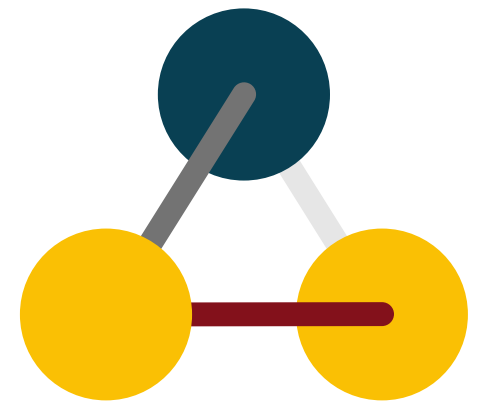


CAREER DEVELOPMENT GUIDE

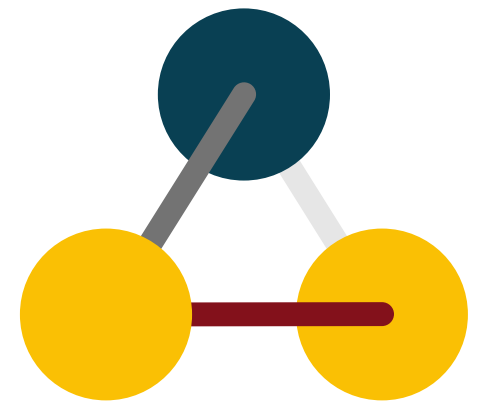
- MOST COMMON QUESTIONS MY CAREER COACHING CLIENT HAVE
- CAREER EXPLORATION IS A THREE STEP PROCESS
- QUESTIONS I ASK TO HELP THEM FIND ANSWERS





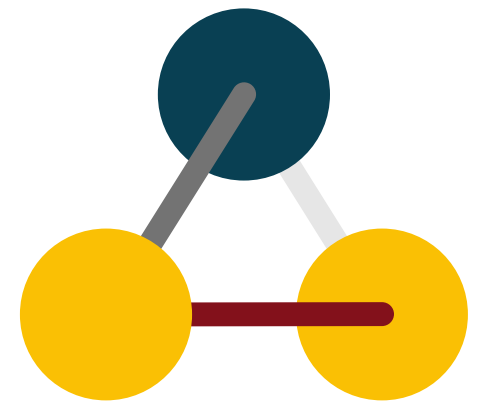
THREE MOST COMMON QUESTIONS

1. My current role in finance doesn't interest me. I want to move to xxx. How can I make a move?
2. I want to progress in my career. Can you guide me on what I can do?
3. I want to improve my knowledge/skills. Please suggest any courses/certifications.



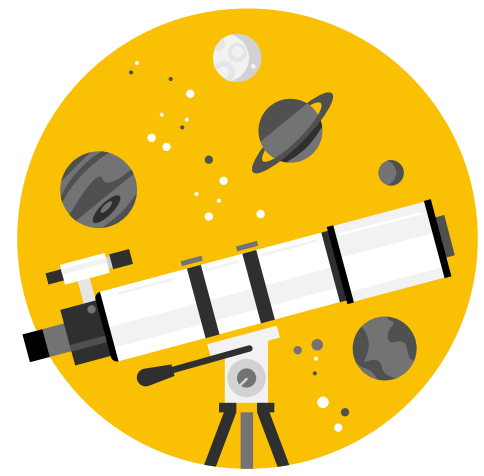
MY MOST COMMON RESPONSE

*“You are the best judge of your situation, your strengths and your weaknesses. You have all the answers within yourself.
What do you think you need to do?”*



SOMETIMES THEY GET STUCK

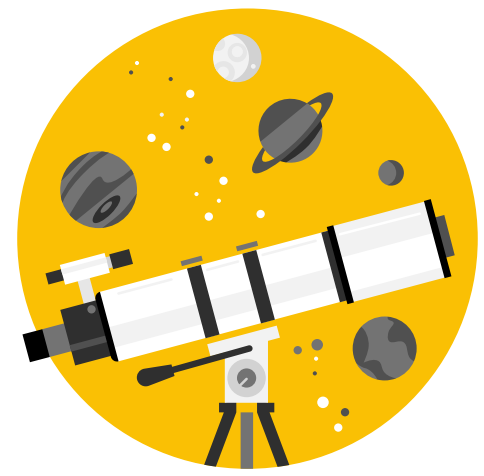
- When I see them struggle to find answers.
- I do not give them my advice.
- I ask them to write down the answers to these questions.
- They have all the answers within themselves.
- You have all the answers within yourself.



