

NEW Workshops in 2021

■ Job & Career Transition Coach Certification Workshop

■ Team-Building for Attendees

Both For The Price of One



How Has The Career Transition Coach Certification Workshop Changed?

During the past 25 years, the vast majority of the 7,500+ individual career professionals who have completed this training and received the international certifications have traveled to the training venue. The new on-site program (that will be rolled out after the COVID 19 “shelter-in-place” rules are lifted), will allow colleges, universities, military bases, government agencies, workforce development agencies and business organizations to bring the JCTC/JCDC workshop to their sites.

This three-day workshop combines (1) our suite of transition tools and techniques that empower your clients to excel; with (2) team building techniques and activities that will help your staff members work more effectively with each other.

Who Should Attend This New Program?

- *Human Resource Staff*
- *Outplacement Staff*
- *Career Facilitators*
- *Career Counselors*
- *Career Coaches*
- *Career Advisors*
- *Career Consultants*
- *Job Search Trainers*
- *College Counselors*
- *Counselor Educators*
- *Social Workers*
- *Therapists*



JOB & CAREER DEVELOPMENT COACH (JCDC)

Three-Day Face-to-Face Certification Workshop is designed for Human Resource Specialists, Career Coaches and Career Specialists who help Employees Develop within Organizations.



JOB & CAREER TRANSITION COACH (JCTC)

Three-Day Face-to-Face Certification Workshop is designed for Career Advisors and Coaches who help individuals make career transitions.

Contact us at rknowdell@mac.com for more information about the program or to arrange a Job & Career Transition Coach certification workshop at your organization.



Presented by

CAREER DEVELOPMENT NETWORK

Training Career Development Professionals Since 1979

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CAREER TRANSITION / DEVELOPMENT COACH WORKSHOP

As career development practitioners, we assist our clients in making short-term job transitions and a lifetime of career transitions. Often, transitions are unwelcome and unplanned. To be successful, a simple but comprehensive transition framework and specific coaching skills are needed to facilitate, guide and nudge our clients to success.

Workshop Content:

- **Jobs, and Career Paths in The 21st Century**
- **Regulating Emotions During Job and Career Transitions**
- **Career Assessment Tools**
 - *Prioritizing Career Values* • *Identifying Transferable Skills* • *Understanding Personality and Motivation*
 - *Understanding Work and Management Style* • *Assessing Interests and Aptitudes*
 - *Organizing and Using Assessment Results*
- **Job and Career Exploration**
 - *How to Use The Internet* • *Field Research Strategies and 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 Personality 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* • *LinkedIn Branding*
- **Team Building Practice**
 - *Shifting Personality Style Behaviors* • *Working With Peers Who Have Different and Oposit Styles*
 - *Understanding and Working Effectively With Peers Who Have Different Work Values*

Attend One Workshop - Recieve Two Certifications



*Individuals who complete
the Career Coach
Workshop can now receive
both credentials*



DEVELOPMENT COACH

*Preferred by Human Resource staff
working internally in organizations to
coach employee advancement.*

TRANSITION COACH

*Preferred by college counselors and
case managers who train and coach job
seekers and those seeking career change.*

Continuing Education Hours

Career development professionals who complete the three-day intensive workshop will receive 21 continuing education hours. The hours are granted by the Career Development Network, a non-profit association that has been training career development professionals throughout the world since 1979.

JCTC WORKSHOP DEVELOPER AND INTERNATIONAL TRAINER



RICHARD L. KNOWDELL, MS, NCC, NCCC, CDFI, CMF and NCDA Fellow is the President of Career Research & Testing, Inc. and Founder of the Career Development Network.

He is the author of six books, including *Building a Career Development Program* and *From Downsizing to Recovery*.

He created 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 Employee Career Development at San Jose State University.

In 1995, President Clinton appointed him to the Board of Examiners of the United States Foreign Service. In the 1980s he founded a Silicon Valley Executive Outplacement firm and managed the Employee Development Department in a high technology firm. He founded the Silicon Valley chapter of the Association of Career Professionals-International and chaired the ACPI international conference in 1990. He is a past president of the California Career Development Association and received their Lifetime Achievement Award in 2014. Knowdell is a founding member of the Asia Pacific Career Development Association and received their Lifetime Achievement Award in 2018. He has trained and certified over 6,500 Job and Career Development Coaches who work in Europe, Asia, Australia, Africa, South America and North America.

Dick is a retired Air Force Chief Master Sergeant and has conducted on-site **Job and Career Transition Coach** certification workshops at military bases in the United States, Germany, Italy, and Japan. He is a frequent speaker at local, national and international career conferences.

SENIOR JCTC WORKSHOP LEADER FOR NORTH AMERICA



RICH FELLER, Ph.D., LPC, NCC, NCCC, JCTC is a Colorado State University Distinguished Teaching Scholar and Past President of the National Career Development Association. Having consulted on six continents and within all 50 U.S. states. He has co-written three career books, six film series, the Career Decision Making System (print & internet career assessment program used by over 20M), and www.stemcareer.com. Rich is an NCDA Fellow and recipient of NCDA's Eminent Career Award. The Rich Feller Leadership Award was created by the Colorado Career Development Association (2009) and awarded

annually to recognize significant influence through service to others in the roles of colleague and mentor. He is the Chief Advisor for www.youscience.com, thought leader for AARP's lifereimagined program, and co-owner of onelifetools.com's Who You are Matters! boardgame and Online Story Telling. He has consulted for NASA, NSF, the United Nations and schools, workforce boards, small employers and international corporations.

Rich has led on-site **Job and Career Transition Coach** certification workshops for the U.S. Air Force, the National Security Agency and educational organizations. He is the lead trainer for the JCTC workshops for colleges, universities, and workforce development agencies in North America.

Some Organizations That Have Sent Staff to Our Career Coach Certification Workshops

UNITED STATES GOVERNMENT AGENCIES

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

US STATE GOVERNMENTS

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

AROUND THE WORLD

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

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 • Spokane Community College • Lakeland Community College
- Carnegie Mellon University • Union Institute and University • Cape Fear Community College
- Catawba Valley Community College • Davidson County Community College

NON-PROFITS ORGANIZATIONS

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

BUSINESS & INDUSTRY

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

EMPLOYMENT & TRAINING AGENCIES

- Michigan Works • Baltimore County WIA • Jefferson County WIA • Westmoreland County DSS
- San Diego County • Job Corps • Virginia Employment Commission • Troy Career Center • NOVA PIC
- Career Services of Cape Cod • 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

BRING THIS WORKSHOP TO YOUR ORGANIZATION AND RECEIVE:

- *A complete suite of career coaching tools and techniques that empower your clients to take charge of their careers and make 100% of their own career decisions*
- *An empowering team-building process that will enable each staff member to understand how to build the best working relationships with their colleagues*

To schedule a workshop at your site e-mail us at: rknowdell@mac.com