

CAREER



PROFESSIONAL **Career Coaching** CERTIFICATION COURSE

Careers rarely unfold the way you intend, but developing a clear set of career goals and plans can still be extremely beneficial. Career development need to extend beyond career advisory and guidance to increase learning agility and adaptability.

PROFESSIONAL **Career Coaching** CERTIFICATION COURSE

It's a specialized form of executive and career coaching that helps people accelerates job transitions by identifying critical issues in their path, defining expectations, gaining fresh perspective on their new role, and becoming more effective – all while protecting the organisation against the significant costs of leadership transition failure.

The framework in this program views career coaching through the *conceptual prism of the Career Development theories.*



A **Transformational Approach** TO ENABLING CAREER SUCCESS

The transformative coaching process is an evocative inside out approach that helps people better understand how they actually think, and why. It uses expanded awareness and reflective action to examine assumptions, beliefs, values and perspectives.

Guided by current career theories and trends, **people's career adaptability can be strengthened significantly.**

The course also provides up-to-date career information, labour market intelligence, and psychometric tools that can be used to support anyone seeking career guidance. It is ideal for HR professionals, coaches, career counsellors, and consultants seeking evidence-based resources to help them remain adaptable and effective.



Dual Certification

IN ONE PROGRAM

This program offers a dual certification – Certified Global Career Development Facilitator by the Centre for Credentialing & Education (CCE) and Certified Career Services Provider by the National Career Development Association (NCDA)

1

CERTIFIED GLOBAL CAREER DEVELOPMENT FACILITATOR

Endorsed by the Centre for Credentialing & Education (CCE) for 120 hours of career development facilitation program

2

CERTIFIED CAREER SERVICES PROVIDER CERTIFICATION

Endorsed by the National Career Development Association (NCDA) for 120 hours of career development facilitation program

Upon completing the program, you'll be eligible to apply for the following credentials:

- **Certified Career Services Provider (CCSP)** credential with the National Career Development Association (NCDA)
- **Global Career Development Facilitator (GCDF®)** credential with the Centre for Credentialing & Education (CCE)

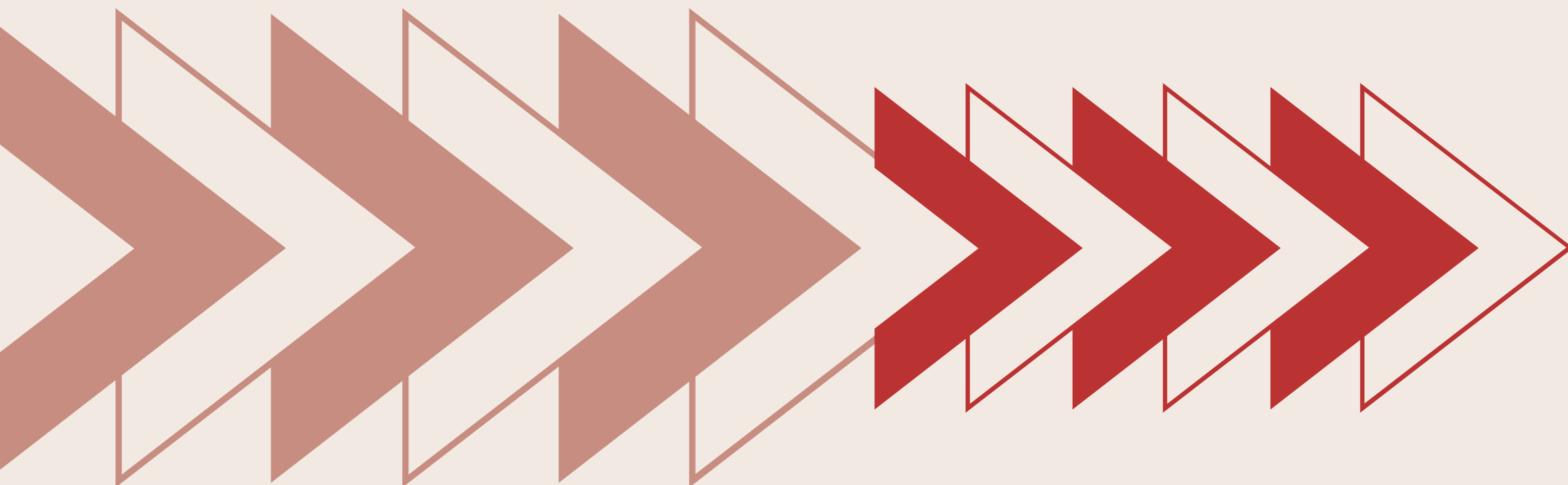
This course has been developed to meet the highest academic and professional standards. You can be assured to display your credentials as a Certified Professional Career Coach with pride.

