



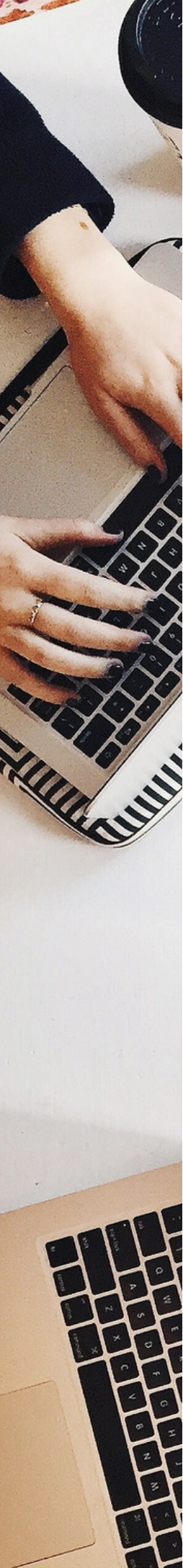
# CAREERS

Online Professional  
Development Training  
Catalogue

Leah Shmerling CMF

# TABLE OF CONTENTS

Title	Page
<b><u>ABOUT US</u></b>	<b>5</b>
<b><u>PATH TO FUTURE SUCCESS</u></b>	<b>6</b>
<b><u>HIGH-ENGAGEMENT STRATEGIES FOR ONLINE COURSES</u></b>	<b>7</b>
<b><u>FREE COURSES</u></b>	<b>9</b>
<b><u>BUSINESS COMMUNICATION COURSES</u></b>	<b>11</b>
• Business Proposal Writing for Success	11
• How to Master Your Communication Skills	11
• How to Write a Business Plan	11
• How to Write a Successful Business Report	12
• Improve Win-Win Negotiation Skills	12
• Networking Skills for Business Success	12
• Presentations to Transform Your Audience	13
• Resolve Conflict for Work and Life	13
• Workplace Effective Delegation	13
• Business Communication (Micro Courses)	14
• Networking to Grow Your Business (Micro Courses)	14
<b><u>CAREER COURSES</u></b>	<b>15</b>
• Benefits of Networking to Grow Your Career	15
• Find Your Perfect Job for Success	15
• Learn Presentation Skills for Students	15
• Manage Your Career Journey	16
• Managing a Successful Career Change	16
• Study Skills for Junior High School	16
• Study Skills for Secondary Students	17
• Study Skills for Tertiary Students	17
• How to Find the Perfect Job (Micro Courses)	18
• Managing Career Changes (Micro Courses)	19
• Study Skills — Study Smarter, not Harder (Micro Courses)	19
• Your Career Journey (Micro Courses)	21
<b><u>PROFESSIONAL DEVELOPMENT COURSES</u></b>	<b>22</b>
• Assertiveness Skills for Work and Life	22
• How to Manage Team Conflict	22
• How to Master Your Communication Skills	22
• Mindfulness for Work and Life	23

**PROFESSIONAL DEVELOPMENT COURSES**

- Develop Assertiveness Skills (Micro Courses) 24
- How to Master Your Communication Skills (Micro Courses) 24
- Mindfulness for Work and Life (Micro Courses) 24

**WORKPLACE CHALLENGES COURSES**

- Adapt to Change and Build Resilience 25
- Improve Win-Win Negotiation Skills 25
- Manage Stress for Work and Life 25
- Master Your Time for Effective Results 26
- Resolve Conflict for Work and Life 26
- Change and Resilience (Micro Courses) 27
- Learn to Manage Conflict (Micro Courses) 27
- Learn to Manage Stress (Micro Courses) 28
- Learn Negotiation Skills (Micro Courses) 28
- Learn to Manage Time (Micro Courses) 29

**SPECIALTY COURSES****BUSINESS ENTERPRISE**

(Recommended Sequence)

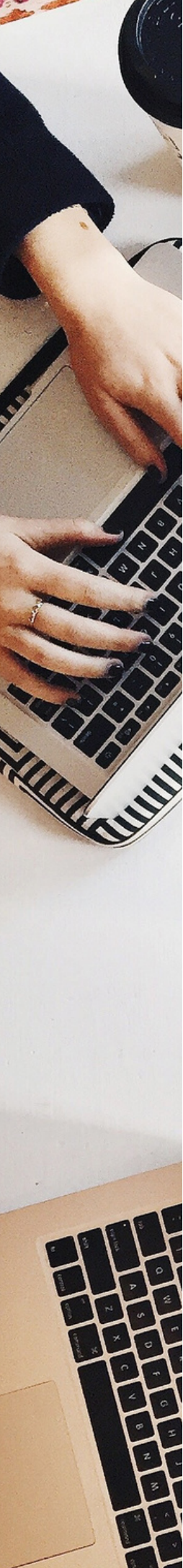
- How to Start and Grow a Successful Business 30
- Networking to Grow Your Business 30
- Write a Business Elevator Pitch 30
- Write a Business Plan 31
- Write a Successful Business Proposal 31

**CAREER PRACTITIONERS DEVELOPMENT PROGRAM**

(Recommended Sequence)

- The Guide to Becoming a Career Coach 32
- Become a Career Development Coach 32
- Foundations of Career Development 32
- Overview of Career Development Theories 33
- Career Coaching Theory into Practice 33
- Self-Care and Well-Being for Practitioners 33
- Legal & Ethics of Career Coaching Practices 34
- Developing Career Coaching Skills 34
- Facilitating Career Coaching Skills 34





Title	Page
<b><u>CAREER PRACTITIONERS DEVELOPMENT PROGRAM</u></b>	
(Recommended Sequence)	
• Administering Career Assessment Tools	35
• Helping Clients Find the Perfect Job	35
• Your Transformation into a Career Coach	35
• How to Plan a Career Coaching Business	36
<b><u>TEACHING AND TRAINING PROFESSIONAL DEVELOPMENT PROGRAM</u></b>	
(Recommended Sequence)	
• Adapting to Online Teaching and Training	37
• Getting Started with Online Teaching	37
• Successful Teaching in an Online Environment	37
• Planning an Online Teaching Program	38
• Engaging with Students in Online Learning	38
• Upskill with Hybrid Teaching	38
• Presentations to Transform Your Students	39
• Closing Your Online Teaching Session	39
• Building an Online Student Community	39
• Reflecting on Your Online Teaching	40
<b><u>YOUR RETIREMENT JOURNEY</u></b>	
• Am I Ready for Retirement?	41
• Flourishing in Retirement	41
• Plan for a Fulfilling Retirement	41
• Prepare for the Challenges of Retirement	42
• Transition into a Happy Retirement	42
<b><u>THE PROFESSIONAL RETAIL BUYER</u></b>	
• Retail Fashion Buying (The Ultimate Guide)	43
• Retail Fashion Buying (Micro Courses)	43
<b><u>ABOUT THE AUTHOR</u></b>	<b>44</b>
<b><u>OUR SERVICES</u></b>	<b>46</b>
<b><u>THE NEXT STEP</u></b>	<b>47</b>
<b><u>CERTIFICATES</u></b>	<b>48</b>
<b><u>ACCREDITATION</u></b>	<b>48</b>



# ABOUT US

## Our Business Why

### Why

To inspire people to overcome their career barriers, transition into their next step and improve their life.

