

## North America 2018 Workshop Schedule

# JOB & CAREER TRANSITION COACH TRAINING & CERTIFICATION for:

- Career Practitioners • Job Search Trainers • WIA Case Managers
- Career Counselors • Career Coaches • Executive Coaches
- Career Development Facilitators • Outplacement Consultants
- Counselor Educators • Human Resource Managers • Resume Writers



### JOB & CAREER DEVELOPMENT COACH (JCDC)

*Three-Day Face-to-Face Certification Workshop  
This certificate is designed for Human Resource Specialists, Career Coaches and Career Counselors who help Employees develop within their Organizations and Careers*



### JOB & CAREER TRANSITION COACH (JCTC)

*Three-Day Face-to-Face Certification Workshop  
This certificate is designed for Career Advisors and Career Coaches who help individuals make the Transition from College to Work or to change Jobs or Careers*

### CAREER DEVELOPMENT NETWORK

P.O. Box 611930, San Jose, CA 95161 USA

Cell: 408-828-3858

e-mail: [rknowdell@mac.com](mailto:rknowdell@mac.com)

[www.CareerNetwork.Org](http://www.CareerNetwork.Org)

# CAREER COACH WORKSHOP

## featuring the Knowdell Career Transition Process™

Job search and career development practitioners are called upon to assist clients in making successful short-term job transitions and identify long-term career options. Often, these transitions are unwelcome and unplanned. To help clients become successful, we need to provide a simple but comprehensive framework, and special coaching skills to facilitate, guide and nudge clients to move from comfort to success. Participants will demonstrate competencies in using the Knowdell 4 Step Model supported by 5 Key Questions, the Career Development & Job Search Profile, and four Knowdell career assessment card sorts. They will practice enhanced coaching skills, and learn to help clients navigate the changing workplace. Current resources will be shared.

### Workshop Content:

- **The Composition and Configuration of Jobs, and Career Paths in The 21st Century**
- **The Importance and Impact of Emotions on Job and Career Transitions**
- **Career Assessment Tools**
  - *Prioritizing Career Values* • *Identifying Transferable Skills* • *Identifying and Understanding Motivation*
  - *Understanding Work and Management Style* • *Assessing Career Interests* • *Organizing Assessment Results*
- **Job and Career Exploration**
  - *How to Use Libraries and The Internet* • *Field Research Rather Than Information Interviews*
  - *Building a Personal Network* • *Using Networking to Obtain Referrals and Interviews* • *Rewarding Your Contacts*
- **How to Focus on an Immediate Job Objective or a Long-Term Career Goal**
  - *Matching Skills and Motivation With Tasks* • *Matching Styles with Managers and Peers*
  - *Matching Career Values with Organizational Values* • *Hands-on Practice in Goal Setting*
- **Building and Managing a Job Development Plan or a Career Strategy Plan**
- **Hands-On Practice of Coaching Techniques**
  - The Coach as ASSESSOR • *Assessing Attributes and Giving Objective Feedback*
  - The Coach as INFORMATION PROVIDER • *How to Provide Information on Options and Barriers*
  - The Coach as REFERRAL AGENT • *Understanding How and When to Refer Clients Out*
  - The Coach as GUIDE • *How to Guide Clients Without Directing Them*
  - The Coach as TUTOR • *Techniques for Coaching to Obtain Client Movement*

## One Workshop - Two Certification Options

Individuals who complete the Career Coach Workshop can now receive both of the following credentials:



### DEVELOPMENT COACH

*This credential is preferred by Human Resource staff who work internally in organizations and coach employee advancement within that organization.*



### TRANSITION COACH

*This credential is preferred by College practitioners and case managers who train and coach job seekers and those seeking a career change.*

## Continuing Education Hours

The Career Development Network has been training career counselors since 1979 and our programs are approved for continuing education hours for counselors in most states. They are approved for Marriage and Family Therapists (MFT), Licensed Clinical Social Workers (LCSW) and Licensed Clinical Counselors (LCC) by the California Board of Behavioral Sciences (PCE # 3111). Since September, 2017 the workshops have been approved by the International Coach Federation.

## WORKSHOP LEADER



**RICH FELLER**, Ph.D., LPC, NCC, NCCC is a Colorado State University Distinguished Teaching Scholar and Past President of the National Career Development Association. He has consulted on six continents and within all 50 U.S. states. He has co-written three career books, four film series, the Harrington-O'Shea Career Decision Making System (print & internet career assessment program used by over 20M), and [www.stemcareer.com](http://www.stemcareer.com). Rich is an NCDA Fellow and recipient of NCDA's Eminent Career Award. The Rich Feller Leadership Award was created by the Colorado CDA (2009) and awarded annually to recognize significant influence through service to others in the settings of colleague and mentor. He is currently the Chief Advisor for [www.youscience.com](http://www.youscience.com), thought leader for [www.lifereimagined.org](http://www.lifereimagined.org) and co-owner of [onlifetools.com](http://onlifetools.com)'s Who You are Matters!

boardgame. He has consulted for NASA, NSF, the United Nations and schools, workforce boards, small employers and international corporations. Rich is the lead trainer for the JCTC workshops in North America.

