

# Task-Catalogue: Type I - Motivation

Phase	Preparation			Realization			Following-Up		
	Task	Description	Function (Suggestion)	Task	Description	Function (Suggestion)	Task	Description	Function (Suggestion)
Personal	Documents	Get necessary documents/insurances e.g. health insurance/passport.	Checklist	First Contact with Mentor	Contact your mentor in the host country for the first time. What questions do you have? What did he/she tell you about the job/country?	Text Message	First Conclusion	Did the experience abroad enrich you? Would you do it again?	Voice Message
	Allowance	How much allowance do you need and why? Where do you get it from? Will you need a credit card?	Video	First Impression	What are your first impressions of the country? What do you especially like compared to your home country?	Video	Highlights/Low Points	What were your highlights and low points of your stay abroad?	Video
	Mobile Contract	What do you need? Is there a contract/prepaid card which allows you to call your friends and family cheaply?	Voice Message	Way to Work	Describe your way to work. Do you need public transportation?	Voice Message	Feedback Teacher	Did your teacher help you? Was his/her assistance required?	General
	Motivation	Why are you going abroad? How can it help you? What do you expect from it?	Voice Message	Set the Alarm	Show how you get in the rhythm by taking a picture of your alarm.	Photo	Is the Job Right for Me?	Can you imagine working in this branch you have worked in?	Voice Message
	Travel Bag	What do you need during your stay abroad?	Checklist	Contact your Teacher	Update your teacher today.	General	Contact your Host Family	Let your host family know how you experienced your stay abroad.	Text Message
	Contact your Host Family	How many people live in the house? How old are they? Were they friendly to you on the telephone?	Video	Contact your Family/Friends	Update your family and friends today. Do you miss them?	Voice Message	Photo Album	Create a photo album with your favourite memories from your stay abroad.	Picture
				Check of Finance	How are you getting along with your allowance? How much money do you need per day?	Text Message			
Vocational	Job Description	What do you expect after reading the job description? Compare it to a similar job description in your home country.	Text Message	Workplace	How does your workplace look like?	Photo	Certification	Take a picture of the certification you got.	General
	First Contact Employer	Contact your employer for the first time. What questions do you have for him?	General	Working Environment	Take a picture of your working environment, e. g. the lunch room.	Photo			
				To-Do's	What are your tasks at work? What tasks do you prefer?	Video			
Cultural	Host Country/Host Place	Record a short voice message about what you expect from your host country. Where will you live? How far is it from your workplace?	Voice Message	Accommodation	Do you live close to work? Do you like your room?	Picture	Arrival at the Airport	Send your location.	Location
	Language Course	Take a language course and report your progress.	General	Free Time Activities	Send the location of your favourite place you visit in your free time.	Location			
				Weekend Activities	Send a picture or a location from a place you have visited.	Location			
				Post in language of Host Country	Show how you have learnt the language. What are the phrases you often had to use?	Video			

# Task-Catalogue: Type II - Orientation

Phase	Preparation			Realization			Following-Up		
	Task	Description	Function (Suggestion)	Task	Description	Function (Suggestion)	Task	Description	Function (Suggestion)
Personal	Documents	Get necessary documents/insurances e.g. health insurance/passport.	Checklist	First Contact with Mentor	Contact your mentor in the host country for the first time. What questions do you have? What did he/she tell you about the job/country?	Text Message	First Conclusion	Did the experience abroad enrich you? Would you do it again?	Voice Message
	Allowance	How much allowance do you need and why? Where do you get it from? Will you need a credit card?	Video	First Impression	What are your first impressions of the country? What do you especially like compared to your home country?	Video	Highlights/Low Points	What were your highlights and low points of your stay abroad?	Video
	Mobile Contract	What do you need? Is there a contract/prepaid card which allows you to call your friends and family cheaply?	Voice Message	Way to Work	Describe your way to work. Do you need public transportation?	Voice Message	Feedback Teacher	Did your teacher help you? Was his/her assistance required?	General
	Travel Bag	What do you need during your stay abroad?	Checklist	Reevaluate Learning Objectives	Does the job require different learning objectives than you originally expected?	Video	Is the Job Right for Me?	Can you imagine working in this branch you have worked in?	Voice Message
	Contact your Host Family	How many people live in the house? How old are they? Were they friendly to you on the telephone?	Video	Contact your Teacher	Update your teacher today.	General	Align Learning Objectives	What changed for you during this program? Did your learning objectives that you set out at the beginning change?	Video
				Contact your Family/Friends	Update your family and friends today. Do you miss them?	Voice Message	Contact your Host Family	Let your host family know how you experienced your stay abroad.	Text Message
				Check of Finance	How are you getting along with your allowance? How much money do you need per day?	Text Message	Photo Album	Create a photo album with your favourite memories from your stay abroad.	Picture
Vocational	Job Description	What do you expect after reading the job description? Compare it to a similar job description in your home country.	Text Message	Workplace	How does your workplace look like?	Photo	Certification	Take a picture of the certification you got.	General
	First Contact Employer	Contact your employer for the first time. What questions do you have for him?	General	Working Environment	Take a picture of your working environment, e. g. the lunch room.	Photo	Fulfilled Expectations	Are you happy with the experiences that you made? In what way does this experience help you in the future?	Text Message
	Interesting Alternative Jobs	Are there other jobs that interest you?	Voice Message	To-Do's	What are your tasks at work? What tasks do you prefer?	Video			
	Employer	What do you know about your employer?	Text Message	Colleagues	With whom do you work a lot? Who gives you tasks/helps you?	Text Message			
	Strengths and Weaknesses	What are your strengths and weaknesses? What do you expect will be hard for you to do?	Video	Different Vocations	Are there other departments in the company that interest you?	Voice Message			
			My Tasks	Describe your Tasks.	Text Message				
Cultural	Host Country/Host Place	Record a short voice message about what you expect from your host country. Where will you live? How far is it from your workplace?	Voice Message	Accommodation	Do you live close to work? Do you like your room?	Picture	Arrival at the airport	Send your location.	Location
	Language Course	Take a language course and report your progress.	General	Free Time Activities	Send the location of your favorite place you visit in your free time.	Location			
				Weekend Activities	Send a picture or a location from a place you have visited.	Location			
			Post in language of Host Country	Show how you have learnt the language. What are the phrases you often had to use?	Video				