### How

Measure your career progress and professional transformation on the Path to Future Success™ model.

### What

We deliver results through online career development training courses, webinar training, group and individual coaching to design personalized career strategies to achieve your career goals and improve your life.

### Services

Career Coaching and Training deliver results through:

- **Online Training Courses**
- **Webinar Training**
- **Group Coaching**
- **Individual Coaching**



Courses are full, micro, specialty and free professional development courses.

Topics include:

- **Business Communication**
- **Career Courses**
- **Career Development Practitioners Courses**
- **Professional Development Courses**
- **Teachers and Trainers Professional Development Courses**
- **The Professional Retail Buyer**
- **Workplace Challenges**

Each course applies the theory with interactive activities to meet different learning styles and workplace applications to develop and transform individuals to reach their goals.

# Path to Future Success™ Model

## Path to Future Success™



Our Path to Future Success™ method will equip you with the 'success toolbox' to reach your career goal and attain personal fulfilment.

## The Path to Future Success™

Your journey toward future success requires purpose and direction to achieve your career goals to transform you into the person you want to become.

Welcome to the **Path to Future Success™** model.

The **Path to Future Success™** creates a measurable path for your development. Courses are structured as growth steps into five distinct tiers: Foundational, Intermediate, Advanced, Leadership, and Mastermind, which enable you to grow into your future self. Your progression is a unique system to help you select the appropriate course at your career stage, pitched to your level of skills to reduce the risk of choosing an unsuitable course.

As you navigate this model, you measure your progress as you evolve into your future self, seamlessly integrating practices that eventually become ingrained habits.

# Elevate Your Training Experience with High-Engagement Strategies for Online Courses

Unlock the full potential of your team with Career Coaching and Training's cutting-edge approach to online courses, ensuring your team's success.

## Our Approach To Learning

- Learning is meaningful and focused to achieve your goals and enhance your knowledge and skills to develop higher-level thinking for professional and personal success.
- Learning applies the content to the workplace with interactive activities for meaning and skill development.
- Learning transforms you into the person you want with actions to grow into your future self.

## Career Coaching and Training High-Engagement Strategies

Career Coaching and Training provide effective solution-based engagement strategies for online courses.

### 1. Building an authentic and supportive learning community

Dive into a world of support through dynamic webinars, interactive forums, and engaging discussion groups. This is where connections come alive, and your voice matters. Share ideas, navigate real-world challenges, and elevate your motivation through active participation. In our community, you are not just a participant but a valued member embraced by Career Coaching and Training, your dedicated Educator, and a network of peers committed to mutual growth. Join us and redefine the way you learn.

### 2. Path to Future Success™

Prepare to soar through five transformative tiers with our exclusive **Path to Future Success™** Model: Foundational, Intermediate, Advanced, Leadership, and Mastermind, which measures your progress from your starting point to propel you towards the future you envision.

The **Path to Future Success™** arms you with a comprehensive 'success toolbox,' equipping you to conquer career goals and achieve professional and personal fulfilment.

### 3. Personalization of the course with learning goals and certification

In our courses, we connect with learners, focusing on their 'Why,' goals, and desired outcomes. This tailored approach is woven into our course design, ensuring participants achieve the course objectives and professional aspirations.

Participants define their goals at the outset, clarifying what they want to learn and how to apply it in their work situations.

Participants self-assess their learning throughout the course, measuring skill development and knowledge. Upon completion, a certification validates their achievements, boosting motivation at work and opening doors for further study and professional growth.



## 4. Course content and activities

Unlock Engaging Learning Adventures with Our Courses

- Immerse yourself in meticulously researched content, delivering quality and cutting-edge insights tailored for the modern workplace and a globalised environment.
- Dive into diverse learning activities that transform participants into active learners, applying knowledge to real-world scenarios and upskilling staff to bridge skills gaps.
- Tailored activities cater to individual learning styles, ensuring a personalised and engaging experience.
- Action-oriented plans empower participants to implement newfound knowledge and skills in specific contexts.
- Experience a profound learning journey that propels you forward, fostering progress and tangible results.

## 5. Group webinars to support online training – *optional per organization*

Elevate Your Learning Experience with course Webinars

- Immerse yourself in structured online training featuring webinars with dates and timeframes to boost engagement and motivation.
- Bring theory to life through dynamic discussions, questions, and practical application to specific workplace scenarios.
- Collaborate with like-minded peers, fostering communication and relationships to attain goals and deliver results.
- Webinars instill accountability, ensuring participants stay current with course materials and actively contribute to the course community.
- Enjoy social and community support within the webinar group, transforming learning into a meaningful and positive experience. Feel secure in a supportive environment, ready to extend your comfort zone.
- Course deadlines act as motivational milestones, prompting students to act within realistic time frames and achieve their goals. Elevate your learning journey with our compelling webinars.

## 6. Dedicated Career Coaching Services

- Our commitment extends beyond course completion with group and individual coaching.
- Personalized strategies to overcome barriers and achieve professional and personal goals.

**Choose Career Coaching and Training as your committed partner for continuing professional development. Elevate the proficiency of your staff, unlock new opportunities, and position your organisation for unparalleled success and growth.**

