

# CAREER SERVICE PACKAGES

NotedCareers is the specialist in  
**Career Management - Career Coaching - Career Transition**

- For all professionals and employees
- In all professions
- With all qualifications
- Across all corporate levels
- From entry level to managerial and executive positions

# INTRODUCTION

With years of experience in career development and career management, NotedCareers team understand the importance of employee coaching and career transition for an organisation's success. It is crucial to develop coaching programs that benefit the needs in professional development of employees and the objectives of organisations.

Embracing a positive change in workplace, NotedCareers offers our customisable result-oriented coaching packages to:

1. Drive employee performance to dramatically benefit business's bottom line.
2. Engage employees with continuous development including professional development, career development and succession planning.
3. Maximise employees' learning objectives with key business operations in short, medium and long terms.

## HISTORY OF NOTEDCAREERS

1. Unique career transition and career management programs;
2. 13-years, thousands of clients;
3. Most clients have Diplomas, Bachelors, Masters, and PhDs (majority have a Master's degree);
4. We cover all professions (everything from sciences to accounting);
5. Across all levels of achievement (graduate to executive levels);
6. Age groups, majority are from 22 – 40, but also up to 62 (so far);
7. Programs for groups and individuals (one-on-one mentoring and management);
8. Outcome guaranteed programs; and
9. Specific purpose training programs.

# OUR PACKAGES

1. Prepare for the next step on their career ladder.
2. Transition their transferable skills to a new role.
3. Establish their career goals and achieve the next step.
4. Improve performance through Executive Coaching.
5. On-board specific new key personnel into the organisation.
6. Transition existing key personnel into new roles.
7. Enable key personnel to deliver significant projects.
8. Enable newly promoted personnel to transition.
9. Transition through the process of outplacement.
10. Transition into team leader and management roles.
11. Transition through workplace and cultural change.
12. Recover, re-motivate and re-direct key personnel.
13. Build, implement and review focus groups and workshops.
14. Run objective focused team building events.
15. Tailored transition programs built from hundreds of modules.
16. Resumes, CVs, cover letters and Key Selection Criteria.
17. Job interview preparation.
18. Job search techniques.
19. LinkedIn self-marketing strategies.
20. Individual case management.

## CAREER DEVELOPMENT PACKAGES

## CAREER MANAGEMENT PACKAGES

1. The structure of project management.
2. Time management.
3. Structuring an inclusive negotiation.
4. Managing multiple projects (management).
5. Coordinating multiple projects (administration).
6. Structuring verbal and written communications.
7. Working in a team.
8. Prioritising tasks.
9. Identifying and solving problems.
10. Being confident in groups.
11. Running successful meetings.
12. Delivering a targeted presentation.
13. Stakeholder management.
14. Resolving conflicts conclusively.
15. Creating a proactive team.
16. Establishing business plans.
17. How to propose an improvement or new initiative.
18. Streamlined decision making process.
19. Structuring customer service.
20. Leadership as a structured process.
21. Effective delegation and follow up.
22. Making and implementing unpopular decisions.

NotedCareers has hundreds of career transition, career development and training modules available which can be selectively combined into packages to suit individuals, groups and whole organisations.

# Career Management Packages designed for individual professionals

*Purpose designed packages  
for one-on-one delivery to individual professionals  
adaptable to all levels of seniority.*

## **Prepare for the next step on their career ladder (career option).**

1

A motivational and practical program using coaching, mentoring, training and strategies for non-management employees ear-marked as the future talent of the organisation. Enables participants to identify their strengths, weaknesses, skills and behaviours that are key to an employee's self-worth, and current and ongoing value to the organisation. Supervisors and managers usually lack time, and often the skills, to develop the core strengths and abilities of individual staff. A small amount of coaching, mentoring or training can have a large and positive impact on the individual, their colleagues and the wider organisation.

## **Transition their transferable skills to a new role.**

2

Many employees often move sideways within an organisation. This usually occurs where workplace teams and departments experience business imperatives that require the expansion or contraction of teams, or where employees are not fully fitted to the functional requirements or changing requirements of their position. Where employees are needing, or seeking to transfer into a new role at the same level, identifying their transferable skills can be problematic. Add to that the emotional impact of a transfer. Expert support in this process can be invaluable in making a smooth, non-disruptive, palatable and successful transition impacting on all stakeholders.

