

Work-Wise Workshops

For anyone wanting to enhance their career prospects and development

This is a series of seven small 2-hr public workshops (max 8 people at a time) offered every 4 weeks on Saturday mornings throughout the year. To make them easy and affordable they will be held in the boardroom at 86 College Hill in Freemans Bay.

Saturdays from 10.00am – 12.00noon

1. WRITING A SERIOUSLY GOOD CV - May 14th

Writing a great cv that is well-targeted and effective is an art that most people struggle with. This workshop will offer the latest ideas on cv's that work, that get the interviews, that powerfully present the experience of the writer in a compelling way – with integrity. The workshop will give a greater understanding of how to go about it and examples of cvs that work.

2. THE ART OF NETWORKING – June 18th

When the numbers of people applying for vacancies is high, knowing how to access the invisible job market through networking is an effective way of finding work. It is also a meta-skill for managing one's career. The workshop will give you a simple process to follow that will get you started or maximise your existing skills.

3. YOUR PERSONALITY AT WORK – July 17th

How we use our personality and how it affects our experience is critical to career success. Our personality style affects the way we communicate and impacts positively or negatively on the people we love and work. It's development happens over time. Participants who attend this workshop will complete an assessment and come away with a greater degree of understanding how their personality works.

4. CONFIDENCE IN AN UNCERTAIN WORLD – August 21st *

Managing the ups and downs at work when there is global instability and uncertainty is a challenge these days. People commonly become self-protective and anxious. By knowing what keeps us intrinsically motivated and focusing on the present helps us to stay balanced, mindful and effective. The workshop will give you confidence building strategies and habits worth developing.

5. INTENTIONALITY – Establishing a career ‘mission’ – September 18th

As Stephen Covey says, “When we have a clear and resounding YES, then we can say NO.” When we are clear about what we want to do in life our eyes are open to the opportunities that fit with our aspiration – and we see them! This workshop follows a simple process that enables the identification of a career/life mission – and the steps to take in the short term.

6. LOVING OUR WORK – October 16th

Loving what we do seems like a luxury these days but maybe there some things that we can do move towards doing something that is fulfilling and deeply satisfying. The task is to know what you love, of course, and then to create a career strategy that will get you there. The workshop will help you identify some of the essential attributes and motivators that will help you to love your work.

1. WORKPLACE COMMUNICATION – November 20th

Getting on with people at work is one thing, but communicating effectively is a meta-skill needed today to be effective and successful. Understanding that *the way we talk, changes the way we work* (Robert Kegan) helps us to develop a greater understanding of the assumptions we make that trip us up. This workshop will give you an opportunity to work on a particular issue in order to resolve the challenge it is presenting.

Cost for each 2-hour workshop is \$80.00 plus GST per person or a discounted amount for all 7 workshops.

*** Your Personality at Work workshop will have an extra cost of \$30 for a Myers Briggs Personality profiling assessment**

Early bookings are essential due to there being only 8 places at the table!

To book please contact Kaye at kaye@career-coach.co.nz or phone her on 021 47 47 65 or after hours 09 521 117

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