

CAREER COACH TRAINING and CERTIFICATION Is NOW OFFERED In ALASKA for:

- **Human Resource Managers**
- **Outplacement Consultants**
- **Career Development Facilitators**
- **Career Counselors**
- **Career Coaches**
- **Career Advisors**
- **Career Consultants**
- **Job Search Trainers**
- **College Counselors**
- **Counselor Educators**



JOB & CAREER DEVELOPMENT COACH (JCDC)

*Three-Day Face-to-Face Certification Workshop
This certificate is designed for Human Resource Specialists, Career Coaches and Career Counselors who help Employees Develop within their Organizations and Careers*



JOB & CAREER TRANSITION COACH (JCTC)

*Three-Day Face-to-Face Certification Workshop
This certificate is designed for Career Advisors and Career Coaches who help individuals make the Transition from College to Work or to change Jobs or Careers*

CAREER DEVELOPMENT NETWORK
P.O. Box 611930, San Jose, CA 95161-1930
Cell: 408-828-3858
rknowdell@mac.com
www.Career Network.Org

CAREER COACH WORKSHOP

As job search or career development practitioners, we are called upon to assist our clients in making successful short-term job transitions and long-term career transitions. Often, these transitions are unwelcome and unplanned. In order to help our clients be successful, we need a simple but comprehensive framework for the transition as well as specific coaching skills that we can use to facilitate, guide and push our clients to success.

Workshop Content:

- **The Composition and Configuration of Jobs, and Career Paths in The 21st Century**
- **The Importance and Impact of Emotions on Job and Career Transitions**
- **Career Assessment Tools**
 - *Prioritizing Career Values* • *Identifying Transferable Skills* • *Identifying and Understanding Motivation*
 - *Understanding Work and Management Style* • *Assessing Career Interests* • *Organizing Assessment Results*
- **Job and Career Exploration**
 - *How to Use Libraries and The Internet* • *Field Research Rather Than Information Interviews*
 - *Building a Personal Network* • *Using Networking to Obtain Referrals and Interviews* • *Rewarding Your Contacts*
- **How to Focus on an Immediate Job Objective or a Long-Term Career Goal**
 - *Matching Skills and Motivation With Tasks* • *Matching Styles with Managers and Peers*
 - *Matching Career Values with Organizational Values* • *Hands-on Practice in Goal Setting*
- **Building and Managing a Job Development Plan or a Career Strategy Plan**
- **Hands-On Practice of Coaching Techniques**
 - The Coach as ASSESSOR • *Assessing Attributes and Giving Objective Feedback*
 - The Coach as INFORMATION PROVIDER • *How to Provide Information on Options and Barriers*
 - The Coach as REFERRAL AGENT • *Understanding How and When to Refer Clients Out*
 - The Coach as GUIDE • *How to Guide Clients Without Directing Them*
 - The Coach as TUTOR • *Techniques for Coaching to Obtain Client Movement*
- **Techniques to Get Both Job Search and Career Planning Clients Unstuck**
- **Introduction to Job Search Techniques**
 - *Networking Techniques* • *Resumes* • *Interviews* • *Salary Negotiation Techniques*

One Workshop - Two Certification Options

Individuals who complete the Career Coach Workshop can now receive both of the following credentials:



DEVELOPMENT COACH

This credential is preferred by Human Resource staff who work internally in organizations and coach employee advancement within that organization.



TRANSITION COACH

This credential is preferred by College practitioners and case managers who train and coach job seekers and those seeking a career change.

Continuing Education Hours

Career Development Network programs are approved for continuing education hours for Marriage and Family Therapists (MFT) and Licensed Clinical Social Workers (LCSW) by the California Board of Behavioral Sciences (PCE # 3111).

Workshop Leaders



RICHARD L. KNOWDELL, MS, NCC, NCCC, GCDFI, CMF and NCDA Fellow is the President of Career Research & Testing, Inc., and the author of six books and four popular career assessment instruments that have been translated into a dozen languages. Knowdell has taught Career Assessment Techniques at the University of California, San Diego and San Jose State University. In 1995, President Clinton appointed him to the Board of Examiners of the United States Foreign Service. He founded a Silicon Valley Executive Outplacement firm and managed an Employee Development Department in a high technology firm. He has trained and certified over 7,500 Job and Career Development Coaches who work in Europe, Asia, Australia, Africa, South America and North America.



DEETA LONERGAN, M.Ed., NCC, NCDA CDFI, CSC, JCTC, is a career counselor, strategic coach, trainer and facilitator with 30+ years designing, facilitating, managing and leading career services and talent management programs in business, education, healthcare, government and community organizations. Deeta founded Career Transitions, based in Anchorage, AK, to empower individuals and organizations to thrive during transitions. She works across the talent management cycle, training employees to draft career development plans based on business needs, set goals, define action steps and resources needed, and conduct career development discussions with their manager or supervisor. She trains managers and supervisors to conduct career development discussions. Deeta teaches the Job & Career Transition Coach certification workshops in Alaska and Western Canada.

