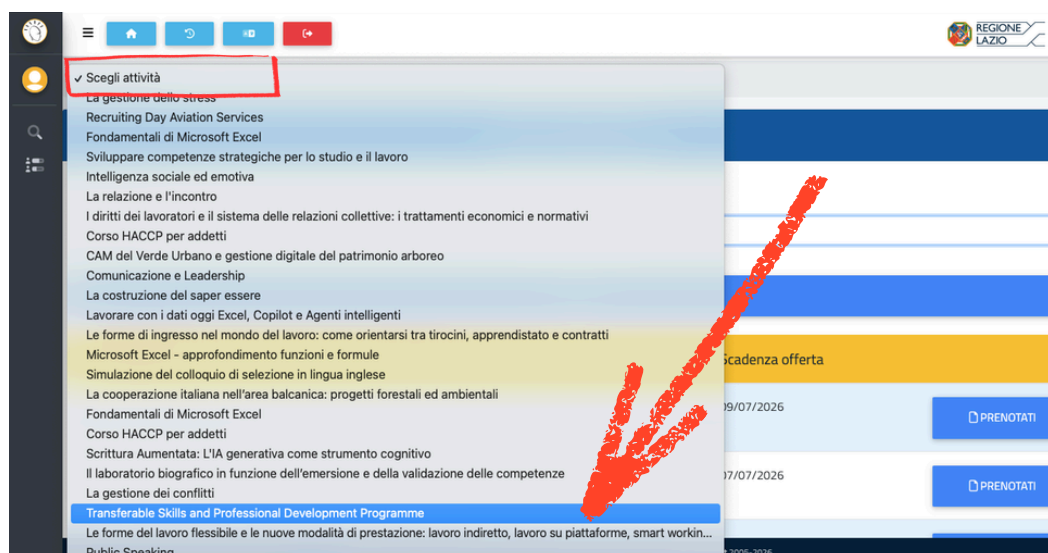
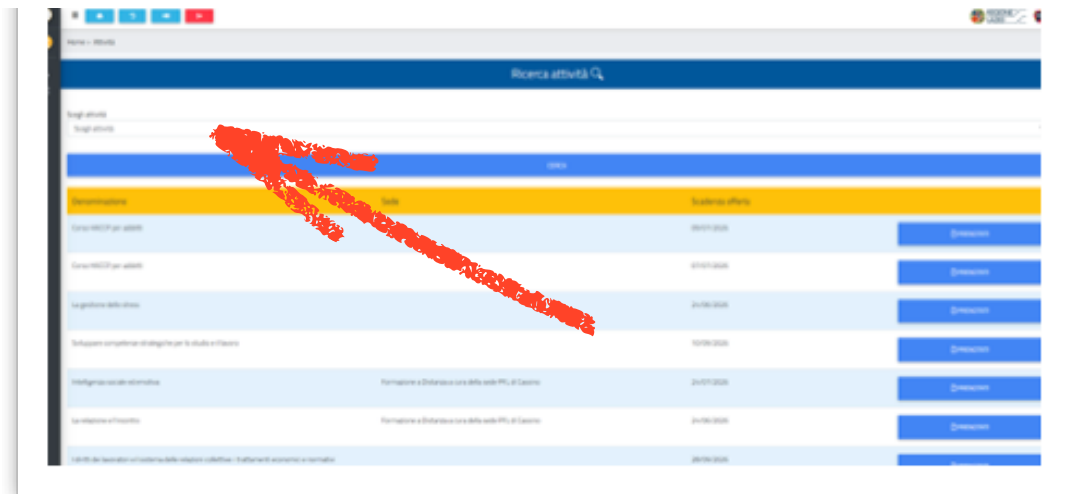
4. On the page that opens, click the "Ricerca attività" ("Search Activities") button. This will open a page displaying the full list of available courses.



