inteuro
profession

PARTICIPANT GUIDE

Career start roadmap in Poland

Career development. Polish language.
Workers' organisations and workers' rights.

THREE AREAS OF YOUR DEVELOPMENT



PROFESSION

LANGUAGE

WORKERS' ORGANISATIONS

FREE SUPPORT FOR FOREIGN NATIONALS

The project runs until 31 December 2026.

Ministerstwo Rodziny, Pracy i Polityki Społecznej

RAZEM MOŻEMY WIĘCEJ

STOWARZYSZENIE INTEGRACJA EUROPA WSCHÓD

"INTEURO Profession - programme for the professional and social activation of foreign nationals"
Funded by the Labour Fund under the Ministry Programme
for the Activation of Foreign Nationals for 2026.

ENGLISH

2026

WHO INTEURO PROFESSION IS FOR

Who can take part?

The project supports at least 200 foreign nationals. All support offered through the project is free of charge.

- **You do not hold Polish citizenship.**
- **You are at least 15 years old.**
- **You are legally staying in Poland.**

Looking for work, changing career or adapting your skills to the Polish labour market? This project is for you. It also welcomes school pupils and graduates, university students and people with limited Polish language skills.

Choose your pathway

01 Career development

Skills assessment and action plan	**03**
Training and vocational workshops	**04-05**
Work placements, stress and work culture	**06**

02 Polish language

Courses, conversation and exam preparation	**07**

03 Workers’ and community organisations

Workshops, consultations, visits and materials	**08-09**

HOW TO GET STARTED

Contact the INTEURO Centre: details and a QR code are on page 10. Together, you will choose suitable support. Ask about dates, eligibility and available places.

01 CAREER DEVELOPMENT / ASSESSMENT AND PLAN

Start with what you already know

Your education and work experience are the starting point for discussing your career in Poland. An adviser will help you choose a direction.



1.1 MEETING WITH AN ADVISER

Explore your options and choose a direction

Together with your adviser, you set a career goal and identify the steps needed to reach it.

What do we do together?

- We discuss your education, previous work, skills and interests.
- We identify the training, language support or help with formalities you may need.
- We review your foreign documents confirming education, qualifications and experience.



ADVICE AND HELP WITH DOCUMENT TRANSLATION

You can receive advice and help with translating selected documents confirming your education, qualifications and work experience.

WHAT YOU CAN GAIN

An individual action plan based on your experience and needs.

YOUR NEXT STEP

Prepare your diplomas, certificates and employment documents.

01 CAREER DEVELOPMENT / TRAINING

Choose your digital skills

The project includes two separate training courses. Together with the team, you will decide which better suits your career needs.

E-commerce means selling through the internet.



32

academic hours

1.2.1

E-commerce Start

Online sales from the basics. Mainly for school pupils and graduates of schools and higher education institutions.

- Orders and customer communication.
- Offers, catalogues and sales content.
- Online marketing, digital tools and artificial intelligence.

TEST / CERTIFICATE



60

academic hours

1.2.2

Customer service and digital processes

Preparation for work in services, retail and office support. For people seeking work or planning a career change.

- In-person, telephone and online communication.
- Documentation and office work organisation.
- Customer service tools and online sales support.

TEST / CERTIFICATE

Delivered by: Mass Internet.

WHAT YOU CAN GAIN

Foundations for work in online sales or customer service.

YOUR NEXT STEP

Choose a direction. Ask about entry requirements and course dates.

01 CAREER DEVELOPMENT / PRACTICAL WORKSHOPS

Learn in a workshop and outdoors

Practical workshops at the Social Integration Centre in Kielce help you develop skills in a workshop and outdoors.



1.2.3

4 MONTHS

Sewing workshops

Work with instructors in an equipped sewing workshop.

- Using sewing machines, cutting and sewing.
- Finishing, repairing and altering garments.



1.2.4

4 MONTHS

Green spaces and outdoor structures

Practical gardening, maintenance and technical tasks.

- Planting, watering, pruning and caring for plants.
- Using tools and maintaining small outdoor structures.

Sessions take place on selected dates in groups of 10. The project provides materials, tools and occupational health and safety equipment. On completion, you receive a certificate or confirmation of participation.

DELIVERED BY: HOPE FOR THE FAMILY ASSOCIATION

WHAT YOU CAN GAIN

Practical skills developed while working with instructors.

YOUR NEXT STEP

Choose a workshop. Discuss session dates and any accessibility needs.

01 CAREER DEVELOPMENT / WORK PLACEMENTS AND WORK CULTURE

Get ready for work

Alongside your chosen career pathway, you can select support to help you carry out tasks and work with others.

