

The Career:Accomplice Coaching Programme

Aim

An individualised one-to-one coaching programme for those wishing to change career direction and/or build up their career skills.

Objectives

Participants are asked to confirm a single objective for the programme. For example, to:

- appreciate the importance of – and have the opportunity to create - a career plan, having reviewed their career direction and choices
- generate more, fresh material for applications and interviews
- improve their CV and be better placed to write applications for employment - and managing the application process
- understand the purpose and range of selection processes and be better practised at taking part in interviews
- possess a Career Management Manual to support career planning and development of their career skills
- be more confident in recognising new career opportunities available to them both now and in the future

Programme Content & Approach

On receipt and review of the participant's application (see below), the Lead Coach will contact the participant and confirm acceptance onto the programme and set up dates and locations for the sessions.

Sessions are usually held:

- fortnightly for one hour, booked in advance (participants would be advised to allow 1.5 hours to allow for minor over-runs)
- at BioCity (on site car parking may be available but must be booked fortnightly in advance)

Cancellations made later than 5 working days before the session may incur a £100 cancellation fee.

The first session will be focused on confirming the participant's requirements and on their 'career story' to date. Subject to this assessment, a bespoke coaching programme and coach will be identified - aligned to the specific learning objective(s) of the participant.

The final session would comprise a review of learning and identification of any ongoing actions that may be required (of the participant, their line manager or others).

On completion of the programme, the participant would be asked to evaluate their coaching experience and agree the content of a summary note to be submitted to the line manager.

All information shared before and during the sessions is treated as confidential. In the unlikely event of the participant (or others associated with them) being deemed to be at significant health or social risk, the coach will require the participant to relay key information to the relevant statutory bodies. Should participants refuse to seek the support of the services, Accomplice reserves the right to relay such information on their behalf – and would advise the participant in advance of their intended action.

Application Process

To apply for the coaching programme, the participant is required to send in:

1. their preferred contact points, i.e. email and postal address, landline and mobile
2. their line manager's contact information (name, email, landline and postal address and any billing information)
3. records of their career to date. As a minimum –
 - a copy of their latest CV
 - their current job description (including position on organisational structural chart)
 - any 'self-assessment' summaries (e.g. 360, Myers Briggs, Belbin Team Role)
 - a recent appraisal
4. 250 words (max) about themselves, their career to date and their aspirations for the coaching programme - this should also include a note of their current organisation and role
5. a single 'SMART' objective for the programme

Essential Preparation by Participants

For the fullest benefits to be realised, participants should:

- book a 2 hour review time after each session to complete their interim tasks
- return tasks and other items to the coach on or before the agreed dates

Participants may find it beneficial to assemble a career portfolio, including their existing CV, evidence of training and qualifications, appraisals, testimonials, articles or speaking engagements, notes or evidence of key achievements, awards, certificates etc. Career:Accomplice materials may then be added to the portfolio throughout the coaching programme.