

Career Management Coaching

Our Process:

Career Coaching focuses on specific career issues, challenges, and how your interests, skills, abilities, needs, values and experiences can be leveraged to your best advantage. It can involve customized assessment to increase self-awareness, clarify priorities, and support sound decision-making.

Common areas for coaching include:

- **Job change**
- **Job redesign**
- **Improved career management**
- **How to conduct a job search**
- **How to effectively market yourself**
- **Preparation for a confident job interview**
- **Composing an effective and appealing resume**
- **Examining the pros and cons of a promotion**
- **Moving to another employer**
- **Negotiating a raise**
- **Dealing with a difficult boss**

Qualified with an MA in Career Development, and 15 years of career coaching success with hundreds of clients from every industry and walk of life, we conduct personalized career coaching either by phone or in person. We generally like to complete at least the first session in person if at all possible.

We offer an introductory 30 minute session for free to discuss your issues and give you an idea of our coach approach to supporting you! [Contact us at www.diane-foster.com/contact.html](http://www.diane-foster.com/contact.html)

Frequently Asked Questions about Individual One-on-One Career Coaching Services

1: Do you only work with people who have definitely decided on careers in business?

Answer: No. We have coached students, house-wives, teachers, health-care professional, individuals through personal transitions, as well as professional changes.

2: What can I expect to get out of a coaching session, and how would it work?

Answer:

That depends completely on your needs. We design the amount of work together, and the amount of time that is appropriate to spend on it. Infrequently, just one coaching session on a specific career or transition issue is what is called for. More usual is a need to really look more thoroughly at what your issues are-- what skills, values, interests, needs and abilities you bring to work and life.

STEPS in the Career Coaching Process for Exploring Options and Making Career Decisions could include the following:

1. Discussion of Your Background, Experience, Goals, Priorities, Interests and Career Ideals
2. Feedback Using Highly Validated Tools. See our [Assessment Center](#), at www.diane-foster.com/asmnt.html, for more information.
3. Interests, Values, Abilities, Skills, Accomplishments, and your Personality. This gives an objective appraisal of your opportunities and developmental needs.
(We have advanced certification to use these tools).
4. Assessment of Options—and summary of these
5. Decision-making on the Best Career Option to Pursue
6. Action-Planning for achieving results as we support you in taking the next steps!

(This may include an outline for a job-search strategy or other pro-active alternatives that put you in control of the transition process.)

3: What if I want an in-depth psychological assessment and exploration of my life history?

Answer: Our assessment and feedback services are psychological in that they will give you information about yourself and your behavior. We frequently do a thorough life history review (again, depending on its relevancy). However, we do not do therapy, and if this is what you desire or need, we have excellent therapist colleagues to refer you to.

4: What are your areas of “specialty”?

Answer: We work well with high potential clients who like to be thoughtful in their career choices. Having had personal experiences with challenging times and transitions: divorce, raising children as a single parent, empty-nesters, being “down-sized,” starting a business alone, death, are all useful in coaching many clients who are dealing with these issues too. Diane is also considered an expert in assessment, and particularly in use of the MBTI, but uses these instruments only when called for.

5: Are clients usually satisfied?

Answer: Yes. Please see our many client testimonials. We also are happy to provide references.

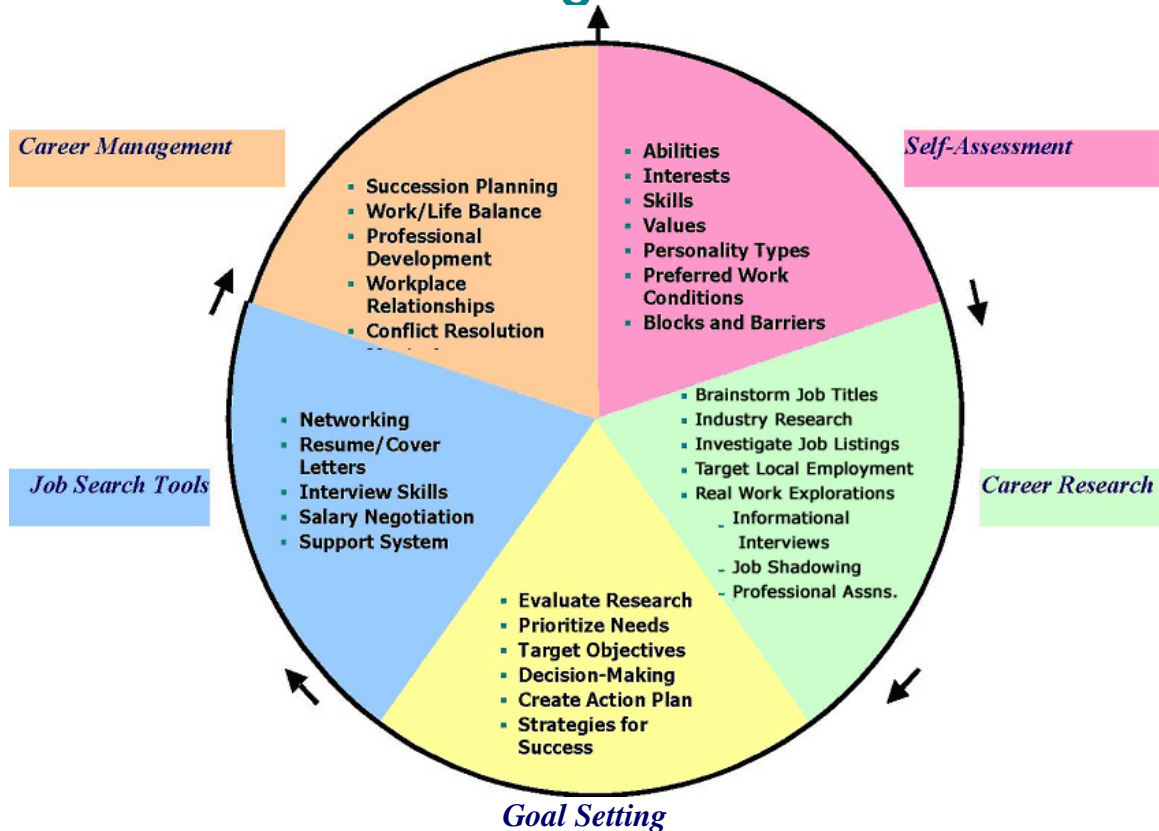
6: What does this cost?

Answer: Unless it is a “single session” issue, we usually accept clients for a minimum of three months and cost depends on what is involved. Many clients who spend some time with several of our career assessment tools can get the additional specific guidance they seek within 1-2 hours. We need to talk to you to give you a good estimate. **Contact us at www.diane-foster.com/contact.html**

Career Management Support:

We give you the support you need in any piece of the “Career Management Wheel” as illustrated below.

Career Management Wheel



Our career coaching process involves work to put all of the pieces of the 'Career Wheel' together, so that you can make the best choices possible.

The Whole Person Process



“All are parts of one stupendous whole.”

– Alexander Pope



T H E H I G H L A N D S C O M P A N Y

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