# FREE COURSES

**FREE COURSE**

## Am I Ready to Retire?



**Career**  
Coaching • Training  
Centre of Excellence

**FREE COURSE**

## Assertiveness Skills for Work



**Career**  
Coaching • Training  
Centre of Excellence

**FREE COURSE**

## Benefits of Networking to Grow Your Career



**Career**  
Coaching • Training  
Centre of Excellence

**FREE COURSE**

## Change and Resilience



**Career**  
Coaching • Training  
Centre of Excellence

**FREE COURSE**

## Develop Your Study Skills



**Career**  
Coaching • Training  
Centre of Excellence

**FREE COURSE**

## How to Adapt to Online Teaching



**Career**  
Coaching • Training  
Centre of Excellence

**FREE COURSE**

## How to Become a Career Coach



**Career**  
Coaching • Training  
Centre of Excellence

**FREE COURSE**

## How to Find the Perfect Job



**Career**  
Coaching • Training  
Centre of Excellence

**FREE COURSE**

## How to Plan Your Retirement



**Career**  
Coaching • Training  
Centre of Excellence

**FREE COURSE**

## Learn to Manage Conflict



**Career**  
Coaching • Training  
Centre of Excellence

**FREE COURSE**

## Learn to Manage Stress



**Career**  
Coaching • Training  
Centre of Excellence

**FREE COURSE**

## Learn Win-Win Negotiation Skills



**Career**  
Coaching • Training  
Centre of Excellence

# FREE COURSES

**FREE COURSE**

**Manage Time for Effective Results**



**Career**  
Coaching • Training  
Centre of Excellence

**FREE COURSE**

**Managing Career Change**

**CAREER CHANGE**



**Career**  
Coaching • Training  
Centre of Excellence

**FREE COURSE**

**Master Your Communication Skills**



**Career**  
Coaching • Training  
Centre of Excellence

**FREE COURSE**

**Mindfulness at Work**



**Career**  
Coaching • Training  
Centre of Excellence

**FREE COURSE**

**Set Your Study Goals for Success**



**Career**  
Coaching • Training  
Centre of Excellence

**FREE COURSE**

**World of Work**



**Career**  
Coaching • Training  
Centre of Excellence

**FREE COURSE**

**Your Career Journey**



**Career**  
Coaching • Training  
Centre of Excellence



**"It's not the mountain we conquer but ourselves."**  
-Sir Edmund Hillary

**Career**  
Coaching • Training



# BUSINESS COMMUNICATION COURSES

## BUSINESS PROPOSAL WRITING FOR SUCCESS

Proposals are written to solve a given situation or problem to persuade your client/prospective client why you are the best person for the job. It can be seen as a formal 'pitch' for your business.

As the writer, your job is to present a logical, straightforward framework, discuss your proposed solution, and show how you can work with the organization.



## HOW TO MASTER YOUR COMMUNICATION SKILLS


Enhance your communication and relationships both personally and professionally with this online course. Learn the key skills of listening, empathy, questioning, and feedback to help you become a better communicator. Get started today!

## HOW TO WRITE A BUSINESS PLAN

Learn how to create and analyze your business plan with this step-by-step online course. Discover the key elements you need for success and create a winning business plan that is sure to impress investors.



# BUSINESS COMMUNICATION COURSES



**LEADERSHIP LEVEL**

**How to Write a Successful Business Report**

Career Coaching - Training  
CCTCOE Centre of Excellence

**HOW TO WRITE A SUCCESSFUL BUSINESS REPORT**

A business report is a document used to communicate specific business information to an intended audience. Reports are used to relay findings from research, analysis, or investigations and can be used to make decisions, support marketing efforts, or measure performance.

**IMPROVE WIN-WIN NEGOTIATION SKILLS**

Negotiation is a form of communication that is entered with another party: either between two individuals or a group. Negotiation is a means of getting what we want from others. Often, this involves back and forth communication designed to reach an agreement when you and the other side have some interests that are shared and others that are opposed.



**LEADERSHIP LEVEL**

**Improve Win-Win Negotiation Skills**

Career Coaching - Training  
CCTCOE Centre of Excellence



**LEADERSHIP LEVEL**

**Networking Skills for Business Success**

Career Coaching - Training  
CCTCOE Centre of Excellence

**NETWORKING SKILLS FOR BUSINESS SUCCESS**

Building an effective network is a two-way opportunity to develop relationships and share information for mutual benefit that can lead to employment or business opportunities. Networking takes time and effort.

# BUSINESS COMMUNICATION COURSES

## PRESENTATIONS TO TRANSFORM YOUR AUDIENCE

An effective professional presentation positions you as an expert on the topic and in your industry. Your opportunity to present information, engage with and influence your audience can create a lasting impact. A professional presentation points to your leadership capability, enhances your value, and positions you as a thought leader.



## RESOLVE CONFLICT FOR WORK AND LIFE

Master conflict resolution skills with our online course. You will learn effective communication, negotiation strategies, and how to manage emotions in difficult situations. Start resolving conflicts constructively today.

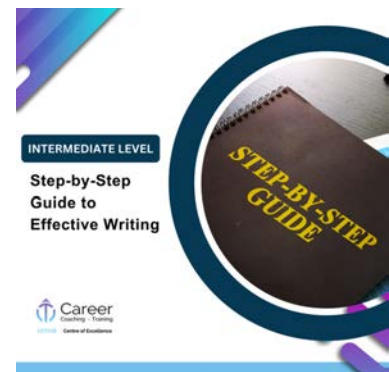
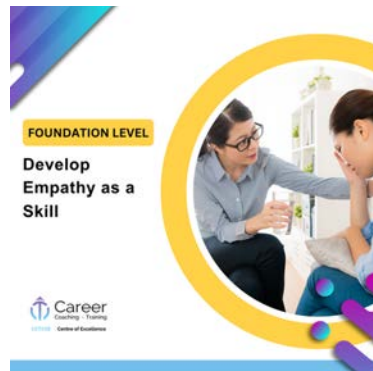
## WORKPLACE EFFECTIVE DELEGATION

Learning to delegate is a vital management skill that may not be innate to every person. As your responsibilities grow, to be an effective leader, you need to extend your presence through the actions of others and engage staff, so they contribute their best work to your shared priorities.

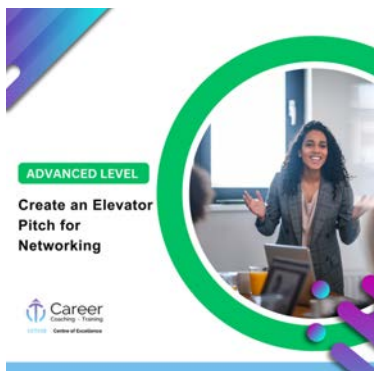




# BUSINESS COMMUNICATION (MICRO COURSES)



# NETWORKING TO GROW YOUR BUSINESS (MICRO COURSES)



# CAREER COURSES

## BENEFITS OF NETWORKING TO GROW YOUR CAREER

If you're looking to build your career, networking is essential. But what are the best networking skills to cultivate that can help you to build your career? This online course will help you with identifying the skills needed.



## FIND YOUR PERFECT JOB FOR SUCCESS

Many people are competing for the same job in the employment market. To secure meaningful employment, you must have confidence and good job seeking and communication skills to stand out with your application and win the job!




## LEARN PRESENTATION SKILLS FOR STUDENTS

Discover key strategies on how to give engaging presentations. Gain confidence and knowledge with our online course, Learn Presentations Skills for Students, which teaches presentation skills for students today!



# CAREER COURSES




**INTERMEDIATE LEVEL**

## Manage Your Career Journey

**Career**  
Coaching - Training  
CCTCOE Centre of Excellence

**MANAGE YOUR CAREER JOURNEY**

You are likely to change your career 7-10 times in your lifetime. Your career journey requires flexibility to achieve your career goals. This course aims to support your career journey to make your goals happen and meet your career aspirations.