1.3



Work placements

For participants in “E-commerce Start”: work on orders, online sales, marketing and tasks carried out by the Mass Internet team.

In the project: 2 places, at least 80 hours per person

1.4



Stress management workshops

Learn to recognise sources of stress, cope with pressure, recover and maintain a balance between work and personal life.

8 academic hours per group

1.5 WORK CULTURE



Work culture

Practise communication in a Polish workplace, teamwork in a multicultural team and handling difficult situations.

8 academic hours per group

WHAT YOU CAN GAIN

Practical experience or tools to support your everyday work.

YOUR NEXT STEP

Ask about the workshops.

02 POLISH / LEARNING AND CONVERSATION

Develop your Polish for work and daily life

Classes and conversation practice complement each other. The support you choose takes account of your language level and your needs in everyday life and at work.



I learn. I communicate. I put it into practice.

2.1 Polish language courses

Practise everyday communication, the language you need at work and when handling practical matters, and some sector-specific vocabulary.

2 courses of 30 academic hours each

2.2 Meetings and conversation clubs

Build fluency and confidence through regular conversations. Use the language in situations from daily life and work.

Regular meetings: 24 weeks × 2 academic hours

2.2 Support with gaining a certificate

You can receive exam preparation, help with choosing an exam and organisational support with taking it.

In cooperation with staff of the Centre for Polish Culture and Language at Jan Kochanowski University in Kielce

WHAT YOU CAN GAIN

More confidence in conversation and vocabulary you can use at work.

YOUR NEXT STEP

Say when you want to speak better Polish, for example at work or in a public office. Ask about a group at your level.

03 ORGANISATIONS / WORKSHOPS AND CONSULTATIONS

Get involved in organisations

Learn about workers' and community organisations. Find out how to join, help create an initiative and take action to support workers' rights.



3.1 EDUCATIONAL WORKSHOPS

Explore ways to organise

Trade unions, professional associations, non-governmental organisations and social economy entities. Foreign nationals' rights and the benefits of membership.

3.2

I want to join

Get help with choosing an organisation, making contact, preparing a membership application and completing the formalities.

INDIVIDUALLY OR IN A GROUP

3.3

I want to help create

Get advice on setting up an organisation: the legal framework, documents and registration process.

INDIVIDUALLY OR IN A GROUP

Consultations are available in Polish, Ukrainian, English and Russian. Expert support is provided by employees of the University of the National Education Commission in Krakow and the General Law Foundation, working with the project leader.

Workshops: 5 groups, 8 academic hours each. Sessions are planned in Kielce, Pinczow, Krakow and Ostrowiec Świętokrzyski.

WHAT YOU CAN GAIN

Knowledge of organisations and help with taking action for workers.

YOUR NEXT STEP

Choose a consultation topic: joining an organisation or starting your own initiative.

03 ORGANISATIONS / MEETINGS AND MATERIALS

See how others work

Visits and meetings let you get to know organisations first-hand. Project materials help you revisit what you have learnt after the sessions.

3.4 STUDY VISITS AND OPEN DAYS

2

Krakow

Visits to the University of the National Education Commission in Krakow and meetings with representatives of workers' organisations.

2

Holy Cross region

Visits to non-governmental organisations, social cooperatives and similar bodies.

2

Kielce

Open days at the INTEURO Centre and meetings with organisations and the community.

Meet people, discover how organisations work, ask questions and share experiences. The project includes a total of 6 one-day events for 90 participants.

3.5 INTEURO PROFESSION MATERIALS

Knowledge you can revisit

A start roadmap, participant workbook, instructions, checklists and sector-specific materials. Print and digital versions will be available in Polish, Ukrainian, English and Russian.

WHAT YOU CAN GAIN

Contacts, examples of how organisations work and materials for independent learning.

YOUR NEXT STEP

Ask about a visit or open day. Information: profesja.inteuro.info.

MY PLAN / WORKSHEET

Write down your next step

Tick what interests you. Take this page to your meeting with the project team and write down what you agree. You can choose more than one topic.

- [ ] Skills assessment and documents
- [ ] Digital training
- [ ] Vocational workshops
- [ ] Work placements
- [ ] Stress and work culture
- [ ] Polish language
- [ ] Organisations and workers' rights
- [ ] Visits and open days

MY GOAL: WHAT DO I WANT TO LEARN OR WHAT JOB DO I WANT TO DO?

MY NEXT ACTION

AGREED DATE

Your chosen topics help match the support to your needs; agree your participation with the project team.

INTEURO Centre
Kielce, 78A Sienkiewicza Street
Helpline: **+48 789 051 963**
kontakt@siew.org.pl
profesja.inteuro.info

Scan the code

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