



CERTIFIED CAREER COACH BROCHURE





PROGRAM SUMMARY

The Certified Career Coach

Program equips participants with practical coaching skills and proven career frameworks to help individuals and teams clarify career goals, navigate transitions, and make confident, aligned career decisions. The program emphasizes both coaching mastery and specialized knowledge in career dynamics, emotional intelligence, mindset development,, and influence-based communication strategies. This intensive 6-week virtual certification program integrates theory with hands-on practice through live demonstrations, role-plays, real-life career scenarios, and applied case studies to ensure practical competence and real-world impact.

This program is aligned with ICF competencies and combines career science with advanced coaching techniques, enabling participants to support professionals facing real world career challenges.

Graduates will leave with the expertise to enhance their coaching practice, equipped with a comprehensive toolkit and ICF- accredited Career Coach Certification.



BENEFITS OF ATTENDING

- Clarifying the Coaching Role vs. Other Professional Roles
- Mastery of Core Coaching Tools
- Establish & Maintain ethical trust-based coaching relationships
- Enhance Emotional Intelligence & Self-Awareness
- Demonstrate mastery in listening, questioning, and coaching Presence
- Apply evidence-based career models
- Support clients in discovering their creative potential, building resilience, navigating uncertainty, and strengthening self-awareness
- Hands-On Coaching Practice & Feedback
- Alignment with ICF Core Competencies & Code of Ethics
- Recognized Certification upon Completion

MODULES



Module 1: Foundation of ICF Coaching and Career Coaching

- Understanding coaching using the ICF approach
- Coaching vs Mentoring vs Advising vs Consulting
- Theories of Career
- Core coaching skills: presence, listening, questioning
- Coaching conversation AID model
- Coaching ethics & professional boundaries

Module 2: Navigating VUCA, VUCA Prime and Definition of Career Success

- Definition of Career Success and its importance in career choice
- Understanding VUCA and VUCA Prime (Vision, Understanding, Clarity, Agility)
- Translating VUCA principles into career adaptability and employability strategies
- ICF Ethics & boundaries of career coaching: supporting resilience and purpose

MODULES



Module 3: Self-Discovery and Assessment Tools

- The Flower Exercise
- The Ikigai framework
- DISC Personality Model
- Emotional Intelligence and Self-Regulation
- Identifying values, strengths, and transferable skills:
Schein's anchors
- SCARF Model

Module 4: Coaching Career Transitions & Motivational Interviewing

- Transtheoretical Model of Career Change
- Emotional stages in unplanned career transition
- Building resilience and adaptability
- Principles of Motivational Interviewing
- Overcoming ambivalence, stages of change and building accountability



MODULES



Module 5: Coaching Applications & Integration

- SMARTER/PACT Goals
- Inclusion & Diversity: Cultivating Equitable Career Conversations
- Coaching presence, deep listening and advanced questioning in career
- Designing coaching sessions for career goals
- Resume Example, LinkedIn Checklist and Digital Coaching

Module 6: Reflective Practice, Supervision and Resilience of the coach

- 360 Individual Style Tool
- Final peer coaching sessions assessed on ICF competencies
- Building your identity & Assessment aligned with ICF Core Competencies
- Self-care and development of the coach
- Niche as a Certified Career Coach





DURATION:

Virtual: 6 Weeks
(36 Training Hours)



ABOUT US:

Growth Coaching Academy (GCA), an ICF Approved Coaching Education, is at the forefront of empowering professionals with the essential soft skills needed in today's fast-paced work environment. Our mission is to unlock the potential within each employee and manager, fostering an atmosphere of growth, efficiency, and enhanced interpersonal dynamics. Specializing in a wide array of soft skills training, we equip individuals with the tools necessary for impactful leadership, coaching skills, effective communication, peak performance, social intelligence, building trust, among others.



THE TRAINER

Leadership & Performance Coach

Randa Karime is the founder of Groath Coaching Academy (GCA). She is a Master Certified Coach (MCC) and an Advanced Certified Team Coach (ACTC) and a Mentor Coach Specialist with extensive experience in Coaching, Training, Mentoring and Consulting. She specializes in Leadership, Performance and career coaching where she supports her clients during their strategic career transition, and partners with them throughout their career development journey by motivating them to reach their highest potential and holding them accountable to attain their desired goals.

She has more than 22 years of experience in the HR field where she occupied the position of HR Manager in various reputable organizations across the Levant & GCC where she was able to support many individuals to develop their job descriptions, career paths and enhance their performance levels.





CONTACT INFORMATION

For registration and In-House training:

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