**ADVANCED LEVEL**

## Managing a Successful Career Change

**Career**  
Coaching - Training  
CCTCOE Centre of Excellence

**MANAGING A SUCCESSFUL CAREER CHANGE**

Manifest your career vision into reality with a strategic approach to manage career barriers that stand in the way of reaching your career goal. This course will support you in exploring career options to transition with confidence into the next stage of your career.



**FOUNDATION LEVEL**

## Study Skills for Junior High School

**Career**  
Coaching - Training  
CCTCOE Centre of Excellence

**STUDY SKILLS FOR JUNIOR HIGH SCHOOL**

Join us in this one-of-a-kind online course that teaches junior high students the top study skills they need to succeed. Learn tools and strategies to stay motivated, be organized, and excel academically!



# CAREER COURSES

## STUDY SKILLS FOR SECONDARY STUDENTS

Have a hard time studying? This online course offers clear tips, tricks, and techniques that can boost your secondary school grades. Learn more about how to develop essential study skills from the experts at Career Coaching; Training today!



INTERMEDIATE LEVEL

### Study Skills for Secondary Students



ADVANCED LEVEL

### Study Skills for Tertiary Students

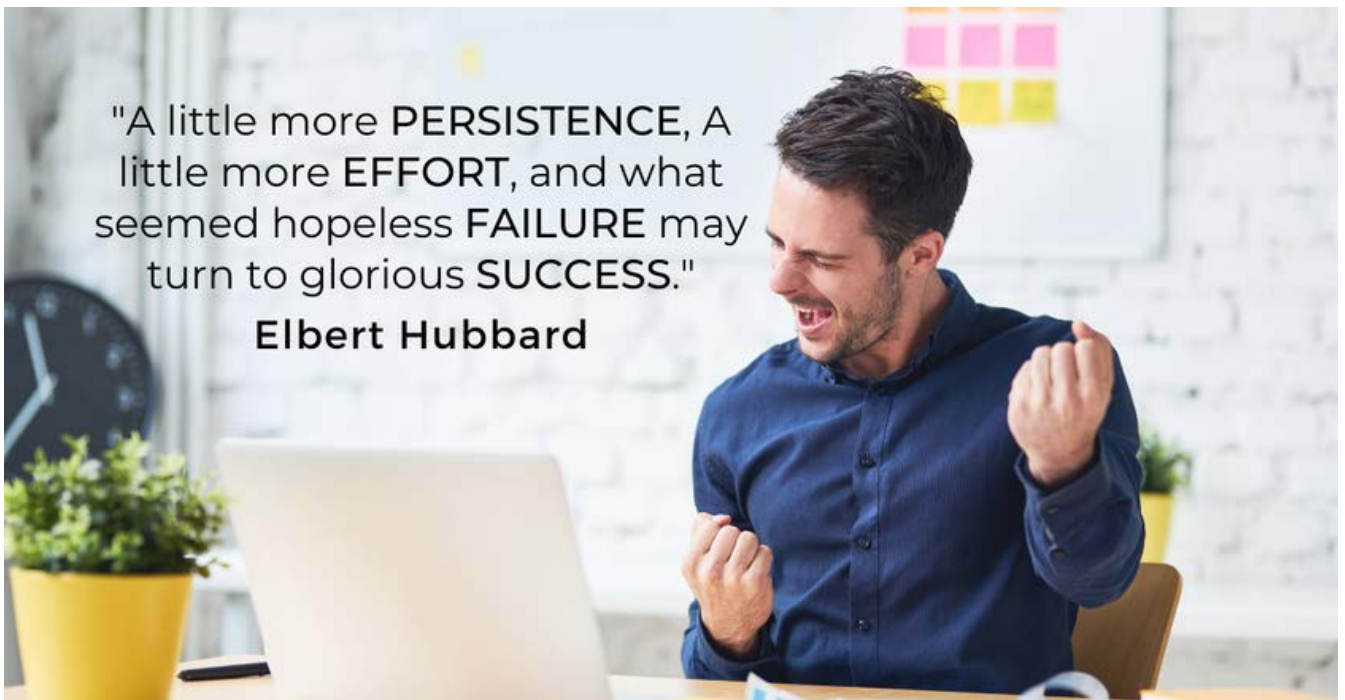


## STUDY SKILLS FOR TERTIARY STUDENTS

Study success does not just happen. Study skills are the skills you need to study and learn efficiently. The course will provide you with the strategies and skills to improve your results and increase your confidence and self-esteem.

"A little more **PERSISTENCE**, A little more **EFFORT**, and what seemed hopeless **FAILURE** may turn to glorious **SUCCESS**."

**Elbert Hubbard**



# HOW TO FIND THE PERFECT JOB (MICRO COURSES)

**FOUNDATION LEVEL**

Create an Effective Job Search Plan



Career Coaching • Training  
CCTCOE Centre of Excellence

**FOUNDATION LEVEL**

Develop Essential Job Interview Skills



Career Coaching • Training  
CCTCOE Centre of Excellence

**FOUNDATION LEVEL**

Employability Skills for Career Success



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CCTCOE Centre of Excellence

**INTERMEDIATE LEVEL**

How to Choose a Career You Love



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CCTCOE Centre of Excellence

**FOUNDATION LEVEL**

How to Find Job Vacancies



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CCTCOE Centre of Excellence

**ADVANCED LEVEL**

How to Respond to Key Selection Criteria



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CCTCOE Centre of Excellence

**FOUNDATION LEVEL**

Recover from Job Application Rejection



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**FOUNDATION LEVEL**

Set and Achieve Your Career Goals



Career Coaching • Training  
CCTCOE Centre of Excellence

**FOUNDATION LEVEL**

Write a Cover Letter for Great Results



Career Coaching • Training  
CCTCOE Centre of Excellence

**FOUNDATION LEVEL**

Write a Winning Job Resume



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"We help individuals seeking a career change with a unique process to maximise their opportunities to exceed their goals and improve their life."  
Leah Shmerling CMF

