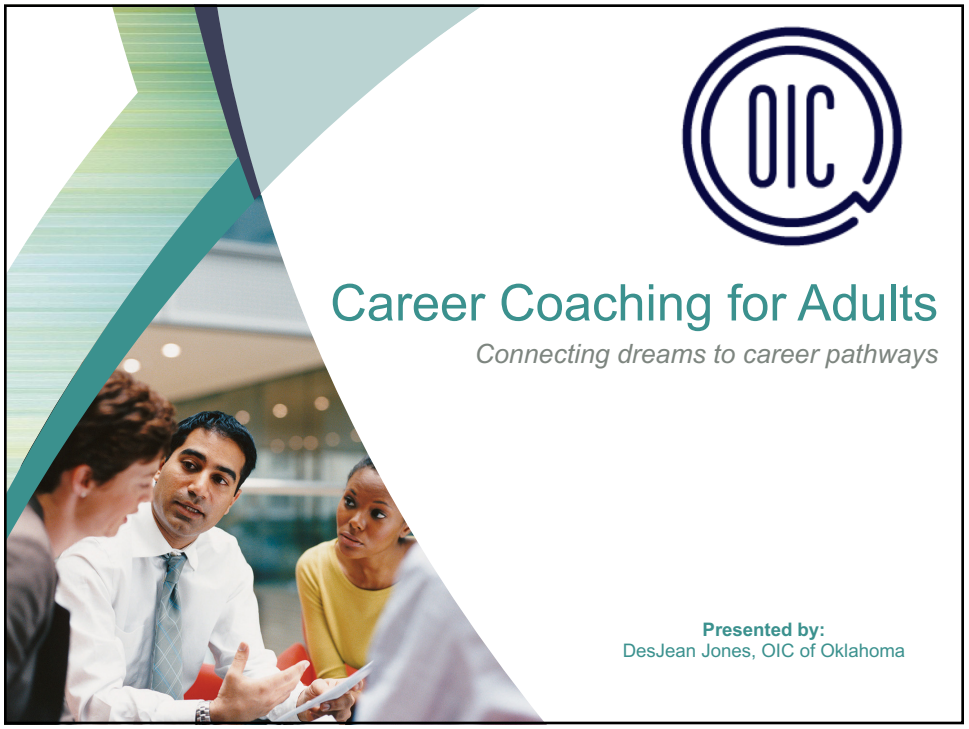

Career Coaching for Adults

Connecting dreams to career pathways

Presented by:
DesJean Jones, OIC of Oklahoma

Who is this person…

DesJean Jones

Executive Director of OIC of Oklahoma County, DesJean was previously Operations Manager for Jordan Advertising.

She has extensive experience in operations, planning, coordination, adult instruction and training.

She's an Oklahoma State University Cowgirl, a Langston University Lion, and a Comet from the University of Texas-Dallas. All of 'em ***Orange Power!***

DesJean is an Associate Certified Coach (ACC) with the International Coach Federation

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What is Career Coaching?

Gateway to lifelong placement

DIFFERENCE BETWEEN CAREER PATHWAY & JOB PLACEMENT

- Job placement / job development channels the student into "available" training opportunities
- Career pathway is a series of structured education, training and experience designed to promote advancement over time

WHY ITS IMPORTANT

- 65% of tomorrow's workers will have jobs that don't exist today *(Payscale, 2017)*
- 85% of jobs that will exist in 2030 haven't been invented yet *(Institute for the Future, 2013)*
- 47% of current jobs will disappear in the next 25 years *(Oxford University, 2017)*

- **CAREER**

*An occupation undertaken for a significant period of a person's life **with opportunities for progress***

- **COACHING**

A partnership with a client in a thought-provoking and creative process that inspires him/her to maximize their potential

Preparing the Client

Get to know the individual

THE STUDENT IS THE GUIDE

- Loosen the grip!
- Resist the urge to steer or direct
- It's not about *your* interests
- Career coaching is NOT one shot, one kill

MUSIC IS ALREADY IN 'EM

- As coach, realize that every person has usefulness and talents
- Usually, talents have already shown up – help the client discover them

DO THE RESEARCH

- Use the tools
- Ask the questions

"The dream jobs we aspire to as children are a window into our passions and talents!"

- Nicole Williams, LinkedIn

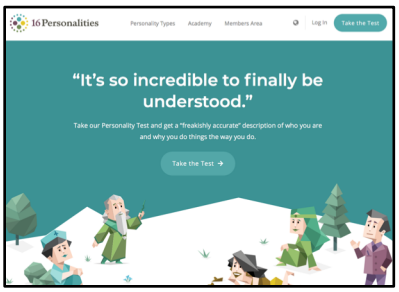
Preparing the Client
Gather intelligence

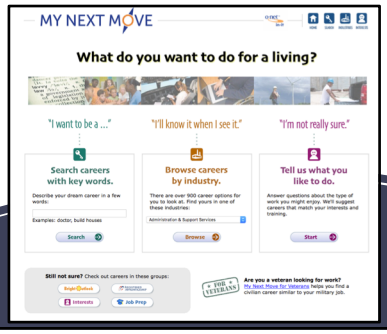
- **Personality Assessment**
  - Gives the client a roadmap to better understanding self
  - Helps coach form a greater understanding of client
- **Values Assessment**
  - Client unearths what is most important to self
  - Values are incorporated into career choices
- **Career Interest Survey**
  - Allows student to explore a wide range of careers
  - Use more than one tool
- **Basic Academic Skills Assessment**
  - Test for Adult Basic Education (TABE)
  - CASAS Test

