Holistic Career Counselling: Practical and Creative Strategies

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Passionate about helping people create and live fulfilling, purposeful and happy lives

website:  www.careersolutions.com.au
The key to fulfilment, purpose and happiness is discovering and living preferred/passionate combinations

- **Work/learning**
  - employment, voluntary work, learning

- **Personal well being**
  - health, fun, relaxation, exercise, creativity

- **Relationships**
  - intimate, friends, family, community
Holistic Approach to Career Development

- Work/learning
- Personal well being
- Relationships

Context

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Current World of Work

- Demand for **creativity, enterprise and collaboration**.
- Greater **integration** of knowledge/disciplines/technology.
- Pressure for **speed and diversity of learning**.
- Progression through **merit and values/culture fit**.
- Increased work/learning and life style **flexibility**.
- Increased **self-managed** career development and wealth creation.
- **Global and local** social, economic, environmental influences.
- **Employers of choice** offering employability and lifestyle options.
- **Workers of choice** offering demonstrated personal qualities, multiple transferable skill sets and adaptability.
**Employability Principles**

**L Learning**
continuously broaden & deepen self understanding, and skill sets (and learn to learn quickly).

**I Integration**
combine and transfer unique skill sets and personal attributes to different settings and teams.

**F Flexibility**
willing to quickly adapt and thrive with changing opportunities and realities.

**E Exploration**
continually explore and create work/learning and life style opportunities.
Lifelong Learning Principles

Suspend assumptions/j judgements.

Take risks – be willing to make mistakes.

Be willing to admit you don’t know everything.

Be curious – ask questions – try new experiences.

Apply what you learn.

Persevere with optimism, despite setbacks.

Frequently remind yourself of strengths and preferences.

Be kind and patient with yourself while you learn.

Develop and maintain a support network.
## Work Satisfaction

<table>
<thead>
<tr>
<th>Factor</th>
<th>Score</th>
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<tbody>
<tr>
<td>Sense of achievement/contribution</td>
<td>😊</td>
</tr>
<tr>
<td>Sense of being valued/appreciated</td>
<td>😊</td>
</tr>
<tr>
<td>Challenge/new learning</td>
<td>😊</td>
</tr>
<tr>
<td>Social interactions</td>
<td>😊</td>
</tr>
<tr>
<td>Flexibility of work time/location/mode</td>
<td>😊</td>
</tr>
<tr>
<td>Financial or other extrinsic rewards</td>
<td>💰</td>
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Career Development Model

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Employability maintenance
- progress, performance and alignment reviews
- skills analysis and ongoing learning
- opportunity creation

Self marketing
- organisation/industry research
- networking/collaboration
- organisation culture alignment
- resumes, letters, interviews
- responding to selection criteria

Employability development
- implement action plan
- ‘can do’, positive, willing attitude
- study/skill development
- research/gain experience
- make visits/create opportunities
- make contacts/seek a mentor
- monitor/celebrate progress
- be adaptable/handle the unexpected
- persevere/be resilient
- develop a support network

Career counselling
- strengths and preferences
- patterns of strength/preference
- consistencies and inconsistencies
- special talents and circumstances

Self and context understanding
- build rapport
- open and probing questions
- current and past experiences/stories
- positives and negatives, reframing
- general and specific examples, exceptions
- work/relationship/personal balance

Career coaching
- action planning
- record goal and action planning steps:
  tasks/strategies to achieve goal,
  implementation time lines,
  resources and barriers
- contingency plans (what if planning)
- progress review schedule
- individual
definition, action and review

Opportunity exploration and alignment
- world of work opportunities/realsities
- personal/work environment alignment
- employability preparation options
- eg. study/training, work experience

Decision making
- preferred career themes, options, combinations
- weigh up and prioritise preferred options
- decide on goals related to options

Career practitioners facilitate ongoing career development (CDT)

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CM CareerMate
CB Career Builder
ND New Directions
CB+ Career Builder Plus
AP Action Planner
WW WinWork
CDT Career Development Tracker

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Career Coaching
Researching specific opportunities  
Training/skill development  
Self marketing  
Mentoring/advocacy  
Progress review

Career Counselling
Self/context understanding  
Identify strengths and preferences  
Work/learning exploration/alignment  
Identify themes/meaning/combinations  
Work/personal/relationship balance

Decision making  
Goal Setting  
Action planning

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Holistic career counselling processes and software

1. Engage and empower
2. Broaden and deepen understanding
3. Identify themes/patterns/meaning
4. Opportunity exploration/alignment
5. Decision making/action planning
6. Inspire commitment and action

Information is not enough

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1. Engage and empower

**Before**
- physical environment/materials
- counsellor centered

**Seating**
- same side of desk (shared)
- equality (type/height of seating)
- movement (swivel chairs on wheels)
- safe shared focus (e.g. computer report)
- ownership (report angled towards client)

**Rapport**
- welcome, warmth, attention
- set scene (excitement/learning)
1. Engage and empower…..cont’

**Commence**  * head/shoulders/hand/pen/eye focussed down on report

**Gestures**  * shoulders, head, face, eyes
* arms, hands, body, legs
* act as scribe

**Voice**  * encouragement
* tone, intonation, pause
* 80% client talk

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2. Broaden and deepen understanding
The aim is to discover and unfold the energy in the story.

Begin with story acknowledgement (and verbal and non verbal encouragers) “You indicated that ….”

Probing (deepening) questions linked to client story.
(Emphasis placed on pause, tone, intonation, gesture.)
“What is it about .. that ..?” “What is it about .. that ..?”

Probing (broadening) questions linked to missing parts of client story:
“You mentioned … (pause), but you haven’t mentioned ..”
“How did your involvement in … come about?”
2. Broaden and deepen understanding.....cont’

Content
* current, past, future
* positives/negatives
* 4 Wh’s and how (multi-sensory)
* specific examples/generalisability
* exceptions
* reframing
* ratings/hierarchies
* resources/barriers

Feelings
* nature, intensity

Meaning
* personal relevance

Note: Reinforce (non verbally, verbally & as scribe e.g. key words)
2. Broaden and deepen understanding…..cont’

Use a tentative, soft, enquiring tone to explore:

**Inconsistencies**
- content (in different areas)
- content and feelings
- content and gestures

**Absolutes**
- never, always, can’t
  (repeat word with upward intonation)

**Assumptions**
- unsubstantiated
  generalisations/judgements
3. Identify themes/patterns/meaning (especially Strengths and Preferences)

- **Content** (specific attributes)
- **Frequency** (how many times)
- **Intensity** (strength of feelings)
- **Commonality** (across different areas)

Note: Action Plan whenever a client wants something to be more, less, or different (regardless of whether it is a work/learning/relationship/personal well being goal.)
4. Opportunity exploration/alignment

Select (e.g. during computer program) preferred Industries, Career Clusters, Occupations.

Rate (e.g. during computer program) preferred Occupations, Own Career Plans & Career Dreams (1 great, 2 good, 3 OK)

Study/look for patterns in Career Themes (e.g. computer program automatically generates Career Themes from preferred Occupations). (Occupations rated 1 & 2 usually span several Career Themes, indicating a very strong preference for work/learning combinations.)

Brainstorm and write down Career Combinations (generated from Occupations, Own Career Ideas and Career Dreams rated 1 and 2)

Rate the Career Combinations generated (1, 2, or 3, and 1+ for any that are better than great)
Note: Some strategies to discover passions/preferred combinations

