

# Career & Job Search Coaching



**Denise can guide you through the maze of career choice and job search to gain clarity on what you want to do, achieve your career objectives and have fun while you do it.**

- **Denise Taylor MSc, MBA, Dip Couns. AFBPsS**
- **[www.amazingpeople.co.uk](http://www.amazingpeople.co.uk)**
- **Winner of 2 National Career Awards**
  - The Gold Career Programme, November 2007
  - The Job Search Support Programme, 2009



## Career and Job Search Coaching

**Thanks for getting in touch, there may be all sorts of reasons why you are seeking career coaching but generally it falls into 3 areas**

1. **Career Guidance** - You are unhappy in your work and want to either learn how to be happier in your job or to identify an option to give you greater career satisfaction.
2. **Job Search** - You know what you want to do but need help with your job search. This includes CV rewrites and LinkedIn makeovers, creating effective cover letters, applying for jobs, contacting companies direct, interview coaching and much more.
3. **Career Mentoring** - You are seeking a promotion or want to deal with a challenging work situation.

**I'd like you to review this leaflet and then schedule a 15-20 minute enquiry call where I can find out more about your situation and answer your questions.**

## Career Guidance

**You are unhappy in your work and want to either learn how to be happier in your job or to identify an option to give you greater career satisfaction**

The first step to success in job search is clarity on your career objective.

I can help in different ways: using assessments, one to one coaching sessions or an online programme.

The work I do with clients will usually consider the factors covered in this diagram.

Our work will include coaching sessions, relevant exercises and the use of effective assessments.

You also have the option to choose an online programme as a self-study option or as part of our work together.

Start with a **Discover Session**, choose a programme or tailor something perfect for you. I'm happy to discuss so let's schedule a time to talk.



## Individual sessions

Individual coaching sessions vary dependent on your income, length of sessions and whether they will take place in person or by phone/Skype.

**A first session involves some preparation work, for both of us, is recorded and includes follow up materials. The rate is therefore different to subsequent sessions. I recommend The Discover Session as our first session, this works well as a one off session too.**

Further sessions can be of 50 minutes, 60 minutes or 90 minutes in length and the fees are all included on the website. For example, 50 minute follow up sessions by Skype are £95 and when we meet in person the fee is £110.

## The Discover Session

Are you just not sure what you want but feel stuck and need to get moving? On a limited budget and want one session to move you on? I've got a perfect option – the Discover Session.

I'll give you some pre-work to get you thinking in advance. It's not hard, but by being reflective we will make best use of our time together.

- I'm going to share lots of ideas and suggestions.
- I'll even record the call so you don't need to worry about missing out on anything.
- I'll follow up with relevant material to ensure you keep focused.

One week on you will send an update of what you have done and I'll send you back further ideas and suggestions.

*We'll meet by phone or Skype for 50 minutes. You get all of this for £140. For a face2face meeting the fee is £155.*

OR CHOOSE

## Discover Plus

You get everything included above, you also get to take the **Strong Interest Inventory** and we extend the session to 90 minutes (or 2 x 45 minute sessions by Skype). You get some pre work and post session guidance. This is £265 by Skype or £295 in person.

## Career Discovery Self Study Option

The [Career Discovery Self Study Option](#) works really well for people who like to work at their own pace, take time to be reflective and want to be taken **step by step, through a process to understand who they are and really define what they want out of a career.**

To really make the right career decision you need to take a wide ranging view. Follow this career discovery programme and you will cover EVERYTHING to make a well-informed career decision and make the career change that is right for you.

This is a comprehensive online career change programme to get you reflecting on your past, a deeper understanding of who you are and guidance to develop a range of ideas. We then move into practicalities and also how to research options. Very thorough!

**I've a mini site with all the details, and you can sign up for a 7 day taster. Head on over and access the [Career Discovery Initiative](#) here.**

## Choose Career Assessment Programmes

**Career assessments can be taken alone or combined to form a programme**

### Bronze Career Programme by Phone/Skype

Take the [MBTI step 1](#) to understand your personality. You can use this information to help enhance relationships and also to understand more about how you gather information, make decisions and preferred working style. We discuss this in a 30 minute discussion.

Take the [Strong Interest Inventory](#) to find out what sorts of courses and career people with similar interests to you choose, thus widening out your options. We discuss this in a 30 minute discussion.

In addition we have a further 1 hour discussion to enable us to take these results and to consider possible next steps. We include guidance on job search includes creating a plan for jobs to explore using the **Exploring Options eBook**.

**Buy as a package and save £20 - Total fee £305**

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### Silver Career Programme – by Phone/Skype

**The Silver Career Programme includes the [Highlands Ability Battery](#)** (to really help with a deepened analysis of who you are and the type of work areas that will suit you most) with extensive reports, recording of our discussion and additional reference material to enhance your understanding.

