



## Coaching for Career Enhancement

Anne provides a variety of services to support your career.

For those who are currently seeking a new job, she can work with you to prepare for an interview, review your resume, or practice one-on-one prior to an important interview. In the current economy, the interview process has become highly competitive and it is to your advantage to come prepared. Anne will provide "practice" questions for you to consider, explain the types of interview questions you might expect, and coach you regarding the types of questions you will want to ask the interviewers.

### Fees

- Resume review with constructive feedback: \$25.00
- Interview preparation and practice: \$75.00

For those seeing more long-term career support, the Transitions Program has become a popular option:

**The Transitions Program** was developed to provide career-enhancing services to adults seeking clarity in their career options. The objective for the participant in this process is to explore the influences and drivers of his or her career and develop career options that best suit the participant. Following are packages offered through the Transitions Program:

1. Career Focusing Package
  - ✓ Participants complete a comprehensive assessment battery that measures their natural abilities and career preferences.
  - ✓ Each participant meets face-to-face meeting with a trained Ph.D. level consultant to review the results of the assessment and create an action plan for next steps.
  - ✓ Each participant receives a complimentary copy of the book *Don't Waste Your Talent: 8 Critical Steps to Discovering What You Do Best*, by Bob McDonald and Don Hutcheson.
2. Career Development Action Planning Package
  - ✓ Some participants may wish to participate in on-going coaching to further develop their action plan and implement their action plan.
  - ✓ This package provides bi-weekly coaching sessions to assist the participant in examining the various influences on their career choices, reviewing the success of their career development action plan, and making needed adjustments or implementing it trying new approaches.
  - ✓ During the coaching sessions, participants are given assignments and provided with a model for examining their career options in depth.



### 3. Career Development Group Package

- ✓ The Transition Program is also appropriate for groups of individuals. This package offers the services described above using a group setting to stimulate discussion and broaden the experience by involving others in each participant's career planning process.
- ✓ This package is appropriate for groups from corporate or community settings. Participants can be in-tact work groups or people who have never worked together.
- ✓ Participants who work through the Transition Program in a group setting meet regularly over a 6-10 week period, complete assignments and discuss their plans with the other group members.

### 4. Skill Enhancement Workshop for Adult Students Package

- ✓ This is a one-day program for adult students seeking to refresh or develop skills in the following areas:
  - Time management
  - Study and note-taking skills
  - Critical thinking skills to prepare for the college classroom



## **Fees**

Career Focusing Package (For groups of ten or more: \$499 per person)	\$599 per person
Career Development Action Planning Package (For groups of ten or more: \$250-\$600 per person)	\$899 per person
Skill Enhancement Workshop for Adult Students (For groups of ten or more: \$299 per person)	\$399 per person

## **Outcomes of the Transitions Program:**

1. Pro-active Career Decisions = Preparation for a Changing Work Force
  - ✓ As industries change and require enhanced skills or as companies change or downsize, pursuing an appropriate career or degree program better prepares you to adjust as workplace needs change. It can also help you be more proactive if you find yourself in the position of being downsized.
2. Focused Career Choice = Effective Use of Time and Dollars
  - ✓ Identifying the best-fit career plan and then implementing it enables you to find the most efficient path toward your career. This allows you more clarity and satisfaction as you step into new roles. For some, this may mean a promotion with a higher salary while for others this may be a reduced work schedule. Focusing your career choice is an individual effort that yields individualized outcomes.
  - ✓ If you are a student, choosing the wrong degree program can waste your time and money. Students who have identified a degree program that best suits their own talents, skills, abilities and interests will spend more focused energy on their education and can be better prepared to apply their learning in the work place.
3. Skill Enhancement = Efficient Transition To New Roles
  - ✓ Once you've identified the best-fit career choice you'll need to plan for making the transition to that role. Having the detail in your career development plan to outline what you need to do enhance or highlight your skills is critical to an efficient and effective transition.
  - ✓ If you are an adult student, being prepared to enter college with basic skills in time management, study skills, and note-taking will give you an advantage on your first day of school – and bring less stress to the other critical parts of your life – home, family, work place, etc.