A **Progressive, Flexible** ROADMAP TO EARN THE DUAL CERTIFICATION

APPLICATION FOR PROFESSIONAL CAREER COACHING CERTIFICATION COURSE

24 HOURS | ONLINE TRAINING

The first step is to complete the 24 hours Online Training for Professional Career Coaching – to gain an understanding the fundamentals of career development in Career Coaching



SELF-PACED LEARNING

96 HOURS | SELF-DIRECTED ELEARNING

The second step is to complete the 96 hours of non-interactive virtual class. This can be done entirely at your own pace and schedule.

There will be 3 touchpoints to check in with participants on their progression and to address queries, if any.



Program Structure FOR APPLICATION FOR CAREER COACHING

It includes 3 modules with a total of 8 virtual classes comprising of 24 hours of learning.

MODULE A

A FRESH LOOK
AT CAREER
COACHING

9 HOURS | 3 ONLINE CLASSES

MODULE B

MODEL, SKILL
AND TOOLS
FOR CAREER
COACHING

9 HOURS | 3 ONLINE CLASSES

MODULE C

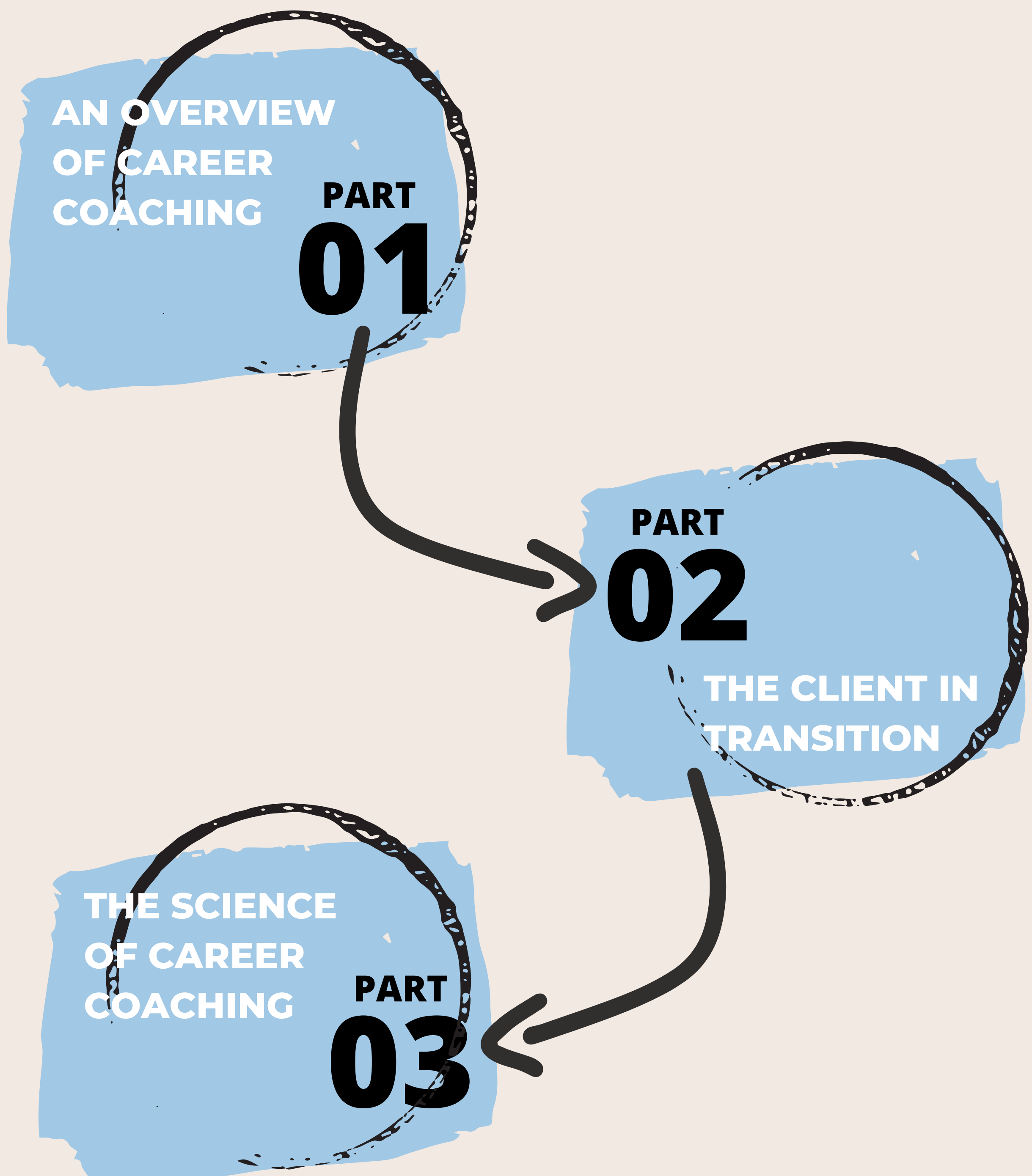
INTEGRATION
APPLYING THE
TRANSFORMATION
AL APPROACH FOR
CAREER COACHING

6 HOURS | 3 ONLINE CLASSES

COURSE CURRICULUM

MODULE A A Fresh Look at Career Coaching

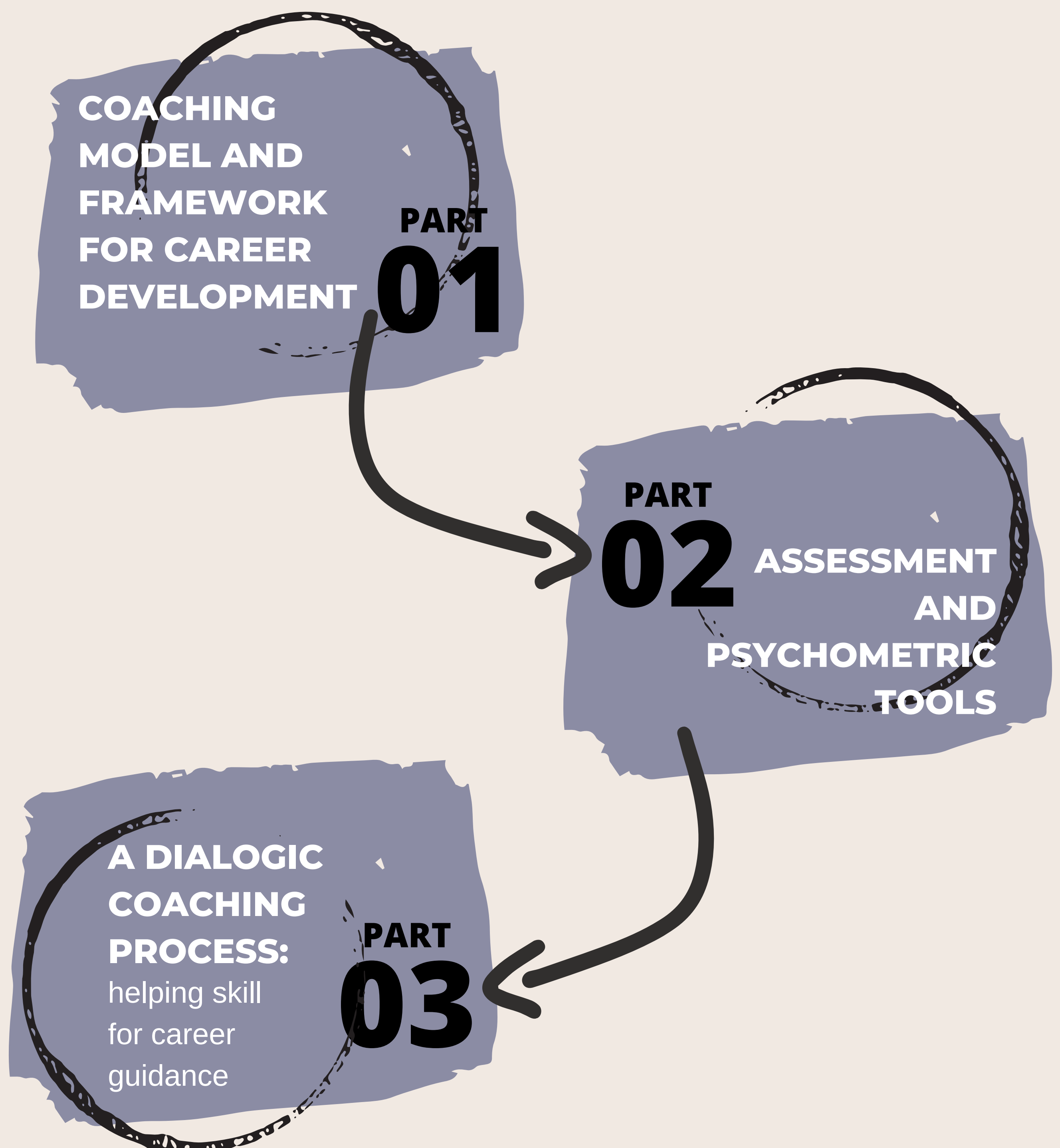
This module provides an empirical basis for career coaching, by examining the conceptual framework on the psychology of work and how the science of Career Development can enrich approaches to career guidance, development, and transition.



