

CAREER COACHING

Cynthia Stringer's Working Style . . .



We meet by phone once per week for you to share your progress, ask for support, receive coaching and training in specific areas and create an action plan for the coming week. I then assign field work and assignments in areas as mentioned below geared towards your goals. Everything that we do is tied to your long-range goals and intentions.

I am available by phone during the week should you need a brief conversation with me to support you in remaining in momentum, or provide additional structure or motivation.

These are the usual guidelines from which I work and I provide additional coaching based on our initial coaching session and subsequential appointments.

1. Work with personality, exercises, and attitude tests to receive information that will assist with: Personal Vision, Values, Mission Statement, Career Branding, etc.
2. Assessments, i.e., DISC, Kolbe, Communication/Leadership skills, etc. (1-3 appointments, optional);
3. Gain clarity on what you want; designing SMART goals;
4. Assistance with career resources in and around the Chicagoland area including recruiters, Internet, direct mail (1-3 appointments);
5. Brainstorming on possible career avenues that meet your needs and wants;
6. Assistance with articulating what you are looking for so that you can speak that to people who can lead you to informational interviews and valuable industry contacts;
7. Assistance with structuring Information Interviews & Industry Research. Develop target list of positions and companies (2-3 appointments);
8. Assistance with resume writing and cover letters and/or rewriting resume based on your skill set (2-3 appointments);
9. Assistance with Interview techniques with video camera and image consulting, as necessary and desired (1-3 appointments);
10. Assistance with Networking, Professionalism, and Relationship Building techniques;
11. Suggestions for contacts, e.g., Web sites, agencies, recruiters and other individuals both concept and strategy (2 appointments);
12. Salary Negotiations and validation of market value (1-2 appointments).

ADDITIONAL BENEFITS:

- ◆ Recommendations of books and literature that will serve your goals.
- ◆ Strategies for creating a game plan and setting SMART goals that will move you forward.
- ◆ Exclusive access to *MyJobCoach* resources, the first ever online electronic work portfolio, and Tom Peters's *Brand You* career coaching program.
- ◆ Learn and master techniques to propel your career forward.
- ◆ Creating a strong personal foundation that supports you in your career.



Cynthia H. Stringer, President of *Success By Design Inc.*, offers coaching programs & presentations that educate and inspire! Contact Cynthia via e-mail at cynthia@successbydesign.net. For further information and to subscribe to the free newsletter, visit her website. © Copyright Success By Design, 2001. All rights reserved.

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