THREE STEP PROCESS

Before I give you the questions, I ask my career coaching clients to remember this:

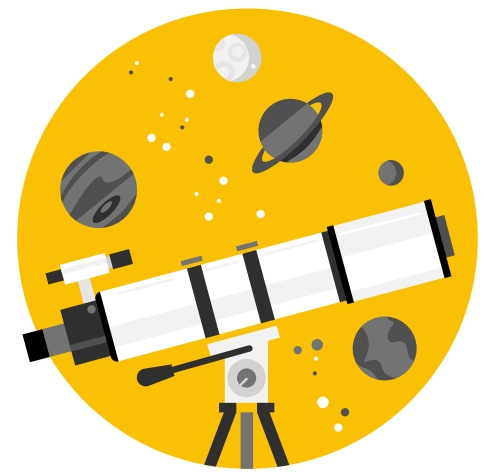
- Career Exploration is a three-step process
 - Self-assessment – Inner World
 - Career exploration – Outer World
 - Putting the pieces together



THINGS TO KEEP IN MIND

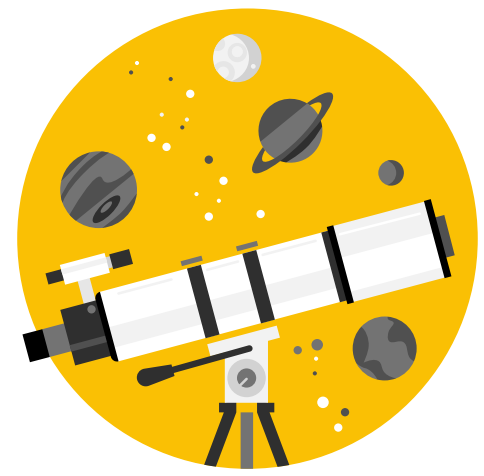
While you try to find answers to the questions, keep these things in mind:

