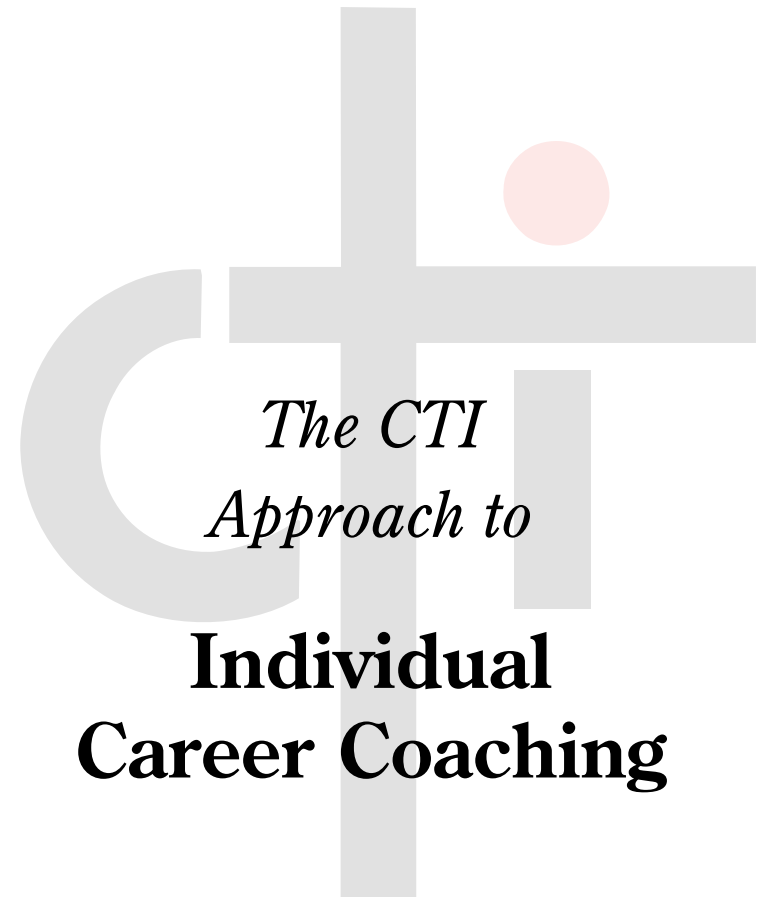




*Member of:*

Chartered Institute of Personnel & Development (CIPD)  
British Association of Coaching (BAC)  
Member of IPD Career Consultants Forum

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*The CTI  
Approach to*  
**Individual  
Career Coaching**



## THE CTI CAREER COACHING PROGRAMME

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- Sessions will be approximately two hours and it is recommended that there are at least 7-14 days between sessions to allow time to complete the workbook materials.
- Individuals receive a 300 page interactive workbook which requires 10-12 hours work and is designed to be completed in one's own time. This requires enthusiasm, time and effort as this is a great opportunity for you to take stock of your skills and develop a new vision for the future.
- Sessions are conducted in the strictest confidence.
- We abide by the ethics of the British Association of Counselling.
- A Service Agreement outlines our commitment to our clients.
- The Coach conducts an initial interview with the individual, followed by an agreed number of sessions.
- For the Career Coaching – we usually recommend three sessions plus one hour of telephone and e-mail (to be paid at the end of each session).

### Your Career - the next Step

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#### Career Coaching

- Working with you to clear and overcome any blockages which may prevent you from reaching your career goals and aspirations
- Enabling you to establish your personal and work goals, towards a fulfilling career.
- Coaching you in effective presentation of yourself and your CV.

## INDIVIDUAL CAREER COACHING

### *Why bother seeking Individual Career Coaching?*

- Successful people have great determination, born out of a “vision” for their life. At CTI, we provide the tools required to discover each individual's unique vision, skills and goals, to help them achieve a lifelong fulfilling career.

### *What are the benefits?*

- A clearer understanding of yourself: personality, values, transferable skills, motivation, drivers, achievements and experience.
- Defining your career aspirations in terms of your own vision, objectives and goals.
- Our approach directs you towards a career which best matches your character and life goals.
- Developing a targeted career search strategy.
- Completion of a reverse chronological, functional and/or marketing CV.
- The development of a lifelong approach to Career Development and Management.

### *What are the features?*

- Explore your next step with an experienced Career Guidance Coach.
- Become successfully remotivated and envisioned to take your next step.
- The Career Coach helps identify and clear any blockages.
- Develop a personal Action Plan for long, medium and short-term life and work goals
- We have the ability to draw out from you your skills, values, experience, knowledge and interests in order to support you in your own decision-making process.

### **Individuals who undertake this Career Coaching will benefit from:**

#### **1. Personal Assessment**

Complete self-assessment questionnaires which will guide you through an assessment of your personality, drivers and skills.

#### **2. Managing Change**

Understand change and your response to it, so you can plan to manage the transition.

#### **3. Establishing Vision, Objectives and Goals for your career**

Find direction in life by establishing personal and career goals, which match your unique personality and skills.

#### **4. Skills-based CV**

Complete a targeted CV and work portfolio, based on your unique skills and experience.

#### **5. Career Search Strategy**

Develop an effective strategy that gives direction and focus to your job search.

#### **6. Job Search Strategy**

Organise and monitor your job search to ensure a sustained and motivated approach to securing a new position.

#### **7. On-going Support**

Maintain contact with your CTI Coach to support you after the Coaching.