

BUSINESS IN THE COMMUNITY'S JOB COACHING PROGRAMME

SESSION THREE, FOUR AND FIVE: ACHIEVING YOUR GOALS

SESSION AIMS

- Cover a range of activities across three sessions which help to develop the client's skills and achieve their goals.
- The content you cover should be tailored to your client's goals and needs, as identified through the GROW model.

ESSENTIAL SKILLS



Making the most of sessions three, four and five

These sessions have been designed to be flexible and tailored to meet the needs of the client. To help manage the time, we suggest you create a rough plan for these sessions made up from a mixture of the content below. The client can also spend time on some activities outside of your sessions together.

Although the activities listed below are separated into Essential, Digital and Employability skills, the interplay between these skills is important. By recognising and developing their essential skills, the client will be more equipped for work and more able to articulate their skills in a job application and interview. Likewise, helping clients to develop their digital skills will give them access to a greater breadth of opportunities, especially in a world that is increasingly shifting towards online working. When it comes to activities which help to develop skills in applying for jobs, clients will be able to put both their essential and digital skills into practice as well as articulating these skills in the application process.



It may be helpful to start with the essential and digital skills, to allow the client to develop these skills before putting them to use through activities such as creating a CV or practicing for interviews.

At the start of each session: Checking in (10 minutes)

Use the My Energy Tool in the Wellbeing resource to help structure your wellbeing check-in. This is a chance to both reflect on your wellbeing as you start the coaching session. The same principles apply for each wellbeing check-in:

- Try to keep a focus on energy and stress levels, drawing on positive actions where possible
- If the client discloses any mental health concerns, follow the safeguarding guidance
- Be prepared to move the conversation on in a sensitive way to make sure the whole session is not overtaken by the wellbeing check-in. A useful phrase to use could be:
 - *“Thank you for sharing how you are feeling. Maybe we can come back to that at the end if we have time, but I also want to make sure we have time for some activities together. Is that ok?”*

At the end of each session: Reflect and next steps (5-10 minutes)

- Reflect on the session: what essential skills have you both used today?
- Remind the client of the date and time of your next session
- Agree the actions the client will take ahead of the next session

Topics covered by the resources available to support you during these sessions:

1) Essential skills

- Introduction to essential skills
- Session one: Introducing essential skills
- Session two: Identifying skills to focus on
- Session three, four and five: Developing essential skills
- Identify the skill level using the framework steps
- Session six: Reflecting on progress
- Talking about skills when applying for a job
- Identifying potential roles and careers based on skills
- Other activities and resources to try between sessions
- Noticing progress

2) Digital skills

- The client’s starting point
- Supporting your client with digital skills for the world of work
- Resources for developing digital skills
- Further free resources and courses:
- The Essential Digital Skills Framework

3) Employability

- Top tips for writing a good CV
- CV template
- Writing a cover letter

- Interviews
- Searching and applying for jobs
- Volunteering, training, apprenticeships and self-employment.
- Increasing knowledge of the jobs market

ACTIVITIES TO COMPLETE BEFORE NEXT SESSION

- Together agree any activities to complete after each session and encourage the client to make a note of their actions. Make sure the client has a copy of any relevant resources and links to any online videos, training or resources.