



😊 IMPORTANT: READ ME FIRST! 😊

Dear Future Career Coach,

CONGRATULATIONS on the purchase of your **Career Coaching Success System™** and **Certified Career Coach Program!** You hold in your hands a PROVEN system that will help you create the career, business, and life of your dreams.

By investing in this system, you are taking responsibility for your own fulfillment and success...and I especially admire you because I know your heart is in the right place. You want to help others find fulfillment, and are committed to using a professional, high-impact approach to doing so.

A few helpful notes as you get started:

1. **START by getting familiar with our member area and the textbook.**

You should have received instructions for logging into the Virtual Learning Center or VLC upon enrollment. Get familiar with what is there, and browse your textbook via pdf or in physical form once you receive it.

2. **Use the textbook, the modules, Study Guide, and the audios TOGETHER.**

The BEST way to use the components of this System is to read the chapter(s) in the book that go with each module, and then watch the 12 class modules in sequence. See the table on the next page for the chapters as they relate to the modules.

Then, you can listen to the optional Audio Lectures and Coaching Demonstrations and do the exercises in the Study Guide for that chapter. **Do the exercises as you go for best results.** While these are not required for certification they will help with your learning.

Mod.	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	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	Intake Process; Job Search Marketing Planning; Self as Product; Organizing the Search;	13, 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8	AV Factor 8: Business Reality; Strategies for the Unpublished Job Market	11, 22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

3. All Audio Lectures and Coaching Demonstrations are located inside the VLC online. To listen to the **Audio Lecture** for that chapter (there is one for each of the four Parts of the book), or later to reinforce what you have read, follow the chart below. You will be guided to listen to the **Coaching Demonstrations** (numbered 1-12) when they relate to the content of a specific chapter – they are all uploaded to the Virtual Learning Community for your convenience.

Textbook chapter	Audio Lecture CD	Coaching Demo CD
1 - Getting Started in Career Coaching	1	-
2 – Ethical Considerations in Career Coaching	1	-
3 – Overview of Authentic Vocation Model	2	-
4 – AV 1 Life Purpose	2	1

5 – AV 2 Values	2	1
6 – AV 3 Motivators	2	1
7 – AV 4 KSA's	2	1
8 – AV 5 Work and Other Experience	2	1
9 – AV 6 Job/Career Target	2	1
10 – AV 7 Work Environment	2	2
11 – AV 8 Business Reality	2	2
12 – QuantumShift Coaching	3	-
13 – Initiating the Coaching Relationship	3	2
14 – 3 Core Coaching Competencies	3	-
15 – Level 1 Coaching	3	2
16 – Level 2 Coaching	3	2
17 – Level 3 Coaching	3	2
18 – Role of Intuition and Deep Listening in Coaching	3	-
19 – Advanced Coaching Skills	3	-
20 – Succeeding at the Job Search	4	-
21 – Tactics for the Published Job Market	4	-
22 – Accessing the Unpublished Job Market	4	-
23 – Resume Design Secrets	4	-
24 - Interviewing Strategies That Get the Job	4	-
25 - Evaluating Job Offers: Wants Versus Needs	4	-
26 – Negotiating the Optimum Compensation Package	4	-

4. **Access your ONLINE BONUSES, including Your Coaching Brand (see your student instructions sent separately).**

Your **online bonuses** can be accessed through links sent to you in a separate email – if you did NOT receive them, just email or call us (see contact information at bottom of page).

If you are enrolled as a student in our home study or live Certified Career Coach program, your Student Manual will answer many questions about the online quizzes, exam, and more. Feel free to post any questions on our student only Facebook group too.

I'm so excited to help YOU get on your road to **success and fulfillment** as a career coach. Let us know if we can help you further along the way!

To your success,

Marcia

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