

# Career Coaching Masterclass

In this 8-week interactive course, participate in multiple learning methods to support practical application and skill development. Each week you :

- watch pre-recorded webinars and read articles in preparation for the live sessions
- complete assignments as required
- share reflections and engage in learning with your cohort through posts and ongoing conversations in a private online forum
- attend weekly live group sessions through Zoom to learn new skills and connect with instructors in real time. Please note attendance for these sessions is mandatory.
- take part in learning triads to practise new skills and receive in-the moment feedback
- work with a client of your choosing for the duration of the course, practicing and developing skills and interventions learned.

## Pre Work

During the pre-program work students spend 2- 3 hours becoming familiar with the Canvas learning management system, orienting themselves to the coursework, and finding a client to work with for the duration of the course. Students also submit an introductory assignment and begin engaging with peers online.

## Week 1

Learn about career development conversations and the career decision-making process. Explore the Hope-Action Theory model, and take the Hope-Action Inventory assessment. Begin connecting with your cohort of learners and consider what it means to connect well with the people you support.

Key learning themes :

- Introduction to career conversations and career decision-making processes
- Introduction to the Hope-Action Theory and Inventory assessment
- Assignments and building connections with small groups
- Live session # 1 : Practical approaches to career development

## Week 2

Expand your understanding of the Hope-Action Theory competencies (self-reflection, self-clarity, visioning, goal-setting and planning, implementing, adapting, hope) and develop a stronger sense of self as coach and the coach/client relationship dynamic. Learn practical strategies to identify patterns and deepen self-awareness.

Key learning themes :

- Hope-Action Theory competencies expanded, exploring ranges of theory application
- Hope-Action Inventory assessment debriefing strategies for individuals and groups
- Live session # 2 : Strengths-based approaches to self-reflection and relationship dynamics

## Week 3

Develop strength-based approaches to career development that also extend to support job search strategies such as resume writing, interview skills, negotiating pay increases, career advancement, and more.

Key learning themes :

- Strength-based approaches to storytelling in career conversations
- Collaborative group conversation connecting learning with practical job search strategies
- Live session # 3 : Practical approaches to identifying patterns and expanding stories for insight

## Week 4

Understand the value of listening well and establishing good relationships. Explore key concepts of mattering, and how your environment has influenced your personal and workplace values.

Key learning themes :

- Building connections and trust as a foundation for coaching approaches to conversations
- Engagement with mattering and appreciation themes and worksheets
- Live session # 4 : Identifying workplace values

## Week 5

Consider the importance of courage, resistance, and paradox. Explore career flow and how to set goals and work with clients to overcome challenges.

Key learning themes :

- Explore topics connected to navigating uncertainty in career conversations and coaching
- Collaborative group conversation focused on systemic considerations to job search processes
- Live session # 5 : Career conversation frameworks and strategies to clarify direction

## Week 6

Learn to work with metaphors in client conversations and explore the use of poetry and mindfulness to develop personal awareness and navigate challenges.

Key learning themes :

- Develop skills to work with and apply metaphorical approaches to career conversations
- Expand your range and ability to identify, expand, and reframe metaphors
- Live session # 6 : Metaphors expanded for use with individual and organizational clients

## Week 7

Explore mapping strategies as a way to support career navigation. Learn to use metaphors in career interventions and reflect on your personal style through the Individual Style Survey debrief.

Key learning themes :

- Expanding metaphoric approaches to career conversations to include mapping and metaphor
- Develop a sense of your personal style through the Individual Style Survey 360 Assessment
- Live Session # 7 : Develop awareness of self and the ways you connect with the world around you

## Week 8

Begin putting hope into action in practical ways. Reflect on and consolidate learning and look ahead as you complete your final evaluation and finish well.

Key learning themes :

- Develop strategies to support group coaching with a career focus
- Consolidate learning with a focus on completing the final evaluation assignment
- Live Session # 8 : Wrapping up, reflecting on lessons learned, and celebrating together

**Final evaluation due Monday after live session #8**