



Certified Career Coach



CERTIFIED CAREER COACH TRAINING – TOPICS AND CHAPTERS TO READ

Session	Topic	Chapter(s)
1	The Field of Career Coaching: What it is and is Not; History of Career Development	1
2	Ethical Considerations in Coaching; Overview of Authentic Vocation; AV Factor 1: Life Purpose	2, 3, 4
3	The QuantumShift! Coaching Model; Preparing to Coach; 3 Core Competencies; Intake Process	12, 13, 14
4	Level 1 Coaching; AV Factor 2: Values; AV Factor 3: Motivators and Interests	15, 5, 6
5	Level 2 Coaching; AV Factor 4: Knowledge, Skills and Abilities; AV Factor 5: Work and Other Experience	16, 7, 8
6	Job Search Marketing Planning; Self as Product; Organizing the Search	20
7	AV Factor 6: Desired Job Target(s); AV Factor 7: Work Environment; Tactics for the Published Job Market	9, 10, 21
8	AV Factor 8: Business Reality; Strategies for the Unpublished Job Market; Using LinkedIn to Uncover Leads and Connections	11, 22
9	Using Social Media in the Job Search	
10	Level 3 Coaching; Résumé Design Secrets; Shifting Perspective; Dealing with Client Emotions	17, 19, 23
11	Interviewing Strategies That Get the Job; Using LinkedIn to Prepare; Evaluating Job Offers: Wants vs. Needs; Negotiating the Optimum Compensation Package	24, 25, 26
12	The Role of Intuition and Deep Listening in Coaching; Advanced Coaching Skills; Ending the Coaching Relationship	18, 19