

The Career Coaching Process Explained

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Career coaching is generally viewed as a collaborative and personalised process. We work together to help you explore and identify where you are, clarify where you want to go, and put together a plan to help you reach your professional goals.

The process commonly involves the completion of a series of surveys/assessments (these generally take an hour or so to complete), as well as a series of conversations, which can be face to face or via phone/email, to progress through the following steps:

- **Step One:** Self-discovery - To gain a comprehensive assessment of your unique skills, values, abilities, interests and aptitudes and how these link with your personal work-life experiences
- **Step Two:** Exploring the possibilities - To identify suitable career options and learning/work opportunities
- **Step Three:** Customised career strategy - To identify and deploy strategies to access learning/work opportunities to get where you want to go
- **Step Four:** Action plan and goal setting - To develop a career-life map, a clear plan which you can put into action immediately and which gives you options and alternatives.

Questions which you will be able to answer as a result of the career coaching process:

1. **Who am I?** To gain a comprehensive assessment of your unique skills, values, abilities, interests and aptitudes and how these link with your personal work-life experiences.
2. **Where am I going?** To identify suitable career options and learning/work opportunities
3. **How will I get there?** To develop a career-life map and identify and deploy strategies to access learning/work opportunities to get where you want to go.

We use a number of tools and processes, depending on the goals of the process and the needs of the individual. The outcome is a clear plan which you can put into action immediately and which gives you options and alternatives.