

THE CAREER COACHING NOTEBOOK



Core Elements
Employer Engagement
Success Stories
Career Coach Manual
Job Description
Tool Kit
Standard Documents
Metrics



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The Career Coaching model was developed around the three core areas of: cognitive assessment, personal assessment, and a highly structured career coaching process. The model is effective to help each individual participant take full responsibility for developing a full understanding of self and options including: (1) one's cognitive skills, via the NCRC, (2) one's personal characteristics, traits, attitudes, interests, and values via the Personal Skills Assessments, (3) education and training options, and (4) career options.

Four structured sessions with a career coach are held within a target period of 3 weeks with homework between sessions. The participant is guided through four steps: (1) Understanding of self, (2) Exploring career options, (3) Decision-making, and (4) Action Plan – Education and/or Career. The participant leaves the process empowered with an endorsed Career Portfolio which includes a plan to prepare, then get and keep a good job.

A key differentiator to the coaching model is supervisor feedback after job placement. A survey is administered at both 90—days and one—year and communicated back into the process. This provides key data to assure the school, the coach, the assessments and the referral agency did what they were supposed to do – continuous improvement is built right in.

Career coaching guides informed career decisions making better use of training dollars, improving school completion rates and increasing proper job placements and employer retention. Employers should highly recommend this endorsed Career Portfolio from every supplier in the supply chain and then promise a face-to-face interview with clients that have one. This provides employers with the information they need to make good hiring decisions.

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