

Saturday MiniWorkshops:-

For anyone wanting to enhance their career prospects and development:

This is a series of small public workshops (max 8 people at a time) offered regularly throughout the year. They will be held in the boardroom of my practice on College Hill in Freemans Bay. **On Saturday mornings from 10.00am – 12.00noon. Bookings are essential.**

1. WRITING A SERIOUSLY GOOD CV - May 14th and 2nd July

To write a professional and powerful CV's requires a lot of work. It is the key to getting an interview and a valuable document which describes very clearly what you have to offer a potential employer. This mini workshop will give you insights and up-to-date information on current CV styles, what works and what doesn't. You will come away with the beginnings of a "seriously good CV"!

2. THE ART OF NETWORKING – June 18th

These days, networking with confidence is a sure way to develop your professional profile. Not only is Linked In a great networking tool but, more importantly, the relationships you have are key to being connected and knowledgeable about where the opportunities are and who can help you to access them. This workshop is designed to increase your networking confidence.

3. YOUR PERSONALITY AT WORK – July 16th *

Understanding how we use our personalities and how people are affected or influenced by them is enlightening. The Myers Briggs is a great tool for this. Based on Jungian theory of personality type, the MBTI offers an insight into how you prefer to interact, how you take in information and make decisions. At the workshop you will complete an MBTI Questionnaire, gain a good understanding of how your personality works and where it's developmental edges are.

4. RETURNING TO WORK – FOR MUMS – August 6th & December 4th

Preparation for re-entering the job market after some time out of the workforce is critical to our success. We need to rebuild our confidence in who we are and what we have to offer – the world of work. So this workshop will begin the process for you by helping you to evaluate past and present skills. The workshop will be in two parts - a follow up session later in the year will focus on being clear about next steps, having a good CV and knowing how to present yourself to recruiters, potential employers and networking opportunities.

5. CONFIDENCE IN A TIME OF UNCERTAINTY – August 20st

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.

6. PLANNING LATE-CAREER TRANSITIONS – 3rd September & 1st October

As we head towards the late 50s or early 60s we begin to feel concerned about our employability. The idea of 'Retirement' doesn't appeal and we want to remain engaged and inspired by what we do. Also we need to keep earning for as long as we are able. At this stage it is vital that we engage a proactive planning process so that we take some control over what happens to us as we age at work. Planning a phased transition where we work in collaboration with employers is best for our well-being and ability to freely make the contribution we wish to make.

7. INTENTIONALITY – Establishing a career 'mission' – September 17th

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.

8. LOVING OUR WORK – What does it take? – October 15th

Many people get a point in life where they can no longer compromise at work. When working conditions are such that you are not working to your strengths or keep you engaged and you have accommodated the situation for too long. But it is possible!

Finding work you love to do seems like a luxury and for the privileged few, however when we are clear about what is important in life, are happy in ourselves and know what we need to do our best work – we are more likely to find the job satisfaction we have craved.

9. WORKPLACE COMMUNICATION – November 19th

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.

The cost for each 2-hour workshop is \$85.00 incl 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.**

Bookings are essential. Contact Kaye at kaye@career-coach.co.nz or phone her on 021 47 47 65 or after hours 09 521 117