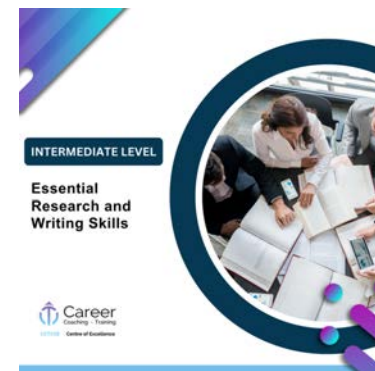
Career Coaching • Training



# MANAGING CAREER CHANGES (MICRO COURSES)



# STUDY SKILLS – STUDY SMARTER, NOT HARDER (MICRO COURSES)





# STUDY SKILLS – STUDY SMARTER, NOT HARDER (MICRO COURSES)

**FOUNDATION LEVEL**

**Five Techniques for Effective Notetaking**



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**FOUNDATION LEVEL**

**Goal Planning to Create Your Future Self**



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CCTCOE Centre of Excellence

**FOUNDATION LEVEL**

**Know Your Learning Style for Study Success**



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**FOUNDATION LEVEL**

**Manage Stress When Studying**



**Career**  
Coaching • Training  
CCTCOE Centre of Excellence

**FOUNDATION LEVEL**


**Overcome Barriers to Studying**



**Career**  
Coaching • Training  
CCTCOE Centre of Excellence

**ADVANCED LEVEL**


**Presentations Skills for Students**



**Career**  
Coaching • Training  
CCTCOE Centre of Excellence

**ADVANCED LEVEL**

**Referencing Guide for Tertiary Students**



**Career**  
Coaching • Training  
CCTCOE Centre of Excellence

**INTERMEDIATE LEVEL**


**Step-by-Step Guide to Effective Writing**



**Career**  
Coaching • Training  
CCTCOE Centre of Excellence

**ADVANCED LEVEL**

**Strategies to Effectively Study for Exams**



**Career**  
Coaching • Training  
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**FOUNDATION LEVEL**

**Succeeding in the World of Work**



**Career**  
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CCTCOE Centre of Excellence

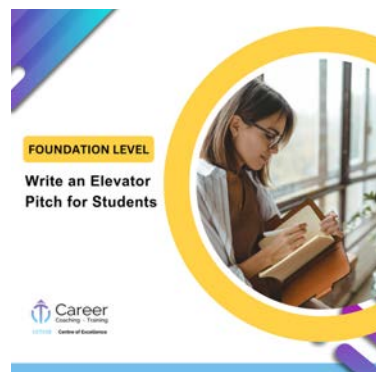
**SUCCESS →**



**"There's no elevator to success. You have to take the stairs."**  
Zig Ziglar

**Career**  
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# STUDY SKILLS – STUDY SMARTER, NOT HARDER (MICRO COURSES)



## YOUR CAREER JOURNEY (MICRO COURSES)



# PROFESSIONAL DEVELOPMENT COURSES



INTERMEDIATE LEVEL

## Assertiveness Skills for Work and Life



## ASSERTIVENESS SKILLS FOR WORK AND LIFE

Assertiveness entails open and honest communication in a positive, confident way to develop rapport and understanding with the other party. Learn how to improve your assertiveness skills, communication with others, ability to say no, and meet your needs.

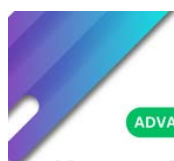
## HOW TO MANAGE TEAM CONFLICT

Acquire the skills needed to effectively manage conflict on teams with this highly comprehensive online course! It is designed to provide the best knowledge in team dynamics, communication during conflicts, problem-solving techniques and more.



LEADERSHIP LEVEL

## How to Manage Team Conflict



ADVANCED LEVEL

## How to Master Your Communication Skills



## HOW TO MASTER YOUR COMMUNICATION SKILLS

The course will teach you how to develop your interpersonal communication skills of listening, empathy, questioning, and feedback to communicate effectively both verbally and non-verbally and develop your relationships personally and professionally.



# PROFESSIONAL DEVELOPMENT COURSES



INTERMEDIATE LEVEL

## Mindfulness for Work and Life



## MINDFULNESS FOR WORK AND LIFE

Practicing mindfulness can bring positive changes to our health and attitude to attain a positive mind-body balance for our overall wellbeing and happiness. Mindfulness enables us to stay focussed on the present, remain calm with our colleagues, family, and friends to create a relaxed environment, improve job satisfaction, and personal wellbeing.



“

## Imagination Creates Reality

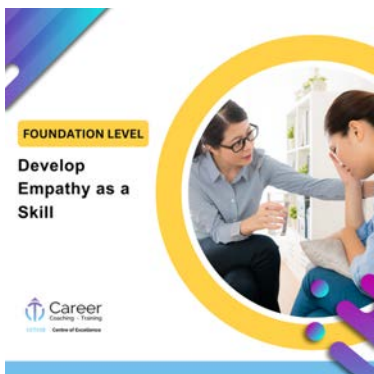
Richard Wagner



# DEVELOP ASSERTIVENESS SKILLS (MICRO COURSES)



# HOW TO MASTER YOUR COMMUNICATION SKILLS (MICRO COURSES)



# MINDFULNESS FOR WORK AND LIFE (MICRO COURSES)



# WORKPLACE CHALLENGES COURSES

**ADVANCED LEVEL**

## Adapt to Change and Build Resilience



## ADAPT TO CHANGE AND BUILD RESILIENCE

Change happens all the time! Learn strategies to bounce back, build resilience to overcome difficult circumstances, and empower you to grow and improve your life.

**LEADERSHIP LEVEL**

## Improve Win-Win Negotiation Skills



## IMPROVE WIN-WIN NEGOTIATION SKILLS

Negotiation is a form of communication that is entered with another party: either between two individuals or a group. Negotiation is a means of getting what we want from others. Often, this involves back and forth communication designed to reach an agreement when you and the other side have some interests that are shared and others that are opposed.

## MANAGE STRESS FOR WORK AND LIFE

Stress is sometimes referred to as the modern epidemic, creating tension in individuals at work and at home. Learn how to identify stress factors and implement coping strategies to improve your work and wellbeing.

**ADVANCED LEVEL**

## Manage Stress for Work and Life





# WORKPLACE CHALLENGES COURSES

## MASTER YOUR TIME FOR EFFECTIVE RESULTS

Learn to employ effective and efficient time management strategies to overcome distractions and procrastination that will reduce stress, achieve your work goals, tasks, and priorities. Develop delegation skills for work efficiency to attain work-life balance and wellbeing.



## RESOLVE CONFLICT FOR WORK AND LIFE

Conflict is often seen as a negative emotion. People try to avoid conflict as they think it will bring stress. Learn how to resolve conflict constructively, improve your relationships, and negotiate improved outcomes that lead to personal and professional growth.



# CHANGE AND RESILIENCE (MICRO COURSES)



# LEARN TO MANAGE CONFLICT (MICRO COURSES)





# LEARN TO MANAGE STRESS (MICRO COURSES)

**FOUNDATION LEVEL**  
7 Strategies to Avoid Burnout at Work

Career  
Coaching • Training  
Centre of Excellence

**INTERMEDIATE LEVEL**  
Creating a Stress Management Plan

Career  
Coaching • Training  
Centre of Excellence

**FOUNDATION LEVEL**  
Healthy Ways to Cope with Stress

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Coaching • Training  
Centre of Excellence

**FOUNDATION LEVEL**  
Strategies for Work-Life Balance

Career  
Coaching • Training  
Centre of Excellence

Stress is a normal part of life, and it can be caused by a variety of factors, both personal and work-related.

