

CAREER COACHING THEORY INTO PRACTICE COURSE OUTLINE

COURSE CONCEPT	<p>The course will explore career coaching theory and applications to apply to client situations. Coaching is goal-focused where you and the client establish collaborative goals which is the foundation for measurable, meaningful, and sustainable change. Coaching offers a solution focus that is positive, action-focused, and supports a client to achieve their goals in the future, move forward and maximize their professional and personal potential. Coaching helps clients find greater fulfilment in their career and life. This is your work as a career coach.</p>
AUDIENCE	<p>For individuals seeking international course accreditation in career development practice to work in a global environment with organisations and clients, develop and update their knowledge and skills in career development, or fill a skills gap in their practice.</p> <p>The course is suitable in various contexts and roles, including schools, education, training, in the workplace in human resources or psychology, and/or experience working in employment, recruitment, outplacement, youth work, apprenticeship, disability and rehabilitation, case management, or management.</p>
AIMS	<ul style="list-style-type: none"> • Broaden your career development practice with the knowledge and application to client situations • Practice career coaching skills with mock clients and obtain feedback to improve your practice
COURSE CONTENT	<ul style="list-style-type: none"> • What is Career Coaching? • Key concepts of career coaching • The Differences Between Mentoring, Counselling, Training, and Teaching • Skills for Coaching • How do you see yourself, how do others see you? • Review a range of theories that include: <ul style="list-style-type: none"> ○ Egan’s Skilled Helper Model ○ James Prochaska and Carlo DiClemente – Theory of Change – Application of the model to coaching ○ SMART model (Specific, Measurable, Attainable and Attractive, Relevant, and Time Framed) ○ GROW model ○ Appreciative Inquiry ○ Solution-Focused Therapy ○ Cognitive Behaviour Therapy (CBT) ○ Acceptance Commitment Therapy (ACT)

CAREER COACHING THEORY AND APPLICATION IN YOUR PRACTICE COURSE OUTLINE

<p>LEARNING OUTCOMES</p>	<p>Upon completion of the course, participants will be able to:</p> <ul style="list-style-type: none"> • Define Career Coaching and apply the key concepts to client coaching sessions • Discriminate between Mentoring, Counselling, Training, and Teaching and apply appropriately when working with clients • Identify the skills for coaching in client relationships • Self-evaluate your coaching skills to confirm or take educative action to develop • Reflect on how you see yourself and compare to how do others see you to broaden your perspective about your strengths, weaknesses, and blind spots • Apply a range of coaching theories as frameworks to your practice and develop your coaching repertoire to support clients to move forward • Apply a range of Solution-Focused Therapy techniques to self and clients: <ul style="list-style-type: none"> ○ Scaling questions ○ Miracle question ○ Coping questions ○ Exception questions ○ Questions that presuppose change • Apply a range of Cognitive Behaviour Therapy techniques: <ul style="list-style-type: none"> ○ Cognitive restructuring or reframing ○ Rational Emotive Behaviour Therapy (REBT) ○ Cognitive distortions ○ Acceptance Commitment Therapy (ACT)
<p>LEARNING ACTIVITIES</p>	<p>The online course consists of the theory with a range of interactive activities that include:</p> <ul style="list-style-type: none"> • Application of course theory to your workplace and situation • Experiential learning activities • Individual exercises • Self-evaluation questionnaire • Insightful questions for deep reflections • Case Study with questions and answers • Practice career coaching skills with mock clients • Reflective practices on course content and activities • Viewing video clips with reflections of your learning • Writing an Action Plan to achieve your career goals
<p>LEARNING METHODOLOGY</p>	<p>Online learning enables you to study at your own pace and schedule your learning at a time that suits you.</p> <p>Career Coaching and Training will facilitate a webinar on each course to apply the knowledge and skills and answer your questions to support your learning.</p> <p>The webinar will run for 1 hour and is an integral component of the course.</p>

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LEARNING METHODOLOGY CONTINUED	<p>You are required to demonstrate evidence of your competency in delivering career development services in <i>each</i> course that you enrol by completing all the course learning activities, documentation, and checklists.</p> <p>The course encourages collaborative discussions among peers. Participants are welcome to provide answers to questions, share their learning, experiences, resources such as references, blog articles, video clips, affirmations, and other tips to make learning and development a meaningful experience.</p>
DURATION	Self-paced learning, approximately 4 hours
CERTIFICATE	<p>Upon successfully finishing the <i>complete</i> program, students will receive a <u>Certificate of Professional Development</u> accredited by Associated Career Professionals International.</p> <p>Students can also receive a <u>Certificate of Professional Development</u> for <i>each</i> course they complete accredited by Associated Career Professionals International.</p>
PROFESSIONAL STANDARDS FOR TEACHERS	6.2 Engage in professional learning and improve practice
CONTINUING PROFESSIONAL DEVELOPMENT POINTS	<p>The time spent on <i>each</i> course of study may be claimed as continuing professional development (CPD) by CDAA members towards Career Development Association of Australia (CDAA) requirements.</p> <p>Non-CDAA members, please check with your professional association regarding their CPD policy.</p> <p>To claim your CPD points, present your certificate of course completion to CDAA or the professional association where you are a member.</p>
ADDITIONAL PROFESSIONAL DEVELOPMENT	<p>If you have specific and challenging issues, we can further assist with optional coaching sessions in a one-to-one or a small group session.</p> <p>Upon completing your full course or individual course, we offer ongoing supervision in your practice through our Career Coaching and Training membership program.</p>
FURTHER INFORMATION	<p>careercoaching.training</p> <p>hello@careercoaching.training</p>