

# Career planning

Career planning is one of the method whereby the consultant has all the necessary resources to assist the customer in order to create an action plan for careers in order to achieve the professional goal of customer (desired state). The plan should be specific and include long-term goal and the specific objectives which fall into specific and achievable steps.

## Why should I, as a coach, master this method?

The objectives and the steps proposed by the client or in cooperation with the consultant and it is high important that the customer assumes ownership (liability) for the development of the Action Plan. Only under the condition that the customer can take responsibility for personal and professional status. The guidance counselor plays only a supporting role. Possible, of course, exceptions – eg minors or persons with limited abilities by law. Also, can support their clients effectively address situations related to their careers and help to enhance career management skills. Finally, collect information on the labor market and further education opportunities and guide the customers so they can seek and evaluate this information independently.

## Concise and accurate description

### Goals of the method

- 1) Guide clients to take responsibility for their lives and their careers
- 2) Cooperate with customers to develop a career plan and to support them in the implementation of it.
- 3) It is an active tool in preventive action and empowers customers and enhances them in their efforts to influence their lives on employment matters.
- 4) Develops customers skills self-assessment and self-knowledge and also enhances their career management skills.

An example of the procedure:



<b>Question Goal and means to achieve it</b>	<b>What is my goal</b>	<b>Obstacles and means to overcome them</b>	<b>How do I want to achieve it</b>	<b>When do I start</b>	<b>When do I want to achieve it</b>	<b>Success criteria</b>	<b>What kind of support do I expect from the counselor</b>
Long term or overall goal (e.g. in 5 years)	I want to be a professional driver- e.g. product distribution at stores. I will need to get a 3 <sup>rd</sup> category drivers license (Trucks)	I will have to borrow the money from my brother	I will have to take courses at a driving school	Immediately 06/25/2015	Within 3 months 09/25/2015	3 <sup>rd</sup> category drivers license	None
1 <sup>st</sup> specific objective	Compare various benefits of different driving schools	No obstacle	I will search for driving schools in my neighborhood. If they have e-mails I will contact them through it, if not I will call them or pass by personally and ask them	Immediately 25/6/2015	I will have the information within 2 weeks	Information from at least 3 driving schools	None
<b>Question Goal and means to achieve it</b>	<b>What is my goal</b>	<b>Obstacles and means to overcome them</b>	<b>How do I want to achieve it</b>	<b>When do I start</b>	<b>When do I want to achieve it</b>	<b>Success criteria</b>	<b>What kind of support do I expect from the counselor</b>



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