



Worklife has taken the time, energy, and frustration out of putting together your career coaching toolkit!

As a career coach, you are busy balancing client appointments, follow up tasks, self-development, and running a business. And, while most career coaches would tell you that their coaching toolkit is one of the most important aspects of presenting a professional service, many don't have the time, skills, or energy to develop a fully functioning coaching toolkit.

Worklife has done the work for you and developed a range of coach resources suitable for any career coach.

Attendees of Worklife's Career Coach Certification Program (CCCP) find our **Coaching Toolkit** is the perfect addition to their offering: featuring all recommended resources from your workshop materials.

If you haven't attended Worklife's CCCP workshop, our **Coaching Starter Kit** still provides professional information sheets and resources for you to use when coaching your clients.

These resources are designed for anyone providing career advice and direction using a structured coaching process.

Have you attended Worklife's Career Coach Certification Program?

YES!

There's a special Coaches Toolkit for you!

Worklife International

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Here's What's Included

Each kit includes a CD of resources to print and use with your clients. Additionally, you receive a laminated example of all information sheets and templates. The Coaching Toolkit includes additional resources suitable for those coaches that have been trained in Worklife's Career Development Process, and facilitation of Worklife's Card Sort Discovery Tools:

Resource	Coaching Toolkit	Coaching Starter Kit
Worklife's Career Development Process	✓	✗
Pre Meeting Needs Questionnaire	✓	✓
First Meeting Agenda (template)	✓	✓
Coaching Framework (explanation of partnership)	✓	✗
Client-Coach Commitment (template)	✓	✓
Coach's Responsibilities (information sheet)	✓	✓
Client's Responsibilities (information sheet)	✓	✓
Career Resilience and Self-Reliance Questionnaire	✓	✓
Facilitator's Guides for Card Sort Discovery Tools	✓	✗
Question List to Debrief Card Sort Discovery Tools	✓	✗
Career Option Summary (information sheet)	✓	✓
Career Option Detail Sheets (information sheets)	✓	✗
Career Option Research Template	✓	✓
Research Comparison (booklet)	✓	✓
Career Planner (booklet)	✓	✓
Coaching Evaluation (template)	✓	✓
Investment	\$295*	\$250*

* Prices are in Australian dollars and exclusive of GST, postage and handling.

To order your toolkit, contact Worklife:

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