## **Establish their career goals and achieve the next step (career action plan).**

3

Often, talented, educated and capable employees do not know what they want to do with their career. "I don't know what I want to do when I grow up", is an expression often heard even from people who have been working for many years. Many people are proficient in their work, but as time passes, their motivation and interest in the work can diminish. People have an inbuilt need to develop and change. When the need to develop is not satisfied, it can have a benign or even a regressive effect on the individual and their team. Most people find analysing themselves difficult. Transition packages help people understand their career options and establish career goals.

## **Improve performance through objective and subjective Executive Coaching.**

4

Executive coaching can have wide reaching positive effects on everybody around the executive. Coached executives perform better which allows their team and others to perform better as well. Coached executives are better team players, more focused on what matters, are better able to set and enable the achievement of objectives and are better at facilitating the achievements of their teams. Investment in Executive Coaching is money extremely well spent. Our Executive Coaching packages are focused on organisational and individuals' specific needs.

## **On-board specific new key personnel into the organisation.**

5

For a key new employee and their new employer, the first month in a newly appointed position is absolutely critical to the ongoing success of the role and the retention of the new employee. This package does not replace the usual process of on-boarding new employees. Instead, this package has an entirely different set of objectives which will have a flow-on effect for years to come. This unique program can be delivered in just a few hours and is delivered to the individual one on one. This package is best done prior to the commencement of employment or in the first few days. This program contains many useful strategies, activities and objectives that will allow the new recruit to be seen as a great acquisition and an achiever.

## **Transition existing key personnel into new roles.**

6

This package should not be confused with item 2 above. This package focuses on exiting a current role and entering a new role. Both the EXIT and the ENTRANCE have significant opportunities for detriment or enhancement of the transition. This package is not only focused on the transferee but also on the team being left behind and the new team. Both the individual and the organisation stand to benefit from this program. Unforeseen issues can grow into big problems if not managed from the outset. Conversely, unforeseen benefits of the transition can be identified, established and enlarged by using this program. It is not just the transferee, but everyone needs to fit in to the transition. A cost-effective way to achieve great outcomes.

## **Enable key personnel to deliver significant projects.**

7

Even an experienced person can be daunted by a new and significant project. A little guidance, support and coaching can go a long way to achieving the desired goals. Whether it is the extra load, the sheer size of the project, the complexities, the wider list of stakeholders or the lack of subject familiarity a project manager or project coordinator will always derive lasting benefits from this program. Allow your projects and your project managers to enable the success you need.

## **Enable newly promoted personnel to transition (non-management).**

8

This is a critical moment in time and results in success or failure for everybody connected to the transition. Nobody wants to move up and then down the career ladder. The consequences of failure are catastrophic, hugely expensive, pervasive across an organisation in many unforeseen ways and ultimately, nobody wins. Many issues are at play in an employee's promotion. Identification and control of these issues will pay dividends to all staff affected by a promotion.

## **Transition through the process of outplacement (multiple packages).**

9

There are many reasons why it becomes necessary to retrench an employee or group of employees. Retrenchment affects the retrenched staff and the operations of the organisation as a whole, all staff and potentially the products and services of the company. How outplacement is handled and communicated is critical to the on-going health and reputation of the organisation, employee/s and the person/s on outplacement. Internal marketing is a key issue in the outplacement process.

NotedCareers has many outplacement packages to suit every budget and every situation.

## **Transition existing key personnel into new roles.**

10

This package should not be confused with item 8 above which is for non-management roles. This package is designed for team-leaders and managers taking on significant new challenges and promotions. Whether the promotion is within the employee's current department or involves a transfer to another department, this program focuses on the business imperatives and also considers the flow-on effect of the promotion to all stakeholders (internal and external).

## **Transition through workplace and cultural change (coping with change).**

11

A business is always striving for change to meet the business objectives. Therefore, the staff must be there to identify, adapt, structure and implement change again and again and again. The potential changes are seemingly limitless; new locations, changing markets, cultural shifts, new technology, competition, demographics, business models, expansion, contraction, products, economics, management, funding, business model and restructure, to name a few.

