



Optimum Results

Business Training Experts

# Employee Retention & Career Development

## 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

### 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

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