COURSE **CURRICULUM**

MODULE B **Mastering Career Coaching Competencies**

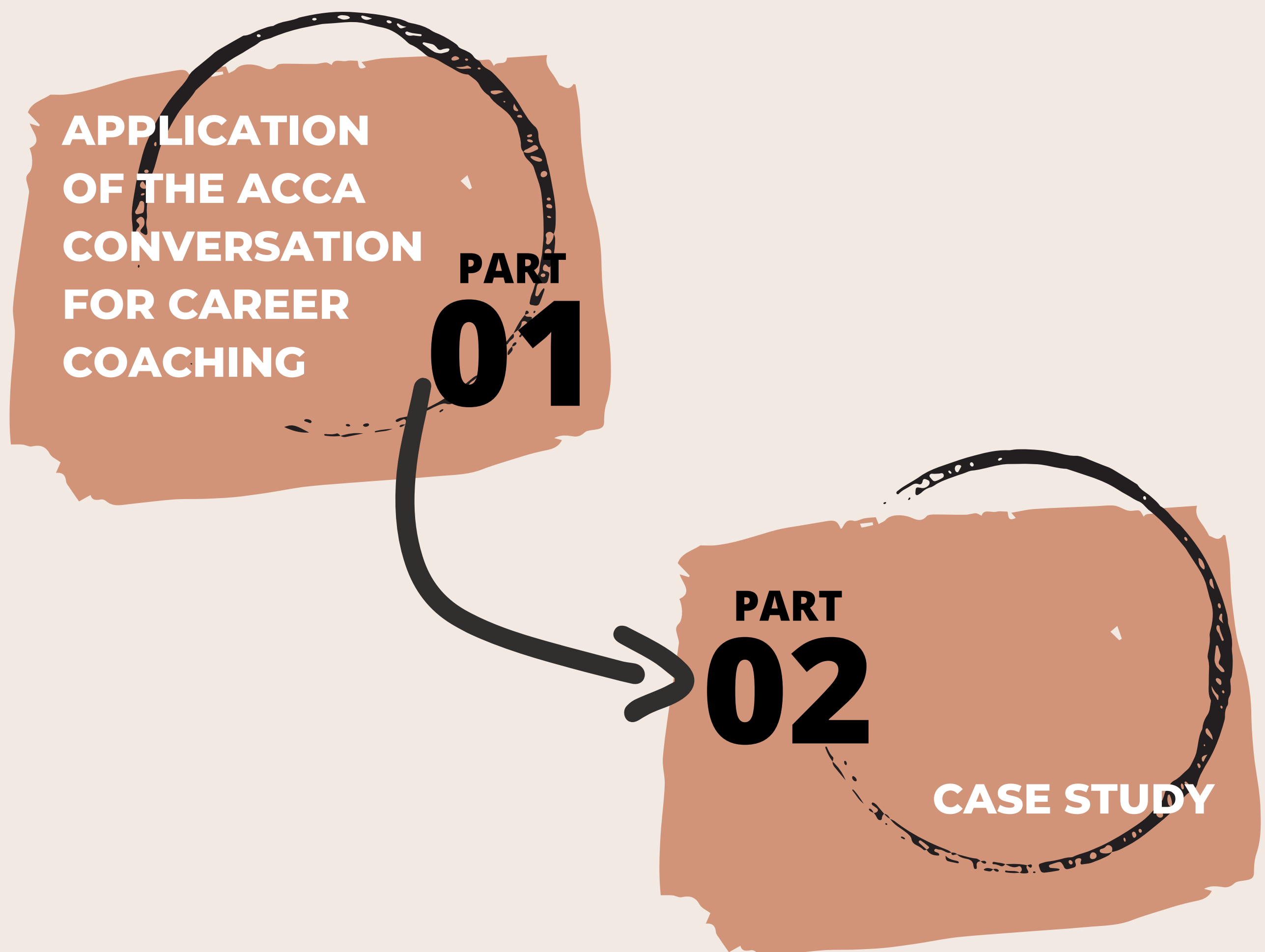
In mastering career coaching competencies, it is essential to be able to infuse the understanding of career development theories and the skilful applications of career development tools. In this module, we will integrate career development theories, models, and tools into a coaching framework, to prepare coaches for a robust and effective coaching process.



