

# Career Coach Certification

Coming to  
**Sydney!**

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

CCCP participant, August 2008

## Outcomes

As a result of attending this program, participants 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;
- \* Planning implementation techniques.

## Duration

2 Days

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

CCCP participant, Sydney 2008

**9 - 10 Nov '09**

See over for workshop details and registration form...

# Sydney: 9 - 10 November 2009

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.

## 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  
Re: client privacy.

#### 9. Your Development

Plan ongoing skills development for self.

#### 10. Worklife's Services

Understand how Worklife continues to support you.

## 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.

# Registration

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: \_\_\_\_\_

## Food Allergies (for catering purposes - tick one)

I am allergic to \_\_\_\_\_

I have no food allergies.

## Payment Details (tick one)

Please invoice my organisation

Direct Debit (Worklife will forward account details)

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

## ^ Worklife's eNewsletter

As part of this registration, Worklife registers you to receive our monthly eNewsletter to keep you up to date with everything that is happening in career planning and development. If you would prefer not to receive this eNewsletter, opt out by ticking this box:

Worklife does not share your personal information with any third party, without your permission.

# \$1,500\*

Program fees include:

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

Fax your registration to:

**Worklife International Pty Limited**

(ABN 89 114 749 236)

**fax:** +61 2 8968 9313

For further information or enquiries, please contact Worklife:

**phone:** +61 2 8968 9368

**email:** [info@worklifeint.com](mailto:info@worklifeint.com)

To register on-line, visit:

**web:** [www.worklifeint.com](http://www.worklifeint.com)

## Special offers

for 2009 and available to Sydney workshop attendees only:

Register and pay before 16 October 2009 and receive 10% discount off your registration.

Total workshop fee: \$1350\*

Contact Worklife for more information on special offers...