



## Career & Employment Coach Certificate Program

Proven and practical career planning and job search coaching skills are essential in order to effectively assist individuals in the process of work transition and change. In this program, individuals will develop and build career and employment coaching skills. Individuals must successfully complete four two-day workshops to receive the Career and Employment Coach Certificate.

### Interview Skills Coach

- ✓ Respond effectively to the three major types of interview questions: Standard, Situational, and Behaviour-Descriptive
- ✓ Coach individuals to gain confidence and overcome nervousness
- ✓ Implement a process for answering "tough" interview questions
- ✓ Coach individuals to find their own answers
- ✓ Evaluate effectiveness of answer and offer positive feedback

### Resume Development Coach

- ✓ Assist individuals identify skills to meet specific job goals using nine easy steps
- ✓ Question individuals to draw out skills and maximize skills, accomplishments and talents
- ✓ Layout resumes targeted to catch an employers' attention
- ✓ Effectively analyze resumes using 20 important tips
- ✓ Work **with** an individual not **for** an individual

### Job Search Coach

- ✓ Assist individuals to be **proactive** and **creative** in their job search
- ✓ Develop job seekers' calling cards
- ✓ Successfully contact employers
- ✓ Obtain job leads from the newspaper without using the "classifieds".
- ✓ Create and design Work Proposals
- ✓ Promote creative "out of the box" thinking for individuals who are "stuck" in their job search

### Career Development Coach

- ✓ Assist individuals identify their motivated skills, values and gifts
- ✓ Question individuals to develop an effective career decision action plan
- ✓ Use a variety of informal career assessment tools and techniques
- ✓ Work **with** an individual not **for** an individual
- ✓ Understand workplace trends and career change options
- ✓ Determine the best job objective or career goal
- ✓ Career Coach through role plays

## Did You Know?

- ✓ The **Career & Employment Coach Certificate Program** has been presented in different venues and locations right across Canada to rave reviews
- ✓ The Winnipeg Transition Centre is also available to do an exclusive engagement for your Organization, Company or Group
- ✓ Those who have participated in or hosted this workshop include people from Civil Service (Municipal, Provincial & Federal), Health Care, Private Enterprise, Social Service and Education

*"The material accurately reflected the day-to-day realities of our clients. I'm full of great new ways to satisfy their needs!"*

**Robin Rooke**  
**Employment Project Coordinator**  
**Pluri-elles (MB) Inc.**

*"The training session was informative, up-to-date, enjoyable and the instructors and staff are great. I'm able to apply the knowledge, skills and working tools when facilitating my own job search orientation sessions with self-confidence."*

**Linda Campbell**  
**Provincial Recruitment Initiative**  
**Manitoba Metis Federation**

### Past participants have included individuals in the following positions:

- ✓ Teachers / Adult Educators
- ✓ Employment Counselors
- ✓ Vocational Counselors/Voc Rehab Counselors
- ✓ Job Developers
- ✓ Career Counselors
- ✓ Human Resource Consultants
- ✓ Assessment Coordinators
- ✓ Work Experience / Placement Coordinators

This coaching certificate does not assume that participants have special experience or knowledge in career and employment coaching. These coaching workshops will benefit all who are in the field or who are entering the field.

### You should attend if you:

- Are seeking further development in your career and employment coaching skills
- Want greater satisfaction and opportunities in your present position
- Need to prepare yourself to enter the career and employment coaching field
- Seek to exchange information, share ideas and network with other professionals
- Want feedback on your coaching abilities
- Want access to current participant materials

## Career & Employment Coach Certificate

The Winnipeg Transition Centre jointly with the University of Winnipeg & Humber College offers the Career and Employment Coach Certificate.

The Certificate is made up of the following four 2-day workshops:

- Resume Development Coach
- Career Planning Coach
- Interview Skills Coach
- Job Search Coach

Individuals must successfully complete **all four** workshops to receive the certificate.

*"The CECC workshops are loaded with informative, practical information. I've had excellent results when preparing graduates using the coaching techniques we learned."*

**Joanne Holmes, Student Services Manager**  
**Applied Multimedia Training Centres**

*"I loved the workshops and they helped me significantly in my role as a career coach... the facilitator validated what I was doing and reassured me. I use the knowledge I received at the workshop on a daily basis!"*

**Eileen Saunders, Career Service Representative**  
**Compu College, Fredericton, N.S.**

## About the Certificate and Coaching Workshops

The workplace, which continues to change at a rapid pace with more intense competition, is forcing individuals not to assume that their work or workplace will always be there. Individuals in greater numbers, whether presently employed or unemployed, are seeking out assistance with career planning and self-marketing skills. Their expectations are high, and they are demanding that the service providers be capable of addressing their individual needs quickly and professionally.

The need for proven and practical career planning and job search coaching skills is critical if professionals in the field are to effectively assist individuals in the process of work transition and change. In the Career and Employment Coach certificate program, individuals will develop and build career and employment coaching skills – giving them current and user-friendly skills, tools, and meaningful skill development feedback.

**24.00 hours of CE credits approved by  
The Vocational Rehabilitation Association of  
Canada**

*"The training offered through the Winnipeg Transition Centre is valuable and practical. My training experience was enjoyable and rejuvenating. I was able to learn new skills and refresh old ones, to better help my clients on their employment path."*

**Mary MacDonald, Employment Counselor  
East Prince Youth Development Centre,  
Summerside, PEI**

## Comments About the Facilitators

*"I was nervous and a little intimidated coming into this workshop but the facilitator put everyone at ease which really supports learning. So many great and diverse approaches were touched on. It was educational and tons of fun – who knew you could do both at the same time?"*

*"The facilitator has an infectious, upbeat, positive energy – it made the workshop informative and enjoyable and allowed me to relax."*

*"I appreciate someone who is really there for us. I'm looking forward to the other CECC workshops."*

*"The facilitator was very effective, professional and respectful. He makes the learning experience fun, highly interactive and positive."*

*"I would give him an A+ and I am a hard marker. He is the best facilitator I've seen in a long while. "*

## Questions???

If you have any questions please do not hesitate to contact:

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## Registration and Fees

- Registration and fees vary based on region and provincial taxation policies.
- Please contact us directly for group rates.
- Visit [www.winnipegtransitioncentre.com](http://www.winnipegtransitioncentre.com) for dates of upcoming courses in your area for pricing and to register.