

Career Analysts Career Coach Training

This training is designed to assist managers, HR, mentors and career coaches assist others with their career decisions, maximising the future opportunities and career success of those they work with.

The Career Analyst career coach programme empowers coaches with a proven career coaching process that delivers enhanced career clarity, insight and awareness in coaches. It is designed to ensure that future career coaches have the practical skills and resources to deliver positive outcomes for their staff and others they support, assisting others to build their career and personal performance and create effective career management dialogues.

The purpose of this course is to equip you with the skills, confidence and ability to coach people to successfully achieve their career goals and fulfil their potential.

Your Talent Is Our Passion

Helping people fulfil their talent and potential is a key foundation principal behind all Career Analysts services.

Passion is a key component of helping people discover who they are, who they want to be and what makes them tick. We are passionate about helping people gain greater satisfaction and joy from their careers and lives. Our primary aim is to equip people like you that want to join us in our mission with the skills you need to do so.

We know you are passionate about helping people and we're looking forward to being part of your success.



About The Training

Our training provides you with a mix of theoretical and practical knowledge and hands on skills, which will enable you to work successfully and professionally with coaching clients in-house or in your own practice. This programme combines expert facilitation by experienced Career Analysts Coaches with a comprehensive manual and practice coaching sessions.

The Career Coach Training Programme Will:

- Review the key behaviours required for effective coaching
- Provide opportunity for practise of fundamental coaching skills
- Introduce key career coaching tools and frameworks, practical strategies and tools to career coach staff and clients effectively
- Provide you with a framework and build the skills required for effective career dialogues
- Enable you to use career coaching to aid retention or engagement within your organisation

Day 1 & 2 Will Cover The Following:

- Review the key behaviours required for effective coaching
- Introduce the principles of career coaching and how to use coaching as a vehicle for career development and performance improvement
- Develop the micro skills essential for effective career coaching
- Introduce the one session model and ongoing coaching models and develop key skills to use this model for coaching sessions and effective career dialogues
- Train coaches in using the onlinecareerCENTRE tools and reports, debriefing values, motivators, talents and preferences
- Facilitate setting of performance-enhancing career goals
- Provide opportunity for practice of fundamental coaching skills using career tools and model
- Gain skills required for effective career dialogues with others
- Manage a coaching programme for maximum impact



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Day 3 (Optional) Will Cover The Following:

- The changing world of work
- Develop key change management and outplacement coaching skills to assist people during times of change and transition
- Principles of change and managing different responses to change
- The basics of outplacement
- Key components of an outplacement programme
- Customising programmes to suit individual needs
- Monitor the effectiveness of coaching

Topics Covered Include:

- Ethical Practise in Coaching
- Micro-skills for Solution-focused Helping Model
- Using Coaching Models
- Introducing a Career Coaching Programme
- Agreeing objectives and Clarifying Expectations
- Coaching Programme Frameworks
- Understanding Career Values & Motivators
- Identifying Transferrable Skills & Talents
- Developing Career Goals and Vision
- Identifying Career Options
- Identifying Development Needs
- Creating Career Action Plans
- Handling Resistance and more...

You Leave With:

- Powerful skills and proven career coaching models to help you start working with your clients or staff quickly and effectively
- One month's free access to our online careerCENTRE™ for your practice or organisation
- All the tools and resources so you can start coaching the moment you've been trained. All you have to do is to apply the tools, and you'll always have this framework to fall back on.
- Ongoing support and belonging to a community network of other Career Analysts coaches
- Certification with a recognised, professional career coaching organisation



Pricing

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| Day 1 and 2 | \$1,800 (early bird pricing, booked by 11 July) | 2 nd attendant from the same business is \$1,200 |
| | \$2,250 from 12 July | 2 nd attendant from the same business is \$1,450 |
| Day 3 | \$950 | If not attended Day 1 and 2 |
| Day 3 | \$350 | If attended Day 1 and 2 within previous 12 months |

* Prices quoted are exclusive of gst

** A 50% deposit or full payment is required to hold your place and will be invoiced on booking. This deposit will be refunded with any cancellations received 8 working days prior to the course dates.

Next Course Dates

Training is scheduled for **August 3rd and 4th 2011** between 9.30 and 5pm each day. Day 3 is to be advised.

Next Steps

To book or for more information, please phone 09 356 9758 or email Career Analysts at info@careeranalysts.co.nz. We have limited spaces, so please let us know as soon as possible.

We look forward to working with you!

The Career Analysts Team

