

CAREER COACHING STEPS

1. DESIGN A CAREER PATH: career planning and why career agility matters; how to follow a calling not just a career path and plan; what are the essential competencies to develop?

2. UNDERSTAND YOURSELF: construct a Career/Purpose Map (including strengths, values, motivators, abilities); identify what 'holds us back' from achieving career goals (e.g. fears, beliefs, obstacles, managing expectations); identify what is 'calling us', self-reflection

3. GAIN KNOWLEDGE OF THE 'WORLD OF WORK': career self-responsibility; strategies: coaching, mentoring, sponsoring, networking, job-crafting, managing transitions (e.g. career breaks, parental leave) and gaining 'critical experiences'; Chaos Theory of Career Development (be comfortable with ambiguity, change, chance events)

4. DEVELOP CAREER SKILLS: building relationships; interviews and informational interviewing; honest conversations; strengthen purpose and personal brand; foster development opportunities (70:20:10 rule); opportunity awareness; portfolio and resume writing; seek feedback

5. BUILD PERSONAL EFFECTIVENESS: boost confidence - resilience and life balance; change agility, address risk aversion - grow courage; how to get 'out of a rut'; life design; communication skills: assertion, empowered career discussions, negotiation, understanding unconscious bias and cultural factors; growth mindset

6. EXPLORE OPTIONS: options; decision-making; check self-imposed limits

7. IMPLEMENTATION: taking action; be of service; how to keep the career cycle moving and sustain a callings-driven career