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Coaching • Training

# LEARN NEGOTIATION SKILLS (MICRO COURSES)

**FOUNDATION LEVEL**  
How to Challenge Your Negative Self-Talk

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Centre of Excellence

**FOUNDATION LEVEL**  
How to Map a Conflict

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Centre of Excellence

**ADVANCED LEVEL**  
Plan a Negotiation for Win-Win Outcomes

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Centre of Excellence

**FOUNDATION LEVEL**  
Strategies for Win-Win Negotiation

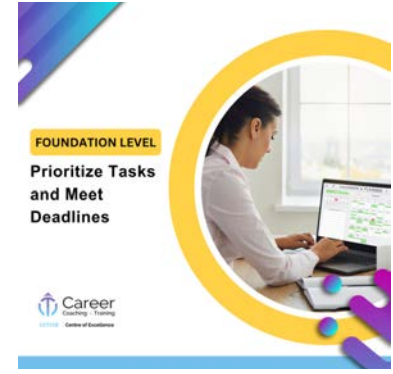
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**ADVANCED LEVEL**  
The Art to Close Negotiations Successfully

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# LEARN TO MANAGE TIME (MICRO COURSES)



# SPECIALTY COURSES – BUSINESS ENTERPRISE

## HOW TO START AND GROW A SUCCESSFUL BUSINESS

You have an idea to start your own business. You envisage a successful business to bring you the life and financial rewards you desire for success. Planning, starting, and growing your business is a journey. The course will give you practical steps at each stage.



## NETWORKING TO GROW YOUR BUSINESS

Networking is a vital aspect of growing any business. Whether you are an entrepreneur, a small business owner, or an established company, networking can help you increase your reach and establish new connections that can benefit your business in the long run.



## WRITE A BUSINESS ELEVATOR PITCH

Are you tired of struggling to effectively communicate your business idea in a short amount of time? Do you find yourself stumbling over your words when trying to pitch your product or service? Look no further, because this course will teach you how to craft the perfect elevator pitch for your business.



# SPECIALTY COURSES – BUSINESS ENTERPRISE

## WRITE A BUSINESS PLAN

This course empowers you with the skills and knowledge to craft a compelling business blueprint. Dive deep into market analysis, financial forecasts, and strategy development. A must for aspiring entrepreneurs and established business owners.



**LEADERSHIP LEVEL**

**Write a Business Plan**



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## WRITE A SUCCESSFUL BUSINESS PROPOSAL

In today's competitive business landscape, companies need to be able to effectively communicate their ideas and plans to secure new clients or projects. One of the most effective ways to do this is through writing a business proposal.



**LEADERSHIP LEVEL**

**Write a Successful Business Proposal**



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**BUSINESS ENTERPRISE**



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# SPECIALITY COURSES – CAREER PRACTITIONERS DEVELOPMENT PROGRAM

## THE GUIDE TO BECOMING A CAREER COACH

With people switching jobs 5-7 times in their life, the need for career coaches has become more crucial. This course summarizes proven coaching theories and applications tailored to help clients strategize for success.



MASTERMIND LEVEL

## Become a Career Development Coach



## BECOME A CAREER DEVELOPMENT COACH

A successor to the foundational modules in the same series, this course fine-tunes your ability to become consistent with your thought process, strategize based on insights, and develop a growth mindset to become a professional career practitioner.

## FOUNDATIONS OF CAREER DEVELOPMENT

The knowledge economy means that new businesses, industries, and jobs are emerging. As a career coach, your role is to assist clients in making career decisions about life, learning, and work in the 21st century.



# CAREER PRACTITIONERS DEVELOPMENT PROGRAM

## Recommended sequence to study the program

### OVERVIEW OF CAREER DEVELOPMENT THEORIES

Theories can give career coaches a framework for working with clients, identifying their patterns, managing influences, and driving transformational change. Learn to build evidence-practice to facilitate positive outcomes for clients.



### CAREER COACHING THEORY INTO PRACTICE

Coaching offers a solution-focused approach that is positive and action-focused. Using evidence-based theories and models, this course will broaden your practice with the knowledge and application to meet client needs and goals with a strategic mindset.

### SELF-CARE AND WELL-BEING FOR PRACTITIONERS

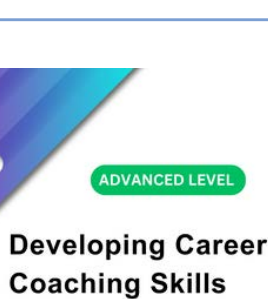
Many think of self-care as “nice to have.” We have a moral and ethical responsibility to work with clients at our optimum level. Learn self-care strategies to improve your health and work effectively with clients for better coaching outcomes.



# CAREER PRACTITIONERS DEVELOPMENT PROGRAM

## LEGAL & ETHICS OF CAREER COACHING PRACTICES

Working as a career coach, you are governed by legislation and professional standards. This course provides the knowledge, skills, and practices that must be adhered to when working in the careers industry.



## DEVELOPING CAREER COACHING SKILLS

Develop a client-centred approach to focus on the client's needs and goals. Learn best practices to support clients in achieving their goals and personal growth.

## FACILITATING CAREER COACHING SKILLS

Learn to work with your clients to meet their career goals with a client-centred approach, exhibiting attitudes of genuineness, empathy, and unconditional positive regard to facilitate their career development.





# CAREER PRACTITIONERS DEVELOPMENT PROGRAM

## ADMINISTERING CAREER ASSESSMENT TOOLS

Understand client factors and a range of career assessment tools to meet clients' preferences, identifying their attributes, strengths, interests, skills, and limitations to develop client action plans to reach their goals.



## HELPING CLIENTS FIND THE PERFECT JOB

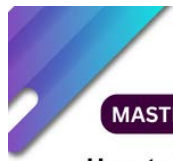
As a career coach you want to help your clients to secure meaningful employment, have good job seeking, confidence, and communication skills to stand out with their application and win the job!

## YOUR TRANSFORMATION INTO A CAREER COACH

On the basis that you have completed the other modules in the Foundation in Career Development Practice to become a career counselor/coach, the next step is fine-tuning the finishing touches to becoming a professional practitioner.



# CAREER PRACTITIONERS DEVELOPMENT PROGRAM



**MASTERMIND LEVEL**

## How to Plan a Career Coaching Business



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## HOW TO PLAN A CAREER COACHING BUSINESS

You have an idea to start your own career coaching business. You envisage a successful business to bring you the life and financial rewards you desire for success. Planning, starting, and growing your career coaching business is a journey. The course will give you practical steps at each stage of setting up your own practice.



