

# 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 is 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 Career Coach Training programme will:

- Review the key behaviours required for effective career coaching
- Introduce key career coaching tools and frameworks
- Provide opportunity for practise of fundamental coaching skills

## Identifying Talent And Potential

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.



## Purpose Of The Course

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.

### The techniques that this course teaches will:

- Provide you with a framework and build the skills required for effective career dialogues
- Teach you practical strategies and tools to career coach staff and clients effectively
- Enable you to use career coaching to aid retention or engagement within your organisation

The course will provide you with a tool kit of practical skills and techniques that you can apply when dealing with some of the most common issues that individuals seek career coaching for.

## 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 self-paced workbooks and practice coaching sessions.

### 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 (if applicable)
- Facilitate setting of performance-enhancing goals and guiding people to higher productivity and supporting behaviour change/performance improvements in others
- 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

### Day 3 will cover the following:

- Develop key change management and outplacement coaching skills to assist people during times of change and transition
- The basics of outplacement
- Key components of an outplacement programme
- Managing different responses to change
- 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...

### Pricing

Day 1 and 2	\$1,850	2 <sup>nd</sup> attendant from the same business is \$1,200
Day 3	\$300*	*for attendees of Day 1 and 2
Day 3	\$950	

\*Prices quoted are exclusive of gst

## What do I get for my money?

- One-to-one training in a small group setting by experienced career coach/coaches
- Learn effective and powerful skills to help you start working with your clients or staff quickly and effectively
- One month's free access to our Online Assessment Centre 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

## Next Course Dates

Training is scheduled for **September 7, 8 and 28 September 2010** between 9.15 and 5pm each day.

## Next Steps

To book or for more information, please phone 09 356 9758 or email Career Analysts at [info@careeranalysts.co.nz](mailto:info@careeranalysts.co.nz) or visit our website [www.careeranalysts.co.nz](http://www.careeranalysts.co.nz).

We look forward to working with you!

## The Career Analysts Team