## WORKSHOP DEVELOPER



The JCTC workshop was developed by **DICK KNOWDELL**, MS, NCC, NCCC, CDFI, CMF, NCDA Fellow, creator of the Knowdell 4-Step Career Transition Model and the Career Development and Job Search Profile. He is the author of six books, including *Building a Career Development Program: Nine Steps for Successful Implementation*, *From Downsizing to Recovery: Strategic Options for Individuals and Organizations* and *Personal Counseling*. He has developed four career assessment instruments that have been translated into ten languages and are used by career development professionals throughout the world. In 1995, President Clinton appointed him to the Board of Examiners for the United States Foreign Service. Dick is a past president of the California Career Development

Association and in 2015 received their Life Time Achievement award. He has trained and certified over 7,500 Job and Career Transition Coaches in Africa, Asia, Europe, Australia and North America

### Workshop Registration Form

Name (for certificate) \_\_\_\_\_

Nick Name, if any (for name tag) \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State/Prov \_\_\_\_\_ Zip \_\_\_\_\_

E-Mail \_\_\_\_\_ Telephone \_\_\_\_\_

#### Check the Appropriate Workshop Location & Date

- Denver CO Area.....March 26-27-28, 2018    **\$1,095**
- Phoenix, AZ.....June 17-18-19, 2018    **\$1,095**
- Baltimore, MD.....September 12-13-14, 2018    **\$1,095**
- Southern CA Area.....December 5-6-7, 2018    **\$1,095**

**Check Here to Request a Workshop at Your Organization**

Send this registration form and payment to:

**Career Development Network**  
Post Office Box 611930  
San Jose, CA 95161-1930 USA  
**[www.CareerNetwork.Org](http://www.CareerNetwork.Org)**

### Workshop Fee

The workshop fee of **\$1,095** includes refreshment breaks, course materials and the certificate. Cancellations received in writing at least ten (10) business days prior to the workshop will be honored, less a **\$65** administrative fee. Cancellations after that date may be converted to a later workshop, if available, and with the instructor's permission. Payment must be in US Dollars.

### Payment Method

- PayPal**  
go to [www.CareerNetwork.Org](http://www.CareerNetwork.Org)
- Purchase Order**     **Check**  
mail with registration form to:  
Career Development Network  
Post Office Box 611930  
San Jose, CA 95161-1930  
e-Mail: [rknowdell@mac.com](mailto:rknowdell@mac.com)

Network FIN: **94-2589556**

*22.5 Continuing Education Hours  
Approved by The International  
Coach Federation*

## **Some of The Organizations That Have Sent Their Staff Members to Our Career Certification Workshops**

### **US GOVERNMENT AGENCIES**

- US Navy
- US Army
- US Marine Corps
- US Air Force
- US Coast Guard
- NASA
- CIA
- US Secret Service
- Transportation Security Agency
- Veterans Affairs
- US State Department
- Internal Revenue Service
- US Forest Service
- Peace Corps
- Social Security Administration
- National Security Agency
- Environmental Protection Agency

### **STATE GOVERNMENTS**

- Alaska
- California
- Michigan
- North Carolina
- Maryland
- Connecticut
- Virginia
- Florida
- West Virginia
- South Carolina

### **OTHER COUNTRIES**

- Australia
- New Zealand
- Canada
- Egypt
- United Arab Emirates
- Israel
- Singapore
- Japan
- United Kingdom
- Brazil
- Saudi Arabia
- Switzerland
- Austria
- Holland
- Sweden
- China
- Nigeria
- Barbados
- Korea

### **HIGHER EDUCATION**

- Stanford University
- Yale University
- University of California
- Cornell University
- Morehouse University
- Indiana University
- UCLA
- University of Iowa
- Davenport University
- Michigan State University
- Tulane University
- Lane Community College
- Foothill College
- Central Michigan University
- Central Washington University
- <sup>a</sup> Spokane Community College
- Lakeland Community College
- Carnegie Mellon University
- Union Institute and University
- Cape Fear Community Col
- Catawba Valley Community Col
- Davidson County Com Col

### **NON-PROFITS**

- LDS Employment Services
- Jewish Vocational Services
- Second Start
- Goodwill
- Open Learning Agency
- Career Crossroads
- World Career Achievement
- Youth for Understanding
- Aboriginal Employment Svc
- Santa Clara County Social Svc
- YMCA Youth Employment
- The Salvation Army
- Catholic Charities
- The Wilkinson Center
- Cuyahoga County Public Library
- Washington Metro Transit
- Winnipeg Transition Center

### **BUSINESS & INDUSTRY**

- Southwest Airlines
- US Airways
- Sprint
- Advance Micro Devices
- American Express
- Sandia National Laboratory
- Lockheed Martin
- Boeing Corporation
- IBM Corporation
- Raytheon Corporation
- Weyerhaeuser Corporation
- Apple Computer
- State Street Bank
- TIAA-CREF
- Mercedes-Benz USA
- Walt Disney Parks and Resorts
- Kaiser Permanente
- Lucas Film
- USAA
- 1st Chicago National Bank
- MCI
- Medrad
- Northrop Grumman
- Hasboro
- Bank One
- Schering-Plough Corporation
- Texas Instruments
- Genetech

### **EMPLOYMENT & TRAINING**

- Michigan Works
- Baltimore County WIA
- Jefferson County WIA
- Job Corps
- Westmoreland County DSS
- San Diego County
- Virginia Employment Commission
- Troy Career Center
- Career Services of Cape Cod
- NOVA PIC
- Rural Human Services
- Career Services of Cape Cod
- Henrico County
- San Mateo County
- Santa Clara County
- Minnesota Workforce Center
- New England Consulting Svc
- Mexican American Com Svc
- San Luis Obispo PIC
- Piedmont Works
- Iowa Workforce Development

**To schedule a  
special certification  
workshop at your site  
[rknowdell@mac.com](mailto:rknowdell@mac.com)**