## CAREER COACHING

*Support to apply the course content to your work and life.*




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The application of the course learning sounds easy, but we know that is where you will need more support, more information, and most importantly, more implementation.

You are eligible to participate in our Professional Supervision and Career Coaching Membership Program when you have completed the courses.

# SPECIALTY COURSES – TEACHING AND TRAINING PROFESSIONAL DEVELOPMENT PROGRAM

Recommended sequence to study the program



**ADVANCED LEVEL**  
**Adapting to Online Teaching and Training**


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### ADAPTING TO ONLINE TEACHING AND TRAINING

Traditional classroom experiences are transitioning to a virtual environment. Learn to elevate your facilitation repertoire with online teaching strategies to increase your confidence, professional influence, and delivery capabilities for engaging programs.


### GETTING STARTED WITH ONLINE TEACHING

Online learning is on the rise. Your online teaching/training will require course redesign and re-thinking. This course will develop a growth mindset and give you practical strategies to adapt your teaching practice from face-to-face to online using educational practices.



**FOUNDATION LEVEL**  
**Getting Started with Online Teaching**

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**ADVANCED LEVEL**  
**Successful Teaching in an Online Environment**

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CCTCOE Centre of Excellence

### SUCCESSFUL TEACHING IN AN ONLINE ENVIRONMENT

Teaching online requires presenting engaging content and interactive activities where students apply their knowledge into practice rather than listen and take notes. This course provides practical training and communication strategies to develop a positive online culture and successfully teach in a diverse online environment.



# TEACHING AND TRAINING PROFESSIONAL DEVELOPMENT PROGRAM

## PLANNING AN ONLINE TEACHING PROGRAM

Planning your educational program is the foundation for success. The plan is a concept design to map the course learning program and individual sessions with relevant content, learning outcomes, and teaching methodology to facilitate a dynamic course to attract students.

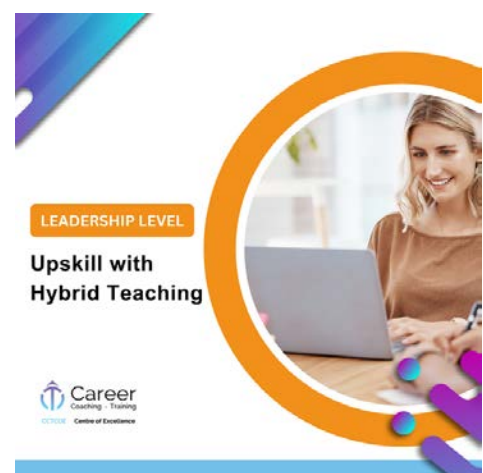


## ENGAGING WITH STUDENTS IN ONLINE LEARNING

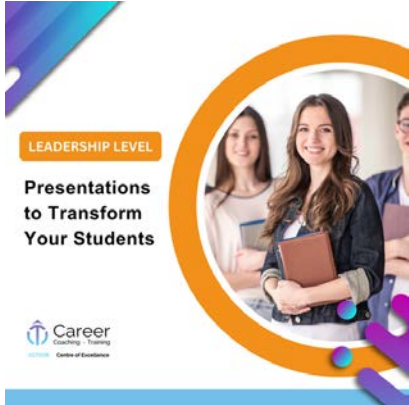
Effective learning occurs when students are engaged and share their learning experience in a learning community. Students become active learners as you facilitate content that is meaningful for their careers and beyond.

## UPSKILL WITH HYBRID TEACHING

Hybrid learning is an educational model where students can attend class in-person simultaneously as students join the class virtually from home or anywhere the student is located. Hybrid learning combines the best of face-to-face and online learning with digital engagement to incorporate all the elements of a quality learning experience.



# TEACHING AND TRAINING PROFESSIONAL DEVELOPMENT PROGRAM



**LEADERSHIP LEVEL**

**Presentations to Transform Your Students**

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**PRESENTATIONS TO TRANSFORM YOUR STUDENTS**

Learn the secrets of what makes a presentation have a lasting impact. Learn the steps to prepare, structure, and present confidently, building a connection with your audience.

**CLOSING YOUR ONLINE TEACHING SESSION**


You and your students have shared a learning journey of knowledge, stories, ideas, and challenges. It is a memorable time when you conclude your course, indicating a milestone achievement. Learn how to leave a positive final impression, motivate students to continue their learning, and apply their knowledge, skills, and insight to their careers and lives.



**LEADERSHIP LEVEL**

**Closing Your Online Teaching Session**

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**LEADERSHIP LEVEL**


**Building an Online Student Community**

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**BUILDING AN ONLINE STUDENT COMMUNITY**

Research shows that when students feel they belong to their academic community and matter to one another, they can find emotional, social, and cognitive support, engage in dialogue and reflection more actively, and take ownership and responsibility of their learning. Learn how to create student engagement by building a strong online community where students connect with each other, the content, and the teacher.

# TEACHING AND TRAINING PROFESSIONAL DEVELOPMENT PROGRAM



## REFLECTING ON YOUR ONLINE TEACHING

Develop an attitude of enquiry toward your teaching practice to learn from experience and continuously improve. Learn how to reflect, and apply models and tools to utilize your reflective insights. This is the process for lifelong learning and ongoing commitment to quality principles.



**"Pay attention to the things you are naturally drawn to. They are often connected to your path, purpose, and passion in life".**

Ruben Chaven





# SPECIALTY COURSES – YOUR RETIREMENT JOURNEY

## AM I READY FOR RETIREMENT?

This course will assist you in planning your retirement to design your ideal life and put it into practice. Most people underestimate the magnitude of the change. Learn how to make your retirement years the best years of your life.



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Am I Ready to Retire?

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ADVANCED LEVEL

Flourishing in Retirement

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## FLOURISHING IN RETIREMENT

This course provides practical advice on financial management, health, lifestyle choices, and social engagements that can lead to a fulfilling and prosperous retirement. With our expert guidance, you'll learn how to navigate this new chapter with confidence, ensuring that your retirement years are as productive, enriching, and enjoyable as they can be

## PLAN FOR A FULFILLING RETIREMENT

This course provides clear, authoritative advice on saving strategies, investment options, healthcare provisions, and lifestyle choices. By the end of this course, you will have a solid retirement plan that sets you up for financial stability, quality healthcare, and a lifestyle that aligns with your aspirations. Secure the future you deserve, enroll in Plan for a Fulfilling Retirement today.



MASTERMIND LEVEL

Plan for a Fulfilling Retirement

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# SPECIALTY COURSES – YOUR RETIREMENT JOURNEY

## PREPARE FOR THE CHALLENGES OF RETIREMENT

The course combines expert advice with practical exercises to help you create a retirement plan that is personally fulfilling and financially secure. Be proactive in planning for your future, and make the most of your golden years.



