



Employee Retention and Career Development

Programme Aim

- This programme provides practicing and potential team leaders and managers with the knowledge, skills and confidence to perform effectively as career development coaches as part of their normal work role. This programme is filled with practical exercises which will allow participants to practice the skills learned in a safe and supportive environment.

Programme Overview

- The business case for focusing on career development
- The skills for developing employees
- Good practice in career discussions
- Key skills in the career coaching process

Programme Outline

Key skills in the career coaching process

- Contracting
- Active listening
- Paraphrasing
- Questioning

Cont.





Programme Outline cont.

Tools for career coaching

- Personality questionnaires
- Interest inventories
- Decision-making

Key skills in career coaching

- Reflecting
- Summarising
- Challenging

Common issues in career coaching

- Managing careers in organisations
- Limited in-house opportunities
- Redundancy and job-search skills
- Time management

