

The Career:Accomplice Coaching Programme

Aim

An individualised, one-to-one 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 whole coaching programme. For example, to:

- appreciate the importance of, and have opportunity to create a career plan having reviewed their career direction and choices
- generate more, fresh material for applications and interviews
- have improved 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

Where the line manager or organisation is sponsoring the coaching programme, the applicant is asked to relay any organisational objective(s).

Programme Content and Approach

On receipt and review of the participant's application (see below), the lead Consultant will contact the participant, confirm acceptance onto the programme and set up dates (and if, necessary) for the sessions.

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

On completion of the programme, the participant is asked to evaluate their development experience. Where relevant, a summary note of progress is to be submitted to the sponsor.

Sessions are usually held

- fortnightly for one hour, booked in advance (participants would be advised to allow 1.5 hours in their diaries)
- at BioCity (onsite 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.

Making the most of the Programme

For the fullest benefits to be realised, participants are encouraged to:

- book a 2 hour review time after each session to complete any actions they identify in the session
- recording learning and outcomes from each session

Participants are also encouraged to:-

- complete a note of the learning after each session and prepare for the next session
- 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.

Confidentiality

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 consultant is 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.