**FOUNDATION LEVEL**

**Prepare for the Challenges of Retirement**



**FOUNDATION LEVEL**

## Transition into a Happy Retirement



## TRANSITION INTO A HAPPY RETIREMENT

Understand the financial, emotional, and lifestyle changes that come with this new phase of life, and learn how to adapt and thrive. We provide expert guidance on financial planning, maintaining a healthy lifestyle, pursuing passions or new hobbies, and staying socially connected.



# RETIREMENT COACHING



# SPECIALTY COURSES – THE PROFESSIONAL RETAIL BUYER

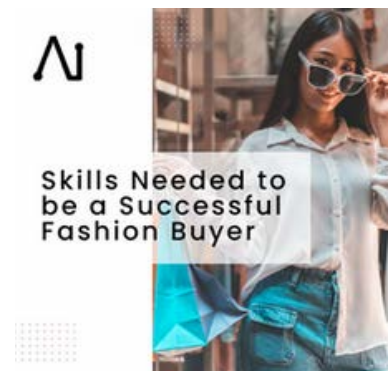


Retail Fashion Buying  
(The Ultimate Guide)

The focus of the course is how to be a retail fashion buyer. Having the right products in the store plays a critical role in a retail organization's growth and profitability. Great products can create an impelling buzz for customers, which then can create repeat purchases and therefore growth to the retail company. Buyers and Planners must therefore have the best skills to strategically plan commercial and coherent seasonal product ranges. Buyers plan and execute eight product ranges a year — two each for summer, winter, spring, and autumn.

The course is an introduction to the areas of buying and planning operations within a buying office. Though the course has examples of women's fashion, the principles and application of the course is transferrable to all buying areas in retail.

## RETAIL FASHION BUYING (MICRO COURSES)







## LEAH SHMERLING CMF

*Founder and Principal Consultant  
of Career Coaching and Training*

### ABOUT LEAH SHMERLING CMF

Over the past 36 years, **Leah Shmerling** has developed and authored numerous online career courses, books, and articles on career development, interpersonal skills for the workplace, personal growth, and retirement planning. She is a recognised authority in education, training, and counselling in these areas. Her work has been published in *The Age*, *The Herald Sun*, and in books sold locally and internationally.

A specialist in the areas of career coaching, corporate training, academic teaching, vocational training, and retirement coaching, Leah has facilitated training programs for professional associations that include:

- *Small Business Victoria*
- *Victorian Chamber of Commerce and Industry (VECCI)*
- *CPA Australia*
- *Australian Retailers Association of Victoria*
- *Australian Institute of Management (AIM)*

To make her courses more easily accessible, Leah has written and produced over:

- 24 full courses
- 78 micro-courses
- 33 specialty courses
- 19 free courses

Topics include career development, job seeking, interpersonal skills, workplace challenges, change and resilience, mindfulness, learning how to manage conflict, negotiation skills, and retirement planning. Leah has written the *Career Practitioners Development Program* that Associated Career Professionals International (ACPI) has internationally certified to teach individuals to become career coaches. She has also written the program called *How to Adapt to Online Teaching and Training* that has attained international certification through the Institute for Learning and Performance (ILP).



## LEAH SHMERLING CMF

To support your learning and development journey, Career Coaching and Training understands that barriers can stand in the way of your progress. Career Coaching and Training offer career coaching for individuals or small groups to unlock barriers with a personalized positive solution focused approach.

The professional and development training program offered by Career Coaching and Training are the best investment that you can make for your career. You can find them on [careercoaching.training](https://careercoaching.training)

Leah holds a Master in Professional Education and Training, Graduate Diploma in Career Development, several Diploma qualifications in Vocational Educational Training, and Certificates in Life Coaching, Mediation Skills, and Psychodrama. She has international accreditation and is Board Certified as a Career Management Fellow with the Institute of Career Certification International (ICCI), a Certified Retirement Coach with Retirement Options, and a professional member of the Career Development Association Australia (CDAA). With a positive approach to life, work and people, Leah has helped people of all ages, from the early days of their career early days of their career to a happy retirement.

**HEAR MORE FROM LEAH!**



**Leah Shmerling's  
Personal Why...**

[CLICK TO VIEW THE VIDEO](#)

# OUR SERVICES

- Online Training
- Webinar Training
- Career Counselling/Coaching
- Retirement Coaching



**CAREER COACHING  
CAREER COUNSELLING**

*Develop Personally and Professionally*

*Turn Career Aspirations into Achievable Targets*

*Learn How to Overcome Personal Limitations*

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The graphic features a background of a city skyline at night. Two circular inset images show a man and a woman in business attire looking at a laptop, and a group of four business professionals standing together. Three blue and purple arrow-shaped callouts point to the right, containing the service benefits.



**RETIREMENT COACHING**

*Are you ready for Retirement?*

*Identify Emotional and Mental Factors affecting Retirement*

*How to Achieve a Flourishing Retirement*

 Career Coaching - Training

The graphic features a background of a person's face in profile. Two circular inset images show a woman smiling while using a laptop and a man sitting at a desk with a tablet. Three blue and purple arrow-shaped callouts point to the right, containing the service benefits. The logo is located in the bottom left corner.



# THE NEXT STEP...

The online courses are available to you and your clients in three modes:



## ① Membership-Subscription

Your business is an integral part of our organization. We are dedicated to meeting your long-term business needs with ongoing support.

Receive full access to the Career Coaching and Training online quality courses for one year with a yearly renewal of our extensive and growing list of online courses.



## ② Licensing

Suitable for small businesses or enterprises. Contact us about licensing our high-quality courses to sell to your clients to grow your audience.

There are three levels of licensing available. Select the Career Coaching and Training model and licensing options for your small business or enterprise.



## ③ Individual course enrolment

Single knowledge courses enable individuals to expand their knowledge and skills with skills gap training.

We look forward to working with you and supporting your business to move forward.

Please get in touch with us for further information about the online professional career development training short courses, career coaching and retirement coaching services.

Contact details - [hello@careercoaching.training](mailto:hello@careercoaching.training)



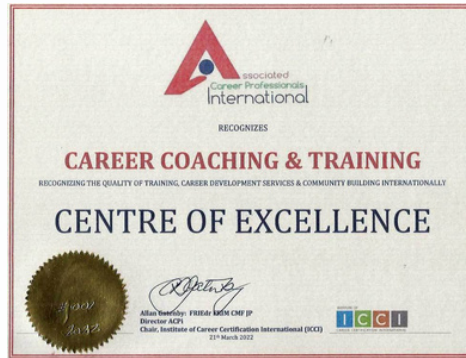


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## CERTIFICATES



## ACCREDITATION