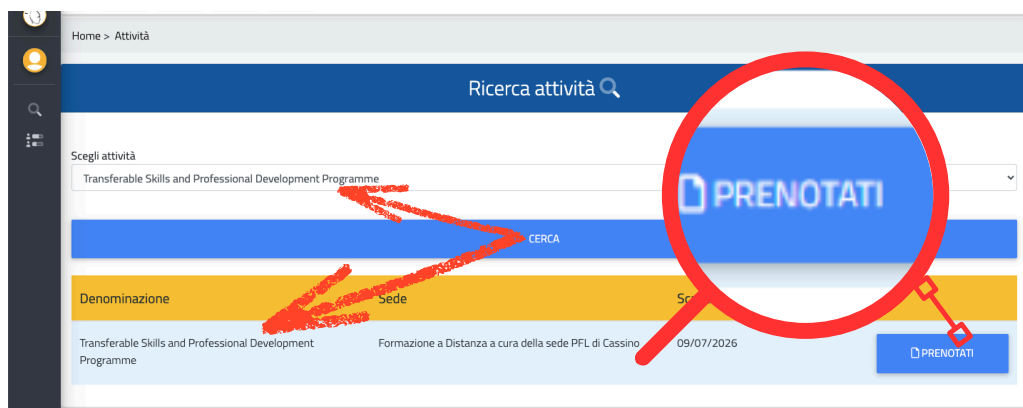
5. On the page that opens, click the "Ricerca attività" ("Search Activities") button. This will open a page displaying the full list of available courses.



5. By clicking the "Scegli Attività" ("Choose Activity") button, a drop-down menu will appear from which you should select the title "Transferable Skills and Professional Development Programme".



6. Once you have selected "Transferable Skills and Professional Development Programme", click the "Prenotati" ("Register") button.



7. On the page that opens, you will find the general information about the course. To proceed with the enrolment, click the "CANDIDATI" ("Apply") button at the bottom of the page.

The screenshot shows a webpage with a blue header containing a search bar labeled 'Ricerca attività'. Below the header is a table with the following details:

Data evento	09/07/2026
Lungo evento	Formazione a Distanza a cura della sede FPI di Cassino
Tipologia attività	Formazione
Nome offerta	Transferable Skills and Professional Development Programme
Scadenza offerta	09/07/2026 alle 00:00
Descrizione offerta	Transferable Skills and Professional Development Programme is a 21-hour English-language training programme aimed at enhancing transferable skills and supporting personal and professional development. The programme combines reflective, practical activities and guided exercises to help participants strengthen competences that are increasingly important in contemporary academic, professional and multicultural environments. The programme is structured into seven 3-hour modules covering the following topics: • Soft Skills and Professional Self-Empowerment: understanding transferable skills and their growing importance in a rapidly changing world • Career Orientation and Competence Mapping: exploring interests, values, strengths and competences to support informed educational and professional choices • Professional Opportunities in Multicultural Contexts: navigating internships, volunteering opportunities and labour market pathways in Italy and Europe • Digital Marketing Tools and Literacy: using online platforms and digital tools to identify opportunities and enhance professional visibility • Personal Branding and Networking: developing a coherent professional identity and building meaningful professional relationships • Writing an Effective CV and Cover letter: learning how to present experiences, competences and achievements through effective application documents • Interview Skills and Professional Communication: preparing for selection processes and strengthening communication skills in interview settings. Participants are required to attend the programme in its entirety - all seven modules, for a total of 21 hours - in order to be eligible for the certificate of completion.

At the bottom of the page, there is a yellow box with contact information and a blue button labeled 'CANDIDATI' which is highlighted by a red magnifying glass. Below the button is a red arrow pointing to it.

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8. On the page that opens, complete the form with the required information (1 and 2) and click "CONFERMA" ("Confirm") (3).

The screenshot shows a registration form titled 'Compila il form per proseguire la prenotazione'. The form has the following fields:

- Inserisci il tuo stato occupazionale**: A dropdown menu with 'Non definito' selected. A red arrow points to this field with the annotation '1 Enter your employment status, selecting the corresponding option in Italian.'
- Inserisci il tuo titolo di studio**: A text input field. A red arrow points to this field with the annotation '2 Enter your educational qualification selecting the corresponding option in Italian.'
- Note**: A text area for additional information.

At the bottom of the form is a blue button labeled 'CONFERMA', which is highlighted by a red arrow with the annotation '3'.

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9. After clicking "CONFERMA" ("Confirm"), the following page will appear, indicating that you have successfully completed the registration process.

The screenshot shows a confirmation page with a blue header containing a search bar labeled 'Candidature'. Below the header is a yellow box with the text 'Denominazione' and 'Transferable Skills and Professional Development Programme'. A blue checkmark icon is visible in the bottom right corner.