

# Accredited 40 hours Career Coaching Course

*“Undoubtedly the  
best development event  
I have been on ...”*

Management Development  
Manager, Telecoms

A unique five-day course that offers training over two modules in the core skills of career coaching. The various stages of career coaching are covered on the course – from contracting with clients through to decision-making and action. Participants completing the course receive a Certificate and CCS License on successfully passing a post-Course Test. A further supervision case discussion will lead to the Association for Coaching accredited training course award.

*“Excellent course.  
Tutors’ feedback and  
facilitation really thoughtfully  
and expertly delivered.  
Life changing few days.  
Thank you.”*

HR Manager,  
Broadcasting

# Course Content

**By the end of the course, participants will cover the following course content:**

- ✎ Have built their repertoire of skills and techniques to provide effective career coaching and counseling
- ✎ Be more clear about how they can enhance or build their career support offering, based on sound ethical principles and professional standards
- ✎ Be familiar with the most effective ways of combining exercises from the CCS Self Assessment Manual with career coaching and counseling
- ✎ Be able to use two career questionnaires covering the key areas of motivation, values and career drivers
- ✎ Be more confident to use these tools in career discussions with staff and clients
- ✎ Be able to use a staged framework of career counseling skills to support clients in addressing career-related issues
- ✎ Understand the importance of screening and contracting in managing client expectations
- ✎ Be aware of the importance of supervisory support and case discussion

- ✎ Understand the importance of evaluation and ways to achieve this
- ✎ Have experienced the process of career counseling both as a 'client' and as a coach
- ✎ Have produced an Action Plan for professional and personal application.

**Course fee: 1990 GBP**  
(Including Accreditation exam)

**Dates:** 2018 October 1-3, October 15-16. The course runs from 9.30 a.m.- 6 p.m. daily

**Venue:** exclusive venue downtown Budapest

**3 supervisions:** one with Robert Nathan, two with Andrea Szabó

This course is run through Career Counselling Services, London. Please address any questions to [rob@career-counselling-services.co.uk](mailto:rob@career-counselling-services.co.uk) or [aszabo@szaboandpartner.hu](mailto:aszabo@szaboandpartner.hu)

**PLACES ARE LIMITED!**

**APPLY  
HERE!**

# What does the program cover

- What is career counseling?
- The CCS Five Stage Framework of Career Counseling
- The relationship between career and personal counseling
- Theories of career development and choice
- Essential skills of career counseling
- Contracting: managing client expectations
- Active listening
- Summarising
- Giving feedback
- Visioning: generating new ideas
- Blocks and Bridges to action  
Information about work and development resource: how to access
- Setting objectives
- Action Planning
- Outcomes of Career Counseling
- Managing endings
- Issues in career coaching and counseling, e.g.:
  - Life stages
  - Work-life balance
  - Decision-making
  - Dealing with organizational change
  - Redundancy
  - Performance related issues
- The CCS Self Assessment Manual
  - Getting the most out of the Self Assessment exercises
  - The purposes and benefits of home assignments
  - Completion of exercises from sections of the manual
- Using questionnaires in career counseling
  - Advantages and disadvantages of using questionnaires
- Training in two questionnaires
  - Identifying passions and what really motivates
  - Addressing career drivers, values and needs
- Transitions
  - Emotional responses to change and the implications for career coaching and counseling
  - Two models enabling more effective change management
- Becoming a Licensed CCS Career Coach
  - Completion of post-Course Licensing exam (usually within one month)
- Standards and Ethics
  - A Code of Practice & an ethical approach to career counseling
  - Case management discussion and supervision
  - Confidentiality
  - Evaluation
  - Self-management
  - Designing your own ethical career counseling service
  - Referral

## ...for the Career Coach

➤ Be able to use a staged and structured model of **career coaching** to support clients in addressing career related issues

➤ Have built a repertoire of skills and techniques to provide effective career coaching

➤ Be confident to use tools and **career questionnaires** to facilitate career coaching discussions

➤ Have experienced the process of career coaching both as a career coach and a coachee.