COURSE **CURRICULUM**

MODULE **C** Integration

A deeper discussion and study to integrate the concepts and processes of a dialogic coaching conversation is very much needed, to create understanding and develop competencies. In this module, we will facilitate discussions and learnings using case studies, in the application of the Awareness-Clarity-Choice-Action conversation



Self-paced Learning Structure FOR E-LEARNING

It includes 9 modules and is expected to complete within a month following the completion of Application for Career Coaching.

WORKFORCE AND CAREER DEVELOPMENT HISTORY

ETHICS AND CAREER SERVICE PROVIDER

CAREER DEVELOPMENT THEORY

THE ROLE OF CAREER ASSESSMENT IN CAREER PLANNING


PROVIDING CAREER SERVICES TO MULTICULTURAL POPULATION

CAREER PLANNING SERVICE

JOB SEEKING AND EMPLOYABILITY SKILLS

TRAINING AND LEADNING GROUP

CAREER DEVELOPMENT SERVICES FOR CLIENTS WITH DISABILITY AND JUSTICE INVOLVED



what can you expect to gain from this program?

**For aspiring career coaches,
counsellors or consultants:**

- You'll understand the fundamentals of career development theories, models and techniques that can help with lifelong development for people of any gender, age, or ethnic background
- You'll employ an empirical approach based on contemporary career theories to help people navigate successfully through a career transition and partner with them to co-create possible career plans
- You'll be exposed to various resources in job search, personal development, and psychometric tests, that helps to direct clients to the best places to find information and cut down on the time it takes to do research.
- You'll acquire the coaching competency to encourage self-discovery and heighten the awareness to uncover "blank-spot"
- You'll get real-life, practical use of all the training from a practising Career Coach
- You'll learn about the ethical guidelines that guide career coaching services

For HR Professionals, you can expect:

- To increase workplace engagement through alignment of staffs' career interests and strengths
- To design staff development plans for succession planning, based on an individual's values, interests, skills and personality
- To cultivate talents by leveraging career development theories and techniques to draw the best out from an individual
- To adopt a transformative coaching approach in staff development conversation, to inculcate an agile, growth-oriented mindset



more than 10 years of experience



WINSTON CHUE

A professional, executive coach, trainer, and advocate of life-long learning with over 10 years of experience in coaching and training for Government Agencies, MNCs, Trade Unions, and SMEs. His meticulous and empathetic approach brings depth in co-exploring coachee's current state, as well as holistic strategies in co-creating the enhanced self desired by the coachee. Many professionals, having crossed paths with Winston, have successfully embarked on mid-career switches.



RONALD YOW

With more than 20 years of leadership experience, Ronald has vast experience in Organizational Development and Leadership Development. As an established coach and trainer, he has spoken at and conducted leadership, coaching and mentoring training sessions in multiple conferences and companies locally and globally.



Contact

 hello@qda-asia.com

 <https://qda-asia.com>



Contact

 hello@mettleimpact.com.sg

 <https://mettleimpact.com.sg>