



THE UNIVERSITY OF
WINNIPEG
PROFESSIONAL, APPLIED AND
CONTINUING EDUCATION



Active Learning Works! 
developing engaged learners

Career/Employment Coach Certificate

The Winnipeg Transition Centre jointly with the University of Winnipeg offers the Career and Employment Coach Certificate. The Certificate is made up of the following four 2-day workshops:

- Resume Development Coach
- Career Planning Coach
- Interview Skills Coach
- Job Search Coach

Individuals must successfully complete all four workshops to receive the certificate.

What Will You Learn?

Interview Coach

- ✓ Identify three major types of interview questions - Standard, Situational, Behavior-Descriptive
- ✓ Employ successful methods of coaching individuals to gain confidence and overcome nervousness
- ✓ Provide suggestions for answering "tough" interview questions
- ✓ Evaluating the effectiveness of answers to interview questions and how to offer positive feedback
- ✓ Use proven methodology to design questions from job postings
- ✓ Acquire resources (including online) that can be used with participants to increase their success

Job Search Coach

- ✓ Use proven methods to assist individuals to:
 - be proactive and creative in their job search
 - develop job seekers' calling cards
 - successfully contact employers
 - get job leads from the newspaper without using the "classifieds"
- ✓ Help individuals to create and design Work Proposals
- ✓ Promote creative "out of the box" thinking for individuals who are "stuck" in their job search.
- ✓ Deal with difficult career coaching scenarios from workshop peers

Resume Development Coach

- ✓ Assist individuals identify skills to meet specific job goals using nine easy steps
- ✓ Question individuals to draw out skills and maximize skills, accomplishments and talents
- ✓ Layout resumes targeted to catch employers' attention
- ✓ Effectively analyze resumes using 20 important tips
- ✓ Work *with* an individual not *for* an individual
- ✓ Assist individuals to see benefits of changing their current resume
- ✓ Determine best resume format for each individual

Career Planning Coach

- ✓ Assist individuals to identify their motivated skills, values and gifts
- ✓ Question individuals to develop an effective career action plan
- ✓ Employ a variety of informal career assessment tools and techniques
- ✓ Work *with* an individual not *for* an individual
- ✓ Guide an individual to make a career decision without dictating the choice
- ✓ Understand and employ workplace trends and career change options
- ✓ Determine the best job objective or career goal
- ✓ Employ alternative coaching methods to deal with difficult career coaching scenarios from workshop peers