➤ Gaining the CCS license and Self Assessment Manual through successful completion of Post-course exam and two telephone/Skype Case Supervisions

➤ Gives eligibility to apply for **Post Graduate Certificate in Career and Talent Management** at Kingston University

➤ Can contribute to an extra income stream (for independent career coaches)

➤ Links you with a pool of some 300 CCS graduate career coaches through the CCS Alumni Network

## ...for the Coachee

More able to manage their own careers more effectively ➤

Needs are better met through more accurate and quick diagnosis of the real issues ➤

Appreciation of the combination of a structured approach, tools and coaching skills ➤

A more tailored, thorough and professional service ➤

A sharper edge in the market place through a more focused job search strategy ➤

## Benefits & Outcomes

### Coachees who :

Are more motivated and productive ➤

Have a more proactive attitude to self-managed careers ➤

Have a career plan and strategies to achieve their plan ➤

Are more flexible to consider other areas of the business ➤

Don't define career success only in terms of moving up the ladder ➤

View the organization more favorably for offering this service ➤

## For Organisations (for career Coaches working in-house)

# Robert Nathan

Managing Director BSc, MSc, MA,  
DipCouns, CertSystConsult, CPsychol

Robert Nathan has been career coaching people at all stages of their career since 1978. He pioneered the training and practice of career coaching in the UK, and works with domestic and international organisations to develop internal career coaching support for staff. Rob supervises the work of professional career coaches, has set up the Masters in Career & Talent Management at Kingston University and is a Chartered Psychologist. Robert co-authored two successful books: 'Career Counselling' (R Nathan & L Hill, Sage, 2006) and 'How to Survive Unemployment: Creative Alternatives' (R Nathan & M Syrett, Penguin, 1984). He continues to write on coaching related topics, and regularly runs workshops for professional groups, such as the BPS Special Group in Coaching Psychology and the United National Career Development Roundtable., Robert Nathan: Relevant Qualifications / Training Chartered Occupational Psychologist (1974), Diploma in Counselling (1980), Certificate in Systemic Coaching(2000), Training in Solution Focused Coaching (2002), Qualified in Level A and B (eg Myers Briggs, 360 degree feedback), Masters in Creative Writing & Personal Development (2009)

## Course Tutors



## Gillian Freedman

Principal Career Coach and Course Tutor  
– BA, MLitt, DipPsychCouns

With a training, psychology, counselling and business background, Gillian has worked as a Career coach and trainer with CCS since 1994. As well as working with a huge range of clients over the last twenty years, Gillian specialises in career coaching for Doctors and women returners. She has trained hundreds of HR professionals and others in career coaching skills. Gillian is a qualified coach supervisor and supervises the work of career coaches.

Gillian worked on the successful CCS bid and won a National Training Award for career coaching skills training for the BBC. She is the author of the CCS Networking Companion and co-author (with Rob Nathan) of the CCS Job Search Guide.

## Andrea Szabó co-trainer

Andrea is an executive, team and career coach. She works with leaders and talents from various organizations such as Telenor, Price Waterhouse, Prezi, Café Communications Holding, etc. She holds an M.A. degree (Eötvös Loránd University, Budapest), a degree in Human Resources Management (Central European University), and a Degree in Gestalt Therapy (Norwegian Gestalt Institute). She has a certification in individual and team coaching. She is the only Hungarian career coach who is licensed by the Career Counseling Services U.K. and accredited by the Association of Coaching, London, UK. Andrea has held two managerial positions for 10 years before becoming a coach in 2008.

She has worked as a Managing Partner for the largest Hungarian Executive Search firm, Telkes Consulting Inc, and as the HR Director Worldwide for Graphisoft Inc. She has a professional international background, having worked on projects in the U.S., Canada, Japan, Germany, Romania, Czech Republic, Slovakia, Poland. She has been awarded with the Scholarship to Japan by the Prince of Wales Foundation. Recently in 2016 she has also won a scholarship, by the Aquincum Institute of Technology, to the Harvard Business School.