Managing the impact of change on staff, customers, management and organisational structure is an imperative not to be overlooked. This program manages the impact that changes may have on individuals and the organisation, and the internal marketing of change.

## **Recover, re-motivate and re-direct key personnel.**

12

Key personnel are only key personnel if they continue to evolve, regenerate, continuously engage, adapt, motivate, drive, innovate, foresee, keep pace, plan and focus on everything that identifies them as being key personnel. Fortunately, we are all human. We can all benefit from a coach and mentor to see things from a different perspective, re-charge the batteries, stimulating ideas and methodical new approaches. Sometimes the best new employee is the one you already have. This program will give your key personnel a new sense of purpose and inspiration to deliver the goals.

## **Build, implement and review focus groups and workshops.**

13

Internal focus groups and workshops can be the source of business change and innovation. Most employees have a lot to offer and they are prepared to give all, if they know that their contribution will be welcomed and valued. Unfortunately, the sad fact is that most companies never attempt to unleash the potential of their most valuable asset, their workforce. This NotedCareers program provides huge benefits for a comparatively very small outlay. This program provides the forums for connecting with the vast reservoir of ideas and information. It will also enable employees to feel confident to contribute knowing that their employer will value their input.

## **Run objective focused team building group activity events.**

14

We all know that talent is expensive but talent works best in a team. A workplace team is the same as any other type of team. Just like a sports team, it can be full of individual talents, but the talents work best where everybody is focused on the goals and when everybody is willing to support the person with the ball at any given moment. If you need your teams to work together, focus on the outcomes and enjoy being a team, then NotedCareers has programs to build your teams. These programs are invaluable cost effective business necessities for any business.

## **Plus, tailored transition programs built from hundreds of modules.**

15

NotedCareers has hundreds of career modules that can be combined in an infinite variety of combinations, blended to focus on achieving specified outcomes for individuals, groups and organisational requirements. Consultants at NotedCareers will be pleased to discuss, analyse and recommend a package of modules to suit your needs.

## **Also, Resumes, CVs, cover letters and Key Selection Criteria.**

16

NotedCareers does not have generic off the shelf Resumes, CVs and KSC that have been assembled by software. The elements that make a useful resume are as individual as the people they represent. We take the time to know the individual and their goals before we "put pen to paper". Our resumes stand out.



## **Job interview preparation**

17

NotedCareers offers many options for job interview preparation. Preparations include phone interviews, Tell me About Yourself, technical questions, behavioural interviews, executive interviews, presentation interviews, 1st, 2nd, 3rd and 4th round interviews, executive interviews, long interviews (3-4 hours), digital interviews, psychometric tests, industry specific interviews, sales interviews, management interviews, numerical tests, government interviews, police force interviews, group interviews and many more.

## **Job search techniques**

18

There are many job search techniques, far too many to list here. The most important consideration is to use the most suitable strategies fitting the individual's situation. NotedCareers will identify options to suit the individual.

## **LinkedIn self-marketing strategies**

19

The use of LinkedIn as a self-marketing tool and job seeking tool is gaining ever increasing importance and prominence. Very few know how to use this tool to the greatest effect. The techniques and strategies are many and must be selected based on variable combinations of the individual, their profession, their experience, their level of seniority and their career goals. This situation requires individual assessment and strategy.

## **Individual case management**

20

This is a key product of NotedCareers. NotedCareers offers a case by case career management program which covers all stages of career progress from the point of individual career analysis through all the steps to the point of placement.

# Career Development Packages designed for groups or individuals

*For senior employees,  
it is recommended that these packages be delivered  
on an individual basis.*

## **The structure of project management.**

1

All work can be said to fall into three categories: repetitious transactions and processes, new projects and unexpected or unplanned events.

All three categories can benefit from project management. Timeframe wise, a project can be a few minutes in duration through to many months or even years. Yet the process (steps) of project management remain the same for all projects regardless of size of budget, duration, impact and stakeholders. Each of us use the project management steps many times, every day but very few of us understand those steps. This lack of understanding can lead to timeframe and budget blowouts and the re-starting or abandonment of projects.

