

SKILL-WORKS
YOUR ORGANIZATION'S EXPECTATIONS AND GOALS

What is the culture of your agency?

- Most professional staff tend to work overtime
- We are expected to work overtime
- We are encouraged to set our own goals for coaching
- We work closely with each other in making plans for clients
- We regularly discuss client-related issues such as setting boundaries
- We are encouraged to go to conferences and outside sessions to learn more about career issues.
- We are expected to read and research career issues on our own time
- We are encouraged to protect our time to do work which is not directly client-related
- We are encouraged to do prep work and follow-up on clients
- Regular supervision for our client issues is considered important

What are the organization's expectations as to your client caseload?

What are the organization's expectations as to length of client meetings?

What are the organization's expectations as to amount of time spent on client preparation, follow-up and research?

What are the organization's expectations as to time allotted for recordkeeping?

What must you produce?

- Statistics____
- Client Process Notes_____
- Formal write-ups_____
- Client Action Plans_____