Personality Assessment Tools	Values Assessment Tools	Career Interest Survey Tools
16personalities.com	Personal Values Assessment (PVA)	O*NET Career Exploration
SkillsYouNeed.com	Work Values | CareerOneStop	MyNextMove.org
OpenPsychometrics.org	LifeValuesInventory.org	CareerWise.Minnstate.edu
SeeMyPersonality.com	CourageCrusade.com	MAPP Assessment.com

This is not an exhaustive list. There are many choices

ASSESSMENTS





Preparing the Client
Asking the right questions

WHY POWERFUL QUESTIONING

- Help the client explore
- Resolve ambiguity
- Reveal motivations and fears
- Establish client's readiness for change

WHAT WILL IT TAKE TO GET READY

- Discuss current obstacles to basic needs
- Help client foresee obstacles to next steps (ie child care, housing, transportation, income, background, supports, etc.)
- Help client assess amount of time he/she is willing to commit (preparation, training)

- **GROW Model**
  - Goals
  - Reality
  - Options
  - Will/Way
- **Build the Vision**
- **Plan B forecasting**

About the Coaching
What is Coaching…really?

- Solutions-focused
- Future-oriented
- Relationship development
- Fosters discovery and learning
- This is the work of People and Potential

THE RULES OF COACHING:

As the coach, your role is to help the student clarify their own narrative – *not to direct or decide* – but to clarify.

- Restate what the client says to you
- Use the client's language, not your own
- Maintain an Adult Ego state
- Encourage conversation from the client

Exploration questions:
Tell me more…
Because…
Could you be more specific…

Use verbal softeners:
You might want to…
I was wondering…
You may want to consider…
Because…

G.R.O.W. MODEL

Goal > **R**eality Check > **O**ptions > **W**ill

Goal – career objective. Often, the client does not know what they want to do. The intelligence gathered can help formulate ideas. The career coaching will help to narrow the options to one specific goal.

1. Have you given any thought to what career you would like to pursue?
2. What specifically do you want to achieve with your career?
3. What would it look like if you were entirely successful?
4. In six months, if things were going exactly the way you want, what would you see? In one year?

G.R.O.W. MODEL

Goal > **R**eality Check > **O**ptions > **W**ill

Reality Check – helps the client to identify the starting point. Allows deeper understanding of the client's narrative.

1. What do you want to be different going forward?
2. What do you need to do differently to get what you want?
3. How much of this is within your complete control?
4. What is the biggest obstacle or challenge to the things you want?
5. What is working well?

G.R.O.W. MODEL

Goal > **R**eality Check > **O**ptions > **W**ill

Options – assists the client in thinking creatively to develop solutions to the obstacles that may be present in preparing for their career.

1. What obstacles have you faced before? What did you do? What did you learn?
2. What obstacles do you expect to face? How do you plan to approach them?
3. If a friend were in your shoes, what advice would you give them?
4. What is one step you could take today that would move you in the direction of your new career?
5. What type of person will you need to become to be successful in this career?

G.R.O.W. MODEL

Goal > Reality Check > Options > Will

Will – this is a critical step in helping the client convert these conversations into actual plans. Change is scary! Assessing will helps the client to prepare for the road ahead.

1. What would happen if things didn't change?
2. What advantages exist for you if your plans are successful?
3. What skills do you need to develop?
4. Where can you get support or advice to help you prepare?
5. How much time are you prepared to spend preparing for your new career? *(ie great place to assess how much training the client will need and prepare him/her for the process)*
6. How will you know you are ready to move forward to the next step?

SMART Goals: Let's turn all this conversation into a career pathway with action steps
What you identify as STEP 1: what will you do by when?
Let's continue until we have FIVE concrete steps

SMART GOALS:

Goal > Reality Check > Options > Will

- Let's turn all this conversation into a career pathway with action steps
- What can you identify as ***Step 1***
- What will you do by when?
- Let's continue until we have FIVE concrete steps

Preparing the Client

Begin training for critical skills

WORK ETHIC TRAINING

- Conflict resolution
- Building relationships
- Developing a work persona
- The art of small talk
- Bringing your 'A' game
- Creating your BE (ie BE on time, BE dependable, BE trainable, BE a level above your current position, etc.)

SOFT SKILLS DEVELOPMENT

- Character building
- Separation of home and work lives

INTERVIEW/COMMUNICATION

- The Interview – it's just a conversation
- Verbal and nonverbal cues
- Controlling the perception

People are hired for SKILLS and EXPERIENCE. They are fired for ATTITUDES and HABITS!

Prepare the Materials

Client envisions a bigger future

JOB APPLICATION PACKET

- Assists with mindset shift of client
- Helps client envision an alternate future for self
- Branded, attractive and representative of client's future
- Use information gathered during intelligence phase
  - Resume
  - References
  - Cover Letter

BUILD A CAREER PATHWAY WITH CLIENT

- Connect the dots between a job *right now* and how it grows into a larger career

HIGHLIGHT SKILLS AND CHARACTER ON RESUME

- Tell the employer what they cannot find from skills and experience alone

HARD SKILLS get you hired. POOR SOFT SKILLS get you fired!

SAMPLE JOB APP PACKET

- Branded set
- Resume
- References
- Cover Letter

Career Pathway Options

Keep everything on the table

APPRENTICESHIPS

On the job training combined with accompanying study (trades); includes AmeriCorps service

INTERNSHIPS

Typically follows training to gain on the job experience; often without pay; short-term

JOB SHADOWING

Introduces client to the chosen profession to determine suitability and exposure; typically without pay; short-term

CAREER TECH

Training for para-professionals and trade professions; typically 3 to 18 months

COLLEGE/UNIVERSITY

Post secondary degree attainment; Associates, Bachelors, Masters

MILITARY

Every job that exists in civilian life, exists in the military

QUESTIONS?