



Career Coaching Program Elements

in today's career market effective career development requires a comprehensive plan. The **Career ARC** is a summary of the process we have refined to address the issues facing senior executives in completing a career transition or secure a new career challenge.



Self-assessment & Review:

- ✓ Assessing my skills, values, and interests.
- ✓ What's my calling; where's my passion
- ✓ Is it time for a career change?
- ✓ What do I want from my career?

Setting Goals & building Momentum:

- ✓ My career goals, what is important to me?
- ✓ How am I going to achieve my career goals?
- ✓ What do I do first and then what's after that?
- ✓ Building motivation, momentum,.

Career Transition Strategy

- ✓ What's my plan for finding a new opportunity?
- ✓ Keeping track of all the details and what to do
- ✓ Developing my initial pitch or elevator speech.
- ✓ How will I get the support I need?
- ✓ How do I find work that makes me come alive?

Expanding your Career Network-

- ✓ Refining my pitch, my value?
- ✓ Geometrically expanding your network.
- ✓ Strategically attend: professional associations,
- ✓ Uncovering the hidden job market.

Market Research & Analysis

- ✓ Defining target industries, companies, positions.
- ✓ Creating your contact list & network contacts.
- ✓ Building a focused approach to the company
- ✓ Finding & connecting with the right executives.

Career Documentation & Branding:

- ✓ Creating a top notch 'Branding' résumé.
- ✓ Understanding my core competencies.
- ✓ Writing cover letters to create an impact.
- ✓ Creating my own Personal Brand.
- ✓ Creating effective e-mail messages.

Interviewing Skills Development:

- ✓ Getting past the initial screen
- ✓ Interview questions including competency.
- ✓ Developing advanced communication skills.
- ✓ Effectively interview a potential employer
- ✓ Close the interview; ask for the job,

Winning & Defining the new position:

- ✓ What am I worth? How to establish your value?
- ✓ What are my walkway point or reality checks?
- ✓ Becoming aware of compensation issues
- ✓ Making the most of your current situation.
- ✓ Seeing career development as organic.
- ✓ Understanding responsibilities, and measures.

First 100 Days in a New Position:

- ✓ Starting the new job quickly, first impression.
- ✓ Building your contacts & internal network.
- ✓ Integrating into company organization.
- ✓ Position yourself to work on exciting projects.
- ✓ Developing emotional intelligence and skills.
- ✓ Making the most of your current situation.

