

**SKILLWORKS
CAREER COACHES TRAINING**

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**Amy Mazur
Career Development Specialist
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I. REVIEW

Learning about the many aspects of career planning & development, and sharing experiences prepares the Career Coach to both anticipate where potential obstacles may arise, and learn how they can better serve their clients.

II. SELF-ASSESSMENT - INTERESTS

Determining where a client's interests lie can be very valuable in the career planning & development process. Posing the question, "What do you like to do?", while not always possible to attain, does shed light on possible options for the client.

Self-Assessment Resources for gauging participant interests:

Self-Directed Search www.self-directed-search.com

Guide For Occupational Exploration

III. SELF-ASSESSMENT - VALUES

Values can tell an individual a great deal about what is important to them and how they will best fit into a work environment. While skills and interests clarify what you do and where you do it, values can answer the question, "Why is this important to you?"

Self-Assessment Resources to articulate participant values:

Values Card Swap (game)

Values Survey

Values Card Sort (3x5 cards)

Guide for Occupational Exploration

IV. SELF-INTERESTS - SKILLS

Skills are the currency of the marketplace and identifying what you do makes it possible to use your competencies effectively at work. A mismatch of skills is often the greatest cause of burnout. You can begin to identify a skill set when you answer the question, “What can you do?”

Self-Assessment Resources to identify participant skills:

Skill Survey

Holland –Based Skills Inventory

V. SELF-ASSESSMENT - OTHER AREAS

Aside from assessing interests, values and skills, Career Coaches can evaluate a client’s work environment preferences, roles, personal traits and qualities. This information further deepens a client’s self-understanding and helps them make more satisfying and realistic career decisions.

Other self-assessment tools and resources can help identify personal style, preferences for work environments and roles, and career decision-making and goals.

See the List of Assessments for more information.

VI. EXPLORING OPTIONS

How do we help our clients to explore options and use resources? We must first recognize that there is information we must have as Career Coaches. Next we must recognize our limitations, and be prepared to seek out information we do not have. Only then can we assist clients to find the information they seek. As long as we recognize our own limitations, and trust that the information is available, we can help clients to access it.

VII. ATTACHMENTS/RESOURCES

- List of Assessments
- List of Web Resources
- Sample Participant Survey of Values
- Sample Participant Survey of Skills
- Sample of Participant Job Search and Career Transition Readiness Survey
- Sample of Career Coach Time Management Evaluation