Alongside the comprehensive Highlands report you also get a personalised career report on **why** you should review certain career paths, and I'll include guidance for how to explore jobs using the **Exploring Options eBook**.

- [Highlands Ability Battery](#) with reports and 90 minute discussion
- Additional exercises to complete which includes career drivers, skills, and ideal working environment.
- Additional 1 hour coaching session
- Guidance on how to explore using the Exploring Options eBook

**Buy as a package and save Total fee £497**

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### Silver Plus Career Programme

1. Step 1 from the Gold Career Programme (includes career drivers, skills, and ideal working environment with 1 hour discussion).
2. [Strong Interest Inventory](#) with report and guidance notes.
3. [Highlands Ability Battery](#) with reports and 90 minute discussion
4. Further coaching session of 1 hour to bring together the results from both assessments and discuss action steps.
5. Undertake personal research using the highly regarded **Exploring Options eBook**. This includes links to suggested websites and a structured approach to considering options. You should be able to narrow down your choice to make a decision.
6. Copies of 2 eBooks – Create a CV and How to Use LinkedIn to get a new job. (Worth £22).

**Buy as a package and save - Total fee £697**

**Award Winning Career & Job Search Coaching**

## Award winning Gold Career Programme

If you want to take a comprehensive approach to making a career choice, choose the award winning Gold Career Change Programme. Read more about the [Gold Career programme](#) here, and request a leaflet to show a comparison with the other Amazing People career programmes.

**There are other possibilities, these are just suggestions.  
I can create a programme to best meet your needs and budget.**

### One off career coaching session

People choose a one off coaching session for different reasons. These notes will help you choose the right focus for you.

By deciding in advance which type of session is best for you we can ensure your objectives are met and relevant supporting materials are provided.

#### 1: Take stock on what you know about yourself

Choose the **Career Discover Session** with a focus on Career discovery. You get to complete a comprehensive preparation and then we meet for a 50 minute session by phone or Skype.

#### 2: Job Search

Schedule a session to review your current approach. Get feedback on your CV, LinkedIn profile, recent application and approach. Discuss strategy and create an action plan. Relevant materials such as eBooks supplied.

### 2: Get some suggestions for careers

If you have no idea what you'd like to do, an interest inventory and discussion will help. You take the Strong Interest Inventory in advance of our meeting and in your session we discuss the results and link it to your skills and other important factors. You'll also receive relevant details such as websites to help you to find out more about these jobs. ***You need to pay for the Strong assessment (£60) in addition to this session.***

### 3: Discuss a work situation or dilemma

There are times when you need to consider a work situation – do you take the promotion, how do you deal with a difficult boss etc. You get a chance to talk through your issue with an objective outsider.

### 5: Seeking Clarity

You may not be sure what you want to talk about, nothing seems clear; you just know you are unhappy in your current situation. So why not schedule a session and let's get the situation clearer for you.

**You can choose a 50 minute, one hour or 90 minute session.**

### How a 1 off session can work, this was from a 90 minute session

Lucy came to see me as she was disillusioned with her job and determined to do something else, but what? She had gone to recruitment agencies but found that she needed to tell them what she was looking for and whilst she said anything, that didn't help them – it was too broad, she needed to define the sort of work she wanted to do.

In a 90 minute session so we needed to move ahead swiftly. We discussed her likes and dislikes, interests and future plans. Lucy explained why she had chosen her studies and where her strengths were, with examples. This resulted in a list of 7 key elements of Lucy – strengths and talents, her personality, what clearly made Lucy, Lucy! It was then time to step back and look for the theme.

#### Award Winning Career & Job Search Coaching

With her strengths in working with people and organisation a number of jobs sprung to mind including wedding planner, planner within a distribution centre, events management, office manager or recruitment consultant.

With limited relevant work experience she needed to be realistic that she wouldn't walk into her ideal job right away, but she could easily get a job that would take her part way to where she wanted to go. For example to undertake office administration with an events company or to apply for work as a trainee recruitment consultant in a catering agency (she has a background in the catering industry).

Lucy left, 90 minutes later with a clear strategy and a recognition that her situation was positive not hopeless!

She was not going to start applying for jobs right away, but to find out more about her short list of jobs using initially the Internet and then meeting with people to see if the reality of working as e.g. an event organiser matched up to what she had found out. When she then applied for jobs she would be very clear why she was applying and this would really help in persuading a company to choose her.

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## Job Search Support

### You know what you want to do but need help with your job search

Job search coaching includes both how to apply for jobs you see advertised and the direct approach, including the secrets of the 'unadvertised job market'. Alongside your CV you must create a value proposition – to be clear on what you are looking for and why anyone should want you for this particular role. Interview coaching will move into developing effective answers to questions.