- Values
- Skills
- Fields and Industries
- Work Preferences
- Practical Needs



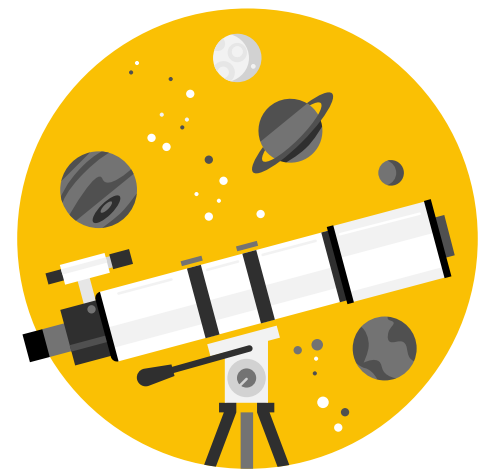
YOUR TOP FIVE VALUES

1. _____
2. _____
3. _____
4. _____
5. _____



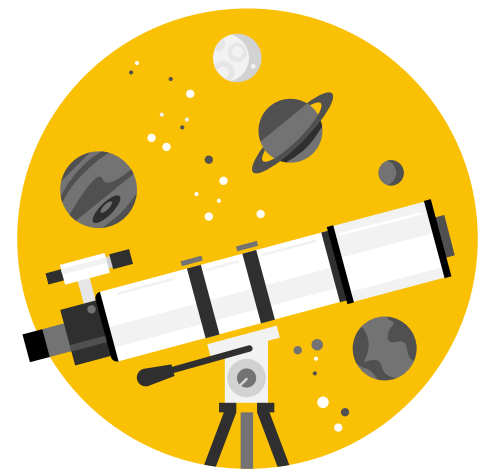
YOUR TOP FIVE SKILLS

1. _____
2. _____
3. _____
4. _____
5. _____



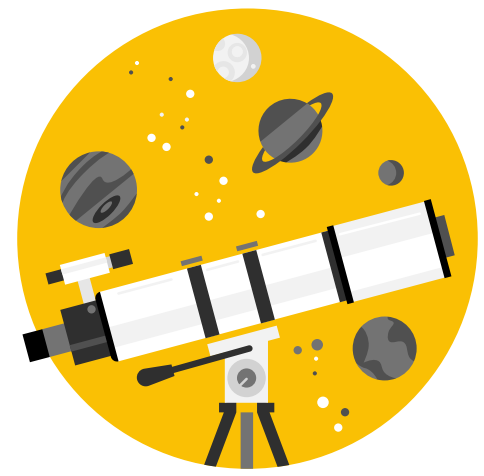
FIVE SKILLS YOU WANT TO IMPROVE

1. _____
2. _____
3. _____
4. _____
5. _____



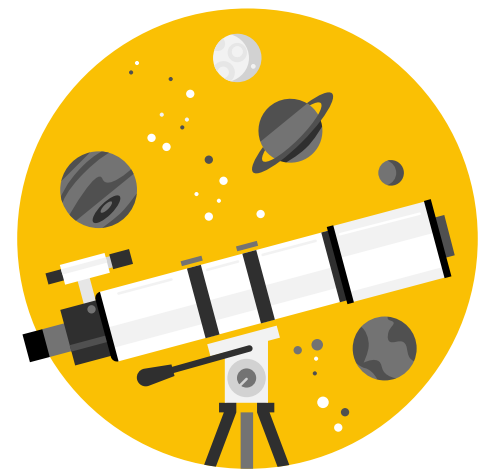
FIVE FIELDS YOU ARE INTERESTED IN

1. _____
2. _____
3. _____
4. _____
5. _____



YOUR WORK PREFERENCE

1. _____
2. _____
3. _____
4. _____
5. _____



YOUR PRACTICAL NEEDS

1. _____
2. _____
3. _____
4. _____
5. _____



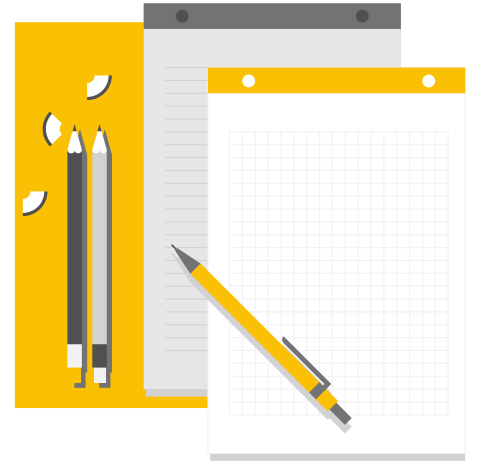
ANSWER THESE QUESTIONS

Now you have clarity on your skills and needs. Based on that answer these questions:

1. What is your career goal?

2. Why is that important to you?

3. Imagine you have achieved your goal how does that make you feel?



ANSWER THESE QUESTIONS

4. What skills do you already have that will help you get there?

5. What skills do you need to acquire to achieve your goal?

6. How do you think you can acquire those skills?

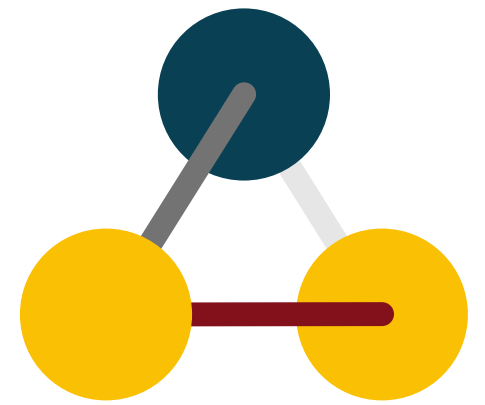


ANSWER THESE QUESTIONS

7. What courses/certifications do you need to achieve your goal?

8. How are you going to acquire them?

9. How much time and effort are you willing to invest?



ANSWER THESE QUESTIONS

10. How will you ensure you remain committed to your schedule/goal?

11. How will you hold yourself accountable?

12. Is there anyone who can help you stay on track / hold you accountable?

13. What is one step you can take right now towards your goal?



MOST POWERFUL QUESTION

When you answer each of these questions, ask yourself three times:

1. What else?
2. What else?
3. What else?

Let me know if
you managed to
answer all the
questions.

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