



CERTIFIED CAREER COACH (CCC)

Your Gateway to Professional Career Coaching Mastery

Lifeskills Institute Pte Ltd is the Master Training & Certificate Centre (ASIA) and Master Distributor for PeopleKeys® System & DISC Training Resources in Asia.

Accredited by The Institute of Training and Occupational Learning (ITOL), the UK's elite professional body for trainers and learning and development professionals.

Recognized by the International Coaching Federation (ICF) for ICF coaches to renew their credential through continuing education.

ABOUT THE CERTIFIED CAREER COACH (CCC) PROGRAMME



INVEST IN YOUR FUTURE AS A CERTIFIED CAREER COACH (CCC)

In today's dynamic job market, individuals are increasingly seeking guidance to navigate their career paths. As a Certified Career Coach (CCC), you can play a pivotal role in helping others unlock their full potential and achieve their career aspirations.

Our 2-day CCC program, rooted in the powerful framework of solution-focused coaching, equips you with the skills and knowledge to empower clients to identify their strengths, overcome challenges, and create fulfilling career paths. It is designed to enable you to apply the Solution Focus approach to career development conversations.

WHY CHOOSE CCC?

Are you an HR practitioner, manager, corporate trainer, freelance coach, consultant, sales professional, or educator eager to elevate your career and make a meaningful impact? The Certified Career Coach Program (CCC) by Lifeskills Institute offers you the opportunity to become a transformative force in the lives of others!

Our certification program emphasises the voice that matters most— *yourself* — providing a dedicated space for reflection and self-appreciation. It begins with building self-awareness, enabling you to understand the profound effects of career coaching and how it can support you. As a participant, you will learn to apply essential concepts, tools, and frameworks necessary for effective career coaching. That includes how to powerfully turn conversations into the healthier topics of purpose, possibilities and progress.

The Solution-Focused approach of this program is designed also to equip participants with the knowledge, skills and tools needed to carry out career coaching conversations at work.



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WHAT YOU WILL LEARN

MODULE 1: Foundations of Career Coaching

- What is Career Coaching?
- Common misconceptions about Career Coaching
- Job versus Career versus Calling
- Understanding Career Development Theories
- My Personal Journey Map©

MODULE 2: Solution-Focused Coaching

- Fundamentals of Solution-Focused Coaching
- Coaching Tools and Techniques
- The Coaching Continuum©
- The Coaching Theatre
- The ASPIRE® Career Coaching Model

MODULE 3: Appreciating Self through The CareerKeys™ Self-Discovery Model

- Discovering Personality - Peoplekeys™ DISC Personality System
- Personality-based Coaching Practice
- Discovering Values©
- Values-based Coaching Practice
- Discovering Standout Skills©
- Skills-based Coaching Practice
- Discovering Passion - Peoplekeys™ Behavioral Attitudes Index (BAI)
- Passion-based Coaching Practice
- Appreciate Self Coaching Questions©

MODULE 4: Setting Goals

- Career Decision Matrix©
- Common career situations & goals
- Goals-based Coaching Practice

MODULE 5: Preview Possibilities

- Exploring Different Career Pathways
- Preview Possibilities Coaching Practice
- Career Coaching Demonstration

MODULE 6: Inquire Readiness, Review Resources, Execute Small Steps

- Career Transition Readiness Scale©
- Inquire Readiness Coaching Practice
- Review Resources Coaching Practice
- Execute Small Steps Coaching Practice

WHAT YOU WILL GAIN

- **90 minutes of post-certification Group Coaching** to deepen your understanding and application of the ASPIRE® Coaching Model (valued at \$2000)
- Course Materials Include:
 - Certified Career Coach Certification Guide
 - ASPIRE Reference Card
 - Career Coaching Presentation Slides
- **Coaching Tools (valued at \$450):**
 - 5 PeopleKeys® DISC+ Online Assessments (DISC Personality + Behavioral Attitudes Index)
 - 1 set of Values Cards©
 - 1 set of StandOut Skills Cards©
 - Solution-Focused Questions Cards
- Enjoy special **Members' price** for all PeopleKeys® Products
- Access to a **network of like-minded professionals** and ongoing support from our expert trainers
- Expert Knowledge: Master the **ASPIRE® Coaching Model**, a structured framework that empowers you to guide clients through self-discovery, goal setting, and action planning.
- And of course...your very own internationally-recognised **Certified Career Coach accredited certification** recognised by The Institute of Training and Occupational Learning (ITOL) and the International Coaching Federation (ICF), that will boost your confidence, credibility, and career prospects!

**BE EMPOWERED
TO EMPOWER.**



PROGRAM PREPARATION & ASSIGNMENT

- **Pre-Program Preparation**
 - Participants need to complete the DISC+ Online Assessment (DISC + Behavioral Attitudes Index) prior to attending the training
- **Post-Program Assignment**
 - Participants must complete a post-programme assignment, which will be assessed by the certifying consultant. An e-certificate will be awarded to those who successfully complete the assignment.

PROGRAMME FEE

- Full Course Fee: \$1,880 (+prevailing GST)

HEAR FROM OUR SATISFIED PARTICIPANTS!

“The Certified Career Coach course covers multiple tools and actionable frameworks that I am able to actively apply. Would highly recommend this course for anyone that is keen to take a first step towards career coaching.”

— **Chan Jiong Rui, Learning & Development Partner**

“This course not only equipped me with valuable coaching techniques but also provided a deeper understanding of how to guide individuals towards their career aspirations. Each step of this model provided a clear framework for conducting effective coaching sessions.”

— **Yasmeen Shariff (Lecturer, Singapore Polytechnic)**

Don't miss this opportunity!

Enrol in the CCC programme today and become a Career Coach who inspires and empowers individuals to reach their full potential.

Your journey to making a deeper impact and bigger difference begins here!



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