You may know the help you need or you may be unsure but know that your current approach could be more effective so choose a 1 hour Job Search Action Planning Session to review and refocus.

### Job Search Action Planning Session

**Does your job search need a jump start? Start with a power hour to get you refocused on your goal with proven expert support to get you there.**

Schedule an hour to review your current approach. Get feedback on your CV, LinkedIn profile, recent application and approach. Discuss strategy and create an action plan. Relevant materials such as eBooks supplied.

**A more detailed Job Search Leaflet is available on request.**

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## Career Mentoring - You are seeking a promotion or want to deal with a challenging work situation

Career coaching is not just for when you are unhappy in your job; I can also help you develop your career, develop your online presence and much more. For example:

- Should you take an MBA? Is that promotion going to help your long term future goals? How can you improve the way you work with others? Do you stay as a specialist or move into a generalist role?
- Are you making the progress you want within your career? If not let me help you create a plan to reach your goal.
- Do you need someone to use as a mentor/advisor to deal with difficult work situations?
- You need help to increase your profile at work and in the wider professional arena.

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### Working with Denise so far.....

Finding Denise was relatively easy – she is one of the few career guidance professionals registered with the Institute of Career Guidance. Her website gave the impression that she was highly professional and yet very personal – something I thought would be missing with the big organisations. She also had an MBA from the OU – I respect anyone who has gone through that having done one myself.

I opted for the Gold Programme and so far I've taken the Highlands Ability Battery, MBTI and Strong Skills Inventory tests. I got a full report on each test prior to my initial meeting with Denise. My meeting with Denise really expanded on the reports. I read round the subject on the internet but was amazed on how much additional insight Denise adds. She explained the results in depth and in a way that was easy to understand.

So far I am really pleased. I know who I am, what my strengths are and what my weaknesses are. For the first time in 5 years I've stopped beating myself up for jobs I'd ditched early or careers I'd moved on from. I don't want to use personality and natural ability (or lack of it) as an excuse or get out clause but doesn't it make sense to leverage your strengths and at least be aware of your weaknesses?

Denise really gets you thinking and opening up. She is brimming over with ideas and I am very much looking forward to our next meeting.

### Working with Denise so far – a continuation.....

The next part of my Gold Programme was discussion 4 – 'bringing it together'. This was a great session. From the earlier assessments Denise had come up with a wide range of possible jobs. We then came up with a sensible shortlist. Denise really seemed to understand my motivations tempering realism with insight and vision. The net result was a list of exciting conventional and portfolio type careers for me to research before the next session.

So where am I now? I have a list of jobs/career options that fit in with who I am and where I want to be. Whatever I choose, I know it's something I can and want to do. My self esteem is up through the roof - thank you Denise.

Richard, Herts

# Why choose Denise Taylor of Amazing People



## Education and qualifications

- MSc in Occupational Psychology, specialism in career development
- MBA
- Trained to use the majority of psychometric tests
- Chartered Psychologist and Associate Fellow of the British Psychological Society
- Registered Career Development Professional
- Diplomas in counselling and coaching
- Certified Personal Branding Strategist and Certified Social Branding Analyst

## Professional background

- Specialist career coach for 20+ years
- Worked with well over 2000 individual career coaching clients from a range of backgrounds
- Professional and managerial experience up to Assistant Director level.

## Reputation

- Author of 7 career books including 'How to Get a Job in a Recession' and 'Now You've Been Shortlisted'
- Winner of 2 national career awards - for The Gold Career Programme and Job Search Support Programme
- Regularly featured in the press and on the radio including BBC Radio 4 and Guest expert on BBC Radio 5 Live.
- Featured career coach on ITVs 'Tonight with Trevor McDonald' (November 2008)

My clients come from a range of backgrounds and have different goals and objectives, I have a great deal of customer feedback on my website, including copies of letter received and you can also read feedback on my LinkedIn page.

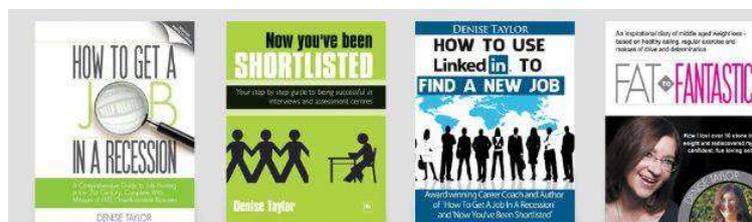
Amazing People is a small company, and able to adapt any programme to suit your needs and budget, read much more about my background and experience via the website.

Kind Regards,

Denise Taylor

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