

A photograph of three people in a professional setting. On the left, a woman with short brown hair and blue glasses, wearing a dark blazer, is smiling and gesturing with her hand. In the center, a woman with long dark hair, wearing a light pink shirt, is also smiling. On the right, a man with dark hair, wearing a light blue shirt, is looking towards the women. The background is a bright, slightly blurred office environment.

# Certified Career Coach

A 2-day professional certification course that equips you to support others through a process of career-discovery.

**Unravel the CareerKeys™ self-discovery model, a 4-dimensional view to uncover the strengths, skills, drivers, and passions of an individual.** Master the process of inquiry through a simple yet powerful coaching framework, and finally bring it all together through the Career Decision Matrix©. You will walk away equipped and ahead of the career development field, ready to help others through the process of career coaching.



*Lifeskills Institute Pte Ltd is recognised as a provider of ITOL Accredited Training. The Institute of Training and Occupational Learning (ITOL) is UK elite professional body for trainers and Learning & Development Professionals. This Certification is an internationally recognised certificate backed up by ITOL's validation system.*

Lifeskills Institute supports coaches in renewal of their credential through continued education to earn CCE credits, encompassing 9.5 Core Competency hours and 5.5 Resource Development Hours. Individuals who complete this programme will be able to use these credits toward the renewal requirements of an International Coach Federation (ICF) credential.

# Why Choose Us?

Since 1996, Lifeskills Institute has established itself as the trusted and leading authority in life skills training and development. We partner with global institutions to deliver top-class, evidence-based solutions across Asia from leadership development, personality profiling, coaching to personal mastery. To date, we have transformed over 500,000 lives in the region.



## 4-Dimensional Approach to Self-Discovery

Our coaching approach begins with a holistic appreciation of one's unique career attributes



## Validated Assessments & Interactive Tools

We incorporate a variety of tool kits to support the process of self-discovery for everyone



## A Step-by-Step Guide to Coaching

A systematic approach to build your confidence for career coaching conversations



## Post-Certification Coaching

Year-long access to supplementary resources and coaching support

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## Key Learnings

An understanding of the CareerKeys™ model to engage in conversations that build self-awareness

- Acquire the tools to help others identify their unique personality strengths, skills, values and passions
- Understand key concepts and theories surrounding our 21st Century careers

Practice and apply different stages of the career coaching process through peer drills, live demos and case studies

Learn a step-by-step guide to walk your clients through the career coaching process and how to present your coaching service

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## For Whom

This certification programme is highly recommended for professionals looking to enhance their own career prospects and individuals who wish to learn, upskill and expand the services they can offer to existing clients or to build a larger client base.

Job Search Trainers and Recruiter  
Career Management  
Coaches and Career Coaches  
People and Talent Developers/Advisors  
Career Guidance Advisors

General & Senior Managers  
Educators  
Recruitment and HR specialists  
Counsellors  
Human Development Managers & Executives

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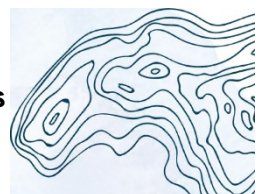
## Fees

**Early Bird Rate: \$1332** (Registration and payment must be made one month before course commencement)

Full Course Fee per pax: \$1480 (subject to 7% GST)

**For participants from Brunei**, please register and pay through **AC-ACE Creative Training Services** (7% GST will be exempted)

Email address: [must.enquiry@gmail.com](mailto:must.enquiry@gmail.com) Contact No: **+673 739 4568**



# What's unique about the programme?



## The Careerkeys™ Self-Discovery Model

Equip yourself with four unique tools ranging from personality assessments to sort cards, to help your clients uncover their career attributes.



## The ASPIRE Coaching Model

A step-by-step guide to walk your clients through the coaching process, coupled with a powerful questions bank for inquiry.



## Three -SETS of Career Coaching

Understand and apply the Mindset, Skillset, and Toolset of an effective coach.

Review your Mindset and list of possible occupations you could engage yourself engaged in

OCCUPATION	PERSONALITY How does your "Big 5" support your choice of occupation?	TALENTS & SKILLS What are the Personal Skills you possess, how would they help in pursuing your job as a...?	VALUES Which of your values are aligned with how you want to do it as a...?	INTERESTS & PASSION Does this occupation give you pursue your Passion?	TOTAL SCORE
Option A	C - thoughtful, information S - patient, reliable, processes I - relationships	Visualize Budget Counsel Reactive Intuitively Master Deal w/Ambiguity	Empowerment Learning/Growth	Power Knowledge	33
Option B	S - patient, reliable, processes I - relationships, creating engaging C - thoughtful, information	Visualize Budget Counsel Reactive Intuitively Master Teach, Train Partner Inquire Generate Ideas Teach Train Deal w/Ambiguity	Authenticity Purpose Freedom Learning/Growth Nurturance Community Empowerment	Power Knowledge Inner Awareness	32

## The Career Decision Matrix©

Utilize a tool to help your client consolidate their discoveries to bring it all together and create a commitment toward the next-steps forward.

# The Trainers



Chief Enabling Officer, Ian Tan

Ian is one of Asia's pioneer Master Behavioural Consultants, specialising in behavioural analysis, leadership development and strength-based change.

With over 20 years of experience in the field of training and development, Ian enables his clients to discover their purpose, maximise their potential and to lead their communities and organisations with impact.



Principal Consultant, Chai Lee Fong

Lee Fong is an experienced executive coach and training consultant. Besides training, she is also a trained counsellor and sits on the board of a counselling centre.

Being in the field of coaching, training and development for over 20 years, she brings with her rich experiences and a wealth of knowledge in this critical area of talent management.



Senior Consultant, Bryan Tio

Bryan is a passionate individual who holds an exceptional talent in maximising the potential in individuals. Bryan seeks to aid in the self-discovery of others and continually empower them.

A highly driven and dedicated Senior Consultant, he achieves learning through tailored solutions, all while drawing out objective lessons and values.

# Programme Outline

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## Module 1

### **The 21<sup>st</sup> Century Career**

- What is Career'?
- 21st Century Career
- What is Coaching'?
- What is Career Coaching?

## Module 2

### **The ASPIRE Coaching Model**

#### **Appreciating Self through the CareerKeys Self-Discovery Model**

- The DISC Personality System
  - Behavioural Principle
  - 4-Dimensions of DISC
  - Characteristics & General Occupations
  - Meaning of the 3 Graphs
  - Coaching With Personality
- Values
- Talents & Skills
- Passions & Interests

## Module 3

### **Setting Goals**

- Common career situations & goals
- Career Decision Matrix

## Module 4

### **Preview Possibilities**

- Career Pathways
- Career Coaching Demonstration

## Module 5

### **Inquire Readiness, Review Resources, Execute Small Steps**

- Career Transition Readiness Scale
- Career Coaching Demonstration: I, R, E

### What you will receive from the training:

- Certification Course Notes
- Career Development Matrix
- Coaching Quick Reference Card
- DISC & Behavioural Attitudes Indicator (BAI) Personality Assessment & Report
- Career Coaching Toolkit: "Who Am I?" Card deck; Values Sort Card deck; Motivated Skills Card Sort deck