## **Time management (being totally organised).**

2

Managing time is OK, but being totally organised is far better. Managing time is only one element of being totally organised. Being fully organised involves proactivity, task management, priorities and then time management. Simple easy steps to being well organised. Everybody says and believes that they are busy, but are they well organised? Organisations pay for employees' time (38 hours per week) but are employers getting value for money? Are employees being frustrated by their own busyness? This program is for groups but can be delivered to individuals. It will show employees how busy they are in reality and give them a simple but effective methodology to being totally organised.

## **Structuring an inclusive negotiation.**

3

Most of us negotiate several times each day with individuals and groups. In business, there are essentially four (4) types of negotiation. One with colleagues (including the boss), the second with suppliers/providers, the third with staff and lastly, but very importantly, negotiating with clients. If your staff are not skilled in these types of negotiation, then they are not negotiating well on your behalf. Your organisation may be losing out but never know that to be the case. This program can be delivered to individuals or groups.

## **Managing multiple projects (management).**

4

The fact is we all manage multiple projects every day. Yes, there is a plethora of courses in Project Management, but this one is different. Everybody on the planet, since the beginning of our species, has been using the obvious and natural steps to manage projects and make decisions. Though we all use these simple steps every day most people are at pains to explain the steps. There are eight (8) simple step which can be used for big budget complex project as well as for five minute projects. This program can be delivered to groups or individuals.

### **Coordinating multiple projects (administration).**

5

Project Coordinators face challenges that Project Managers do not. For a project coordinator, obtaining the cooperation of stakeholders who are higher placed in the organisational hierarchy is a challenging task. Developing the right communications model for this and the many other challenging tasks faced by project coordinators is critical to the success of multiple projects. This program focuses on providing the tools, communication models and interactive strategies needed to coordinate multiple projects.

### **Structuring verbal and written communications.**

6

Communication is at the centre of every human and business interaction. If you have ever read a letter or email from a professional organisation (e.g. a bank or community organisation) you know it is possible to finish reading and analysing the communication and then be more confused than before you started reading. You are not alone; this is a very common phenomenon. This issue is caused by people not understanding the basic structure of communications and the vital elements that each communication must contain. This program can be delivered to groups or individuals.

### **Working in a team.**

7

This package should not be confused with item 14 above which focuses on group activity events. This program focuses on the skills, techniques and strategies to work as a cohesive coordinated team where each member knows their role, how they are to contribute, where they fit in and what the roles other team members play. Employees who know what they are doing turnout better results than those who are unsure how their work fits into the big picture. Plus, it creates more job satisfaction and improvements

### **Prioritising tasks.**

8

Ask people how they prioritise and they will say, "I do the most important tasks first". Ask them how do they judge one task to be more important than another, they usually do not have a judgement criteria. Criteria is important in making all judgements. If your employees are not using the appropriate criteria for judging the variable importance of tasks, then perhaps they are not making best use of their 38 hours per week.

## Identifying and solving problems

9

Ha problems! What would we do without them? Unfortunately, they can be difficult to identify, harder to gain agreement on what the problem is and extremely difficult to gain agreement/permission to resolve the problem. Those are just the three precursor steps to resolving the problem. The good news is, there is a well-defined process for identifying problems and then taking them through a controlled process to the point of agreed resolution.

## Being confident in groups.

10

Group dynamics. Managing group dynamics is an important professional skill that every employee needs in the performance of their work. The good news is group dynamics is a skill that can be learned and practised daily. Use of this skill gives immediate results to the individual and has a positive influence on the group.

## Running successful meetings (getting everyone involved).

11

Meetings are the stage on which we all need to perform. Yes, there is a well-known structure for meetings. Whilst structure is important, this program focuses on employing methods that harness the involvement of all persons attending a meeting, before, during and after a meeting and achieving the desired objectives of the meeting.

## Delivering a targeted presentation.

12

Verbal presentations come in all sizes, in planned and ad hoc circumstances and in a vast array of situations. From on the run presentations, training, weekly reports all the way through to the big corporate and essential client presentation, they are all attempting to sell, yes sell a message, a concept and a call to action. However, most presenters are unaware of the necessary techniques used to introduce, sell, justify and close their conceptual presentation. Therefore, many great concepts simply fall flat because the presenters do not understand the basic techniques of presenting.