Coach Workshop Registration Form

Name (for certificate) _____
Nick Name (for name tag) _____
Organization _____
Address _____
City _____ State/Prov _____ Zip _____
E-Mail _____ Telephone _____

Anchorage, AK.....November 7-8-9, 2017

This special workshop will be held at the following location

**Alaska Training Center
1420 East Tudor Road,
Anchorage, Alaska**

For information on the content of the training contact:
Deeta Lonergan, deeta@alaska.net
Office: 907.274.4500, Cell: 907.230.5230

Workshop Fee

The workshop fee of **\$1,095** includes refreshment breaks, course materials and the certificate. Cancellations received in writing at least ten (10) business days prior to the workshop will be honored, less a **\$65** administrative fee. Cancellations after that date may be converted to a later workshop, if available, and with the instructor's permission. Payment must be in US Dollars.

Payment Method

- PayPal**
go to www.CareerNetwork.Org
- Purchase Order** **Check**
mail to:
Career Development Network
P.O. Box 611930
San Jose, CA 95161-1930
e-Mail: rknowdell@mac.com

Network FIN: **94-2589556**

21 Continuing Education Hours

Some of the Organizations that Have Sent Staff to Our Career Coach Certification Workshops

US GOVERNMENT AGENCIES

- Navy
- Army
- Marine Corps
- Air Force
- Coast Guard
- NASA
- CIA
- Secret Service
- Transportation Security Agency
- Veterans Affairs
- State Department
- Internal Revenue Service
- Forest Service
- Peace Corps
- Social Security Administration
- National Security Agency
- Environmental Protection Agency

STATE GOVERNMENTS

- Alaska
- California
- Michigan
- North Carolina
- Maryland
- Connecticut
- Virginia
- Florida
- West Virginia
- South Carolina

OTHER COUNTRIES

- Australia
- New Zealand
- Canada
- Egypt
- United Arab Emirates
- Israel
- Singapore
- Japan
- United Kingdom
- Brazil
- Saudi Arabia
- Switzerland
- Austria
- Holland
- Sweden
- China
- Nigeria
- Barbados
- South Korea

HIGHER EDUCATION

- Stanford University
- Yale University
- University of California
- Cornell University
- Morehouse University
- Indiana University
- UCLA
- University of Iowa
- Davenport University
- Michigan State University
- Tulane University
- Lane Community College
- Foothill College
- Central Michigan University
- Central Washington University
- ^a Spokane Community College
- Lakeland Community College
- Carnegie Mellon University
- Union Institute and University
- Cape Fear Community Col
- Catawba Valley Community Col
- Davidson County Com Col

NON-PROFITS

- LDS Employment Services
- Jewish Vocational Services
- Second Start
- Goodwill
- Open Learning Agency
- Career Crossroads
- World Career Achievement
- Youth for Understanding
- Aboriginal Employment Svc
- Santa Clara County Social Svc
- YMCA Youth Employment
- The Salvation Army
- Catholic Charities
- The Wilkinson Center
- Cuyahoga County Public Library
- Washington Metro Transit
- Winnipeg Transition Center
- Open Learning Agency
- Cook Inlet Tribal Council, Inc

BUSINESS & INDUSTRY

- Southwest Airlines
- US Airways
- Sprint
- Advance Micro Devices
- American Express
- Sandia National Laboratory
- Lockheed Martin
- Boeing Corporation
- IBM Corporation
- Raytheon Corporation
- Weyerhaeuser Corporation
- Apple Computer
- State Street Bank
- TIAA-CREF
- Mercedes-Benz USA
- Walt Disney Parks and Resorts
- Kaiser Permanente
- Lucas Film
- USAA
- 1st Chicago National Bank
- MCI
- Medrad
- Northrop Grumman
- Hasboro
- Bank One
- Schering-Plough Corporation
- Texas Instruments
- Genetech

EMPLOYMENT & TRAINING

- Michigan Works
- Baltimore County WIA
- Jefferson County WIA
- Job Corps
- Westmoreland County DSS
- San Diego County
- Virginia Employment Commission
- Troy Career Center
- Career Services of Cape Cod
- NOVA PIC
- Rural Human Services
- Career Services of Cape Cod
- Henrico County
- San Mateo County
- Santa Clara County
- Minnesota Workforce Center
- New England Consulting Svc
- Mexican American Com Svc
- San Luis Obispo PIC
- Piedmont Works
- Iowa Workforce Development

To schedule a
special certification
workshop at your site
rknowdell@mac.com