

**Course Title:**

**Career Coaching Skills For HR Practitioners**

With the increasing advancement of technology and its enterprise-wide application, HR practitioners are increasingly expected to perform beyond the transactional activities that once define the function, but to become business partner to business leaders as a trusted advisor to how business objectives can be achieved through people strategies, as well as to be a trusted confidant to employees who can approach HR for advices, one of which would be on their career progression.

This course aims to provide HR practitioners with the right skills to conduct meaningful career conversations with their employees, guiding them to make the right choices as they grow their careers aligned to their natural preferences and strengths with that of the need of the organization.

**Learning Objectives:**

At the end of this 1-day workshop, HR practitioners will be equipped with the skills to:

- Conduct career coaching by using a blend of counselling and coaching methodologies
- Define the different type of job roles and the type of people that would fit such roles
- Analyse the type of people needed based on the business objectives or strategies
- Use a widely used personality profiling assessment as a tool in supporting the career conversation
- Help employees design their individual development / career plan to leverage on their personality and job type
- Design a career development framework and program in the organization as a key HR strategy

**Course Contents:**

The following topics will be covered in the workshop:

- Role of HR as a career counsellor
- Person-Centered Counselling Methodology & GROW Coaching Methodology
- Holland's Career Types (RIASEC) – defining all jobs onto 6 different types
- Based on business objectives to determine the type of employee types needed using RIASEC

- Understanding The Five Factor Personality Model and using WorkplaceBig5® assessment to determine personality profile of the employee using this model
- Applying the Career Guider report that comes with the Workplace Big5® assessment as part of the career conversation
- Working with the employee to create an individual development / career plan

Each participant will receive a complimentary Workplace Big5® personality profiling report as well as a Career Guider report.

**Methodology:**

Trainer-led facilitation, case study and presentation in groups using BPR methodology, individual review and reflection

**Who Should Attend:**

HR leaders or practitioners keen to use coaching skills to help employees in career advancement and retain talents.

**Course Duration:**

1 Day (7 hours)