## Stakeholder management.

13

We all know how important is this key business strategy. Lack of attention to stakeholder management can be very costly. Conversely, a well-structured and implemented Stakeholder Management strategy can deliver many desired and unforeseen benefits. Your investment in implementing constructive stakeholder management will pay dividends. Our easy to learn and implement stakeholder management program can be quickly embedded into business operations and projects.

## Career Development Packages designed for groups or individuals

### Resolving conflicts conclusively.

14

Turn conflicts into opportunities. Conflicts are essentially problems and problems need to be solved. The workplace and business creates an endless supply of conflicts. The word conflict tends to be associated with personal conflict but there are many conflicts that are not interpersonal relationship oriented. For example: conflict of interest, conflicting priorities, conflicting policies, conflicting schedules, conflicting information, conflicting instructions, conflicting resources and conflicting training just to mention a few. However, all conflicts can be turned into opportunities having conclusive outcomes.

### Creating a proactive team.

15

Proactive teams don't just happen; they need to be strategised, built, nurtured and engaged. Proactive teams need leaders, not managers. Proactive teams are creative, self-driving, productive and engender better team work. Proactive teams have lower staff turnover, fewer sick days and fewer expenses. It is not difficult to have proactive teams. Simple to follow strategies and the learning of basic skills is all that is needed to embed proactive teams across your organisation.

### Establishing business plans.

16

Many look on this as a daunting task, but well-constructed and considered business plans are a necessity at every level of an enterprise. For best effect, each core business unit is advised to have its own business plan that feeds directly into the main corporate business plan. This gives each business unit a clear understanding of their contribution to the main plan. Clearly, this has a flow on effect in delivering many other benefits to the business, staff and clients. Taking the lead objectives from the main plan, developing individual business unit plans is not the daunting task it may seem. These plans can be developed and implemented relatively quickly.

### How to propose an improvement or new initiative.

17

For many reasons an organisation's staff are its most valuable resource. Many ideas for improvements and new initiatives are generated almost daily. Unfortunately, most organisations, to their own detriment, have not put in place the mechanisms to give air to these valuable ideas, nor the structured method that enables the ideas to be evaluated, approved, funded and implemented. NotedCareers has developed a structured program to manage the entire process, which includes training and mentoring.

### Streamlined decision making process.

18

Decisions are made every day at every level in a business. Regardless of the apparent complexity and impact of a decision, all decisions can be made using the same decision making model. The NotedCareers model can be applied individually or in groups for five minute decisions through to long-term decisions potentially taking months. The NotedCareers decision making process is the same for all decisions that must be made and it enables all factors that need to be considered, to be engaged in the model

### **Structuring customer service.**

19

Needless to say, customers are expensive to acquire, hard to keep and easy to lose. Developing a customer service model that is unique to your business and covers all areas of a business encountering any form of contact or involvement with customers. Establishing your customer service model and enabling your staff to understand and adopt the model, will give your company a clear competitive advantage and reduce to costs of customer service, customer retention and the acquisition of new customers. NotedCareers' customer service models can add real value to any business.

### **Leadership as a structured process.**

20

Managers are not leaders. Managers are structure and process oriented, whereas leaders are business development and creatively oriented. If you can have managers who are also leaders, then you have the best of both worlds. Managers are often promoted into their roles due to their knowledge, experience and sometimes their personality rather than their leadership skills. Fortunately, leadership is a set of skills that can be learned and implemented quickly by a willing candidate. Like most NotedCareers programs, our leadership skills model is high impact, easy to learn and quickly implemented. Turn your managers into leaders.

### **Effective delegation and follow up.**

21

There is delegation and then there is effective delegation. On top of that, there are those who do not delegate, preferring to do it all themselves. Effective delegation achieves many business benefits plus it has a positive effect on internal culture, and the development and retention of talented staff. Additionally, effective delegation cuts time frames, lowers costs, engenders cooperation and builds team skills. Effective delegation is a model that can be applied at every level of corporate hierarchy plus the NotedCareers model can be quickly learned and applied.

### **Making and implementing unpopular decisions.**

22

Strengthening a business can mean making unpopular decisions and there comes a time in every business when unpopular decisions must be made. How that unpopular decision is communicated, implemented and resolved is vital not only for the success of the decision itself but also for its immediate and long-term effect on a wide range of issues impacting on the successful running of a business. Turn potential negatives into positives with the NotedCareers model for making unpopular decisions.



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