# Task-Catalogue: Type III - Skills

Phase	Preparation			Realization			Following-Up		
	Task	Description	Function (Suggestion)	Task	Description	Function (Suggestion)	Task	Description	Function (Suggestion)
Personal	Documents	Get necessary documents/insurances e.g. health insurance/passport.	Checklist	First Contact with Mentor	Contact your mentor in the host country for the first time. What questions do you have? What did he/she tell you about the job/country?	Text Message	First Conclusion	Did the experience abroad enrich you? Would you do it again?	Voice Message
	Allowance	How much allowance do you need and why? Where do you get it from? Will you need a credit card?	Video	First Impression	What are your first impressions of the country? What do you especially like compared to your home country?	Video	Highlights/Low Points	What were your highlights and low points of your stay abroad?	Video
	Mobile Contract	What do you need? Is there a contract/prepaid card which allows you to call your friends and family cheaply?	Voice Message	Way to Work	Describe your way to work. Do you need public transportation?	Voice Message	Feedback Teacher	Did your teacher help you? Was his/her assistance required?	General
	Travel Bag	What do you need during your stay abroad?	Checklist	Reevaluate Learning Objectives	Does the job require different learning objectives than you originally expected?	Video	Align learning objectives	What changed for you during this program? Did your learning objectives that you set out at the beginning change?	Video
	Contact Your Host Family	How many people live in the house? How old are they? Were they friendly to you on the telephone?	Video	Contact your Teacher	Update your teacher today.	General	Contact your Host Family	Let your host family know how you experienced your stay abroad.	Text Message
				Contact your Family/Friends	Update your family and friends today. Do you miss them?	Voice Message	Photo Album	Create a photo album with your favourite memories from your stay abroad.	Picture
Vocational				Check of Finance	How are you getting along with your allowance? How much money do you need per day?	Text Message			
	Job Description	What do you expect after reading the job description? Compare it to a similar job description in your home country.	Text Message	Workplace	How does your workplace look like?	Photo	Certification	Take a picture of the certification you got.	General
	First Contact Employer	Contact your employer for the first time. What questions do you have for him?	General	Working Environment	Take a picture of your working environment, e.g. the lunch room.	Photo	Fulfilled Expectations	Are you happy with the experiences that you made? In what way does this experience help you in the future?	Text Message
	Employer	What do you know about your employer?	Text Message	To-Do's	What are your tasks at work? What tasks do you prefer?	Video			
	Strengths and Weaknesses	What are your strengths and weaknesses? What do you expect will be hard for you to do?	Video	Colleagues	With whom do you work a lot? Who gives you tasks/helps you?	Text Message			
			Different Vocations	Are there other departments in the company that interest you?	Voice Message				
			My tasks	Describe your tasks.	Text Message				
Cultural	Host Country/Host Place	Record a short voice message about what you expect from your host country. Where will you live? How far is it from your workplace?	Voice Message	Accommodation	Do you live close to work? Do you like your room?	Picture	Arrival at the airport	Send your location.	Location
	Language Course	Take a language course and report your progress.	General	Free Time Activities	Send the location of your favourite place you visit in your free time.	Location			
				Weekend Activities	Send a picture or a location from a place you have visited.	Location			
				Post in language of Host Country	Show how you have learnt the language. What are the phrases you often had to use?	Video			