



**SKILLSFUTURE
CLAIMABLE**
TGS-2022013573

CERTIFIED CAREER COACH

A professional certification course that equips you with self-discovery tools through the CareerKeys™ model, which will also empower you to support others through a process of career-discovery.



Lifeskills Institute Pte Ltd is recognised as a provider of ITOL Accredited Training. The Institute of Training and Occupational Learning (ITOL) is UK elite professional body for trainers and Learning & Development Professionals. This Certification is an internationally recognised certificate backed up by ITOL's validation system.



WHAT YOU'LL LEARN

Unravel the CareerKeys™ self-discovery model, a 4-dimensional view to uncover the strengths, skills, drivers, and passions of an individual.

Acquire the tools to help others identify their unique personality strengths, skills, values and passions. Master the process of inquiry through a simple yet powerful coaching framework, and finally bring it all together through the Career Decision Matrix©.

You will be equipped and ahead of the career development field, ready to help others through their career discovery.



KEY TAKEAWAYS

- An understanding of the CareerKeys™ model to engage in conversations that build self-awareness
- Understand key concepts and theories surrounding our 21st Century careers
- Practice and apply different stages of the career coaching process through peer drills, live demos and case studies
- Learn a step-by-step guide to walk your clients through the career coaching process and how to present your coaching service

WHO SHOULD ATTEND

Highly recommended for professionals looking to enhance their own career prospects and individuals who wish to learn, upskill and expand the services they can offer to existing clients or to build a larger client base.

- Job Search Trainers and Recruiter
- Career Management
- Coaches and Career Coaches
- People and Talent Developers/Advisors
- Career Guidance Advisors
- General & Senior Managers
- Educators
- Recruitment and HR specialists
- Counsellors
- Human Development Managers & Executives

COURSE FEE

Full Course Fee: \$1,398(+prevailing GST)

Claimable from SkillsFuture credit.

Course Ref Number: TGS-2022013573



TESTIMONIALS



“Very insightful course on career coaching. Trainers are very knowledgeable and approachable. The tool sets and notes are very helpful and relevant to my course of work.”

CONNIE TAN



“Attended the Certified Career Coach programme, and I couldn’t be more glad to have done that. The trainers, Bryan and Sarah, were absolutely brilliant who really knew in depth and believed in the subject, and were highly engaging. Kris also made everyone feel welcomed right away and comfortable. Awesome!”

WILSON LEE



“DISC is easy to understand and use for profiling, which help to validate understanding of self and team profiling in the workplace to maximize work matching, personal growth and career development.”

CHEE-YANG LEE
GLOBAL COMMODITY MANAGER
YAZAKI GLOBAL PURCHASING SINGAPORE



WHAT'S UNIQUE ABOUT THE PROGRAMME?

The Careerkeys™ Self-Discovery Model

Equip yourself with four unique tools ranging from personality assessments to sort cards, to help your clients uncover their career attributes.

The ASPIRE Coaching Model

A step-by-step guide to walk your clients through the coaching process, coupled with a powerful questions bank for inquiry.

Three -SETS of Career Coaching

Understand and apply the Mindset, Skillset, and Toolset of an effective coach.

The Career Decision Matrix©

Utilise a tool to help your client consolidate their discoveries to bring it all together and create a commitment toward the next-steps forward





PROGRAMME OUTLINE

MODULE 1: THE 21ST CENTURY CAREER

- What is Career?
- 21st Century Career
- What is Coaching?
- What is Career Coaching

THE **A.S.P.I.R.E** COACHING MODEL

MODULE 2: **A**PPRECIATING SELF through the CareerKeys Self-Discovery Model

- The DISC Personality System
- Behavioural Principle
- 4-Dimensions of DISC
- Characteristics & General Occupations
- Meaning of the 3 Graphs
- Coaching with Personality
- Values
- Talents & Skills
- Passions & Interests

MODULE 3: **S**ETTING GOALS

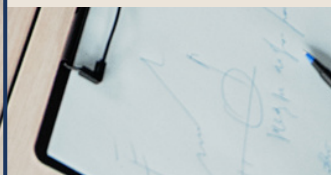
- Common career situations & goals
- Career Decision Matrix

MODULE 4: **P**REVIEW POSSIBILITIES

- Career Pathways
- Career Coaching Demonstration

MODULE 5: **I**NQUIRE READINESS, **R**EVIEW RESOURCES, **E**XECUTE SMALL STEPS

- Career Transition Readiness Scale
- Career Coaching Demonstration: I, R, E



PRE-PROGRAMME REQUIREMENT

- Participants will be required to take an online assessment prior to attending the training.

CERTIFICATION REQUIREMENTS

1. Attend two full days of training conducted by our Master Accreditation Trainer
2. Pass the Post-Programme Assignment

PROGRAMME MATERIALS

- Certification Course Notes
- Career Development Matrix©
- Coaching Quick Reference Card
- DISC & Behavioural Attitudes Index (BAI) Personality Assessment & Report
- Career Coaching Toolkit: "Who Am I?" Card deck, Values Sort Card deck, Motivated Skills Card Sort deck



TRAINERS



IAN TAN
CHIEF ENABLING OFFICER &
PRINCIPAL CONSULTANT

Ian is one of Asia's pioneer Master Behavioural Consultants, specialising in behavioural analysis, leadership development and strength-based change. With over 20 years of experience in the field of training and development, Ian enables his clients to discover their purpose, maximise their potential and to lead their communities and organisations with impact.



SARAH GOH
SENIOR CONSULTANT

Sarah Goh was a Corporate and Conveyancing Lawyer, before being a Sales Director with a manufacturing company for more than a decade. Sarah is a Certified Advance Behavioural Consultant, Certified Career Coach and Certified Stress Management Consultant by IML, USA, and has an Advanced Certificate in Learning and Performance (ACLP) with IAL, SUSS. Sarah is known to her friends to be spontaneous and warm, lively, and passionate.



TERENCE CHIEW
TRAINING & DEVELOPMENT CONSULTANT

Terence Chiew is a multi-skilled training consultant who fosters teamwork and cohesiveness within organisations. With diverse training interventions, certifications, and fluency in English and Mandarin, he effectively communicates and connects with diverse audiences. Terence's accomplishments extend beyond training, as he authored 'Most Valuable Professional: What Every Employee Ought to Know About Staying Employable'.

ABOUT US

Since 1996, Lifeskills Institute has established itself as the trusted and leading authority in life skills training and development. We partner with global institutions to deliver top-class, evidence-based solutions across Asia from leadership development, personality profiling, coaching to personal mastery. To date, we have transformed over 500,000 lives in the region.



MULTI-DIMENSIONAL & HIGHLY VERSATILE TOOL

Measures 3 other personality dimensions that lie beneath the surface of an individual that are equally critical to recognise.



VALIDATED, ACCURATE AND RELIABLE

All products and assessments are research-based with international statistical analysis reports



PATHWAY LEADING TO IN-DEPTH PROFESSIONAL DEVELOPMENT

A systematic approach to build your confidence for career coaching conversations



POST-CERTIFICATION SUPPORT & COACHING

Year-long access to DISC resources and coaching support

Lifeskills Institute provides comprehensive life skills and workplace solutions such as training, certification, profiling consultancy, research and resources for both the corporate and youth segments. Our Professional Division partners with corporations to empower their executives through professional development and mastery to achieve results and growth for their organisations, while our Youth Division engages with schools, institutions and educators to develop their students into effective leaders of their own lives and communities.

CERTIFICATION & TRAINING PROGRAMMES

PROFESSIONAL CERTIFICATION

Certified Behavioural Consultant (CBC)
Certified Advanced Behavioural Consultant (CABC)
Certified Career Coach (CCC)
Certified Stress Management Consultant (CSMC)

LEADERSHIP TRAINING

The Extraordinary Leader™
The Extraordinary Coach™
The Inspiring Leader™
Elevating Feedback™
Leadership Levers™
The Extraordinary Performer™
The Inspiring Leader™
Managers as Mentors
Manager to Leader
The Leadership Challenge®

TEAM-BUILDING

The Five Behaviours of a Cohesive Team®, Team Development

PUBLIC WORKSHOPS

DIScovering The Strengths in Me (1-day public workshop)
DICovering Your Selling Strengths (1-day public workshop)
DIScovering Me, DIScovering You (1/2 or 1-day public workshop)
Managing Stress Before It Manages You (1-day public workshop)
The Five Behaviours of a Cohesive Team™, Personal Development (1-day public workshop)



For solutions on personal, team and organisational growth and development, visit: www.lifeskillsinstitute.sg.

LIFESKILLS INSTITUTE

18 HOWARD ROAD, #09-01 NOVELTY BIZCENTRE, SINGAPORE 369585

ENQUIRY@LIFESKILLSINSTITUTE.SG | (65) 6346 1455