

Coaching Your Career Coach: Making the Most of Your Discussions



Career Planning and Advancement

The Center for Career & Life Transition
Building Bridges For Change

A Resource From CCLT



theCCLT.com

Preparing For The Career Coaching Meeting

Whether your development plan is focused on advancement in your current position, changing positions to provide advancement in an existing career, changing careers, or preparing for



retirement, the more you know about yourself, the better prepared you will be to work with your manager, HR representative, or executive or career coach to achieve your career-developmental goals. Consider using this tool before your next meeting with your coach, and watch him be dazzled. You will also see an improvement in the results of the discussion.

While coaching your coach, one of your responsibilities is to sift through your life to better understand whom you are today; what you want to do tomorrow; and what you have to know, learn, or do to achieve your career objectives. Let's see how prepared you are to do this.

Start with the End in Mind: Career Planning and Development

Competencies Self Assessment*

Answer the questions and score your results using the instructions at the end.

What allows some people to effectively manage their careers while others do so less successfully? Often, it is the mastery of several key competencies that allow people to be successful in developing their careers. As you read the following lists of career management behaviors, assess **your own level of competency** in each of our career-development and planning model using the following scale:

Not True (1)

Somewhat True (2)

Very True (3)

*Adapted and Permissions from UC Berkley HR Training and Development

This journey begins with an increased awareness of the self and of the environment in which you are working or want to be working. You will assess five areas:

- **The Self-Assessment Competencies** provide a check sheet to help you identify what you do know and what you don't know about *yourself* and why it matters to career development.
- **The Career-Awareness Competencies** provide a check sheet for you identify what you do know and what you don't know about *your workplace and your industry*, as well as your existing career and why this matters to career development.
- **The Goal Setting Competencies** provide a check sheet to help you identify what you do know and what you don't know or believe about planning for your career's future.
- **Skill Development Competencies** provide a check sheet to discover what you do know and what you don't know about leveraging various opportunities to develop within your profession.
- **The Career Management Competencies** provide a check sheet to you identify what you do know and what you don't know about your comfort with and ability to manage career transitions.

These five areas of assessment offer a *precursor* of having a successful career planning-and-development discussion with your career coach. The awareness that comes from this assessment illuminates what you are required to do to help yourself move comfortably through the real challenges inherent in career development.

Happy Discovery and Enjoy the Assessment!

Not True (1)
Somewhat True (2)
Very True (3)

Self Assessment Competencies	
1. I know and value my personal strengths and abilities.	
2. I know how I am perceived by others.	
3. I can realistically assess my career in relation to performance feedback.	
4. I know and appreciate my career values.	
5. I know and value my personality type and work style (If you ask what is this?...then rate 1).	
6. I know and can articulate my career interests as they change.	
TOTAL SELF ASSESSMENT COMPETENCY SCORE:	

Not True (1)
Somewhat True (2)
Very True (3)

Career Awareness Competencies	
1. I know what makes work environments personally satisfying and productive to me, and I am able to create these environments.	
2. I understand the culture of my workplace.	
3. I am able to identify desired organizational values and goals.	
4. I understand industry changes and their impact on my career effectiveness.	
5. I have a sense of future options and opportunities for my career.	
6. I am effective at building relationships and support systems for my career growth.	
TOTAL CAREER AWARENESS COMPETENCY SCORE:	

Not True (1)
Somewhat True (2)
Very True (3)

Goal Setting Competencies	
1. I am able to set goals consistent with performance feedback I have received.	
2. I know how to create a vision of the ideal job and ideal job environment for myself.	
3. I know how to align my individual career development goals with my organization's goals.	
4. I believe I am the one in control of making key career decisions for myself.	
5. I am able to balance priorities and understand why this is important.	
6. I accept that the future is constantly changing and requires regular reassessment of my career goals. I take actions to make those adjustments.	
TOTAL GOAL SETTING COMPETENCY SCORE:	

Not True (1)
Somewhat True (2)
Very True (3)

Skill Development Competencies	
1. I am able to identify areas of needed skill development through self-assessment and career-development conversations with others.	
2. I have the ability to attract and create self-development experiences on and off the job. (line break went crazy)	
3. I understand the positive impact of my skill development on the organization's future.	
4. I am able to use my membership in professional associations to identify trends, skills, and resources for my career growth.	
5. I seek opportunities to learn new skills on a regular basis.	
6. I stay up to date and engaged in my career field.	
TOTAL SKILL DEVELOPMENT COMPETENCY SCORE:	

Not True (1)
Somewhat True (2)
Very True (3)

Career Management Competencies	
1. I handle organizational and industry changes effectively and resiliently.	
2. I take action to balance my personal, social, and professional life.	
3. I know how to effectively manage up by seeking information about my supervisor's goals, problems, and pressures on an ongoing basis.	
4. I persist in career-development efforts even in the face of setbacks.	
5. I optimistically view new opportunities as possible and attainable.	
6. I am willing to take personal responsibility for my own career development.	
TOTAL CAREER MANAGEMENT COMPETENCY SCORE:	

Scoring Your Career Development Competencies

1. Total the scores in each competency area so that you have a number (ranging from 6 to 18) for each area. Write that number on the TOTAL line at the bottom of each area.
2. Transfer your 5 TOTAL scores here:

Self Assessment Competency Score

Career Awareness Competency Score

Goal Setting Competency Score

Skill Development Competency Score

Career Management Competency Score

- The area in which you have the **LOWEST** score may be the best area for you to begin your career-development process.
- You can then pursue any or all of the other competency areas.
- It's not necessary to be highly proficient in all of these areas. Rather, focus on leveraging the competencies at which you excel, while continuing to work on developing your abilities in the other competencies.

The Career Coaching Meeting

- In your next career-planning session with your coach, share the results of your self-assessment, and ask her opinion of your strengths in these areas.
- Through one or more conversations, these coaching meetings can help you identify areas in which the competencies need to be strengthened or perhaps just reinforced.
- As a result of this setup, you should be ready to engage in goal setting and identifying specific skills in which you may need greater proficiency in order to achieve your career-development goals.
- You are on your way to guiding your career coach in how he can help you in the career-planning process.