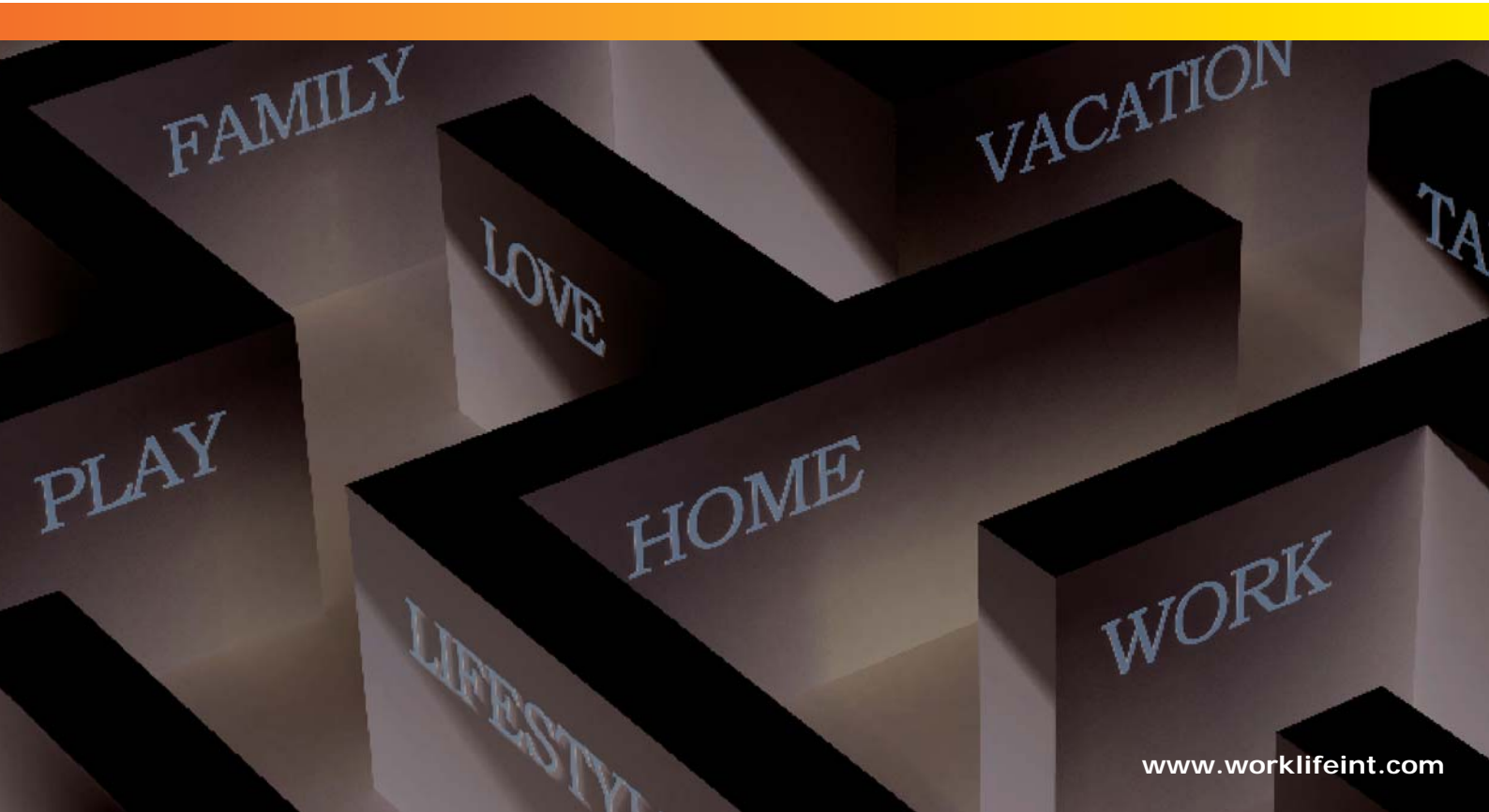




# Career Coach Certification

Supporting and guiding someone to discover his/her career direction independently is the real objective of career coaching.



# Career Coach Certification - 2010

Worklife has provided resources, learning, and support for career coaches since 1979. Whether you are an in-house career coach (working within an organisation) or a private practitioner, Worklife can enhance your existing skills and assist in developing new skills. Our Career Coach Certification Program (CCCP) and coaching resources have assisted thousands of coaches over the past 30 years.

This two-day workshop develops new skills related to career coaching, refines and enhances existing career coaching skills, and exposes you to the self-directed-search concepts Worklife subscribes to, through our Card Sort Discovery Tools.



There are six stages (including ten learning modules) that make up Worklife's CCCP workshop:

## Stage 1

### Pre - Workshop Reading

1. Introduction  
Prepare for your learning and the journey ahead.
2. Coaches Toolkit  
Gather all the tools you need to effectively coach.
3. Step 1 - Prepare  
Create the perfect offering to engage your clients.

## Stage 2

### Workshop - Day 1

4. Step 2 - Discover  
Assist clients to uncover true career wants.

## Stage 3

### Homework Task

Apply learning and knowledge to date.

*I applaud the professional manner and excellent content of this course...*

CCCP participant, Sydney 2008

## Stage 4

### Workshop - Day 2

5. Step 3 - Research and Plan  
Establish a framework for investigating options.
6. Step 4 - Implement  
Develop a plan to achieve set goals.
7. Step 5 - Succeed  
Enjoy and celebrate career milestones.

## Stage 5

### Post - Workshop Reading

8. Privacy and Confidentiality  
Understand your responsibilities in relation to client privacy.
9. Your Development  
Plan ongoing skills development for self.
10. Worklife's Services  
Understand the support services provided by Worklife.

## Stage 6

### Assessment Task

Apply your learning by coaching a client. Document your experience and reflections. Submit your assessment task for feedback from a Worklife career coach.



*The program gave me some great insights and much greater understanding of career development...*

CCCP participant, August 2008



As a result of attending this program, you develop the following skills and knowledge:

- \* Understanding of Worklife's Career Development Process;
- \* Defining the role of the career coach;
- \* Preparing the coaching environment;
- \* Establishing coaching expectations;
- \* Guiding clients through the process;
- \* Increasing clients' self-awareness;
- \* Facilitating Worklife's Card Sort Discovery Tools;
- \* Linking preferences to current work reality;
- \* Planning career moves; and
- \* Planning implementation techniques.



2 Days

For further information, enquiries and to register for this workshop, contact Worklife:



+61 2 8968 9368



info@worklifeint.com



www.worklifeint.com



# Registration

## Your Details:

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Position Title: \_\_\_\_\_

Organisation: \_\_\_\_\_

## Contact Details:

Address/email for Tax Invoice:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Work Telephone: \_\_\_\_\_

Work Fax: \_\_\_\_\_

Work Email: \_\_\_\_\_

Home Telephone: \_\_\_\_\_

Home Email: \_\_\_\_\_

Mobile: \_\_\_\_\_

## 2010 Workshops

Which 2010 CCCP workshop you would like to attend? (tick one)

### Sydney

Feb 2 and 3

Jun 1 and 2

Nov 9 and 10

### Melbourne

Feb 23 and 24

Jun 22 and 23

Nov 30 and Dec 1

### Brisbane

Feb 9 and 10

Other Brisbane dates available, contact Worklife for details.

### Auckland

Feb 16 and 17

Other Auckland dates available, contact Worklife for details.

Workshop fees for 2010:

**\$1,850\***

## Program fees include:

- 2 day development program;
- Worklife's Career Coaching Process;
- Participant reference manual;
- Take home Career Coaching resources;
- Worklife's monthly eNewsletter;
- All meals and refreshments.

**10% discount.#**

**for early registration...**

# conditions apply.

Contact Worklife for more details!

## Payment Details (tick one)

Please invoice my organisation

Direct Debit (Worklife will forward account details)

\* Excludes GST. Payment terms and conditions apply.  
Visit [www.worklifeint.com](http://www.worklifeint.com) for more details.

## Additional Information

For catering purposes, do you have any food allergies or dietary requests?

Yes  No

If yes, what are your requirements?

\_\_\_\_\_

## Worklife's eNewsletter

Workshop registration includes registration for Worklife's monthly eNewsletter. Would you like to receive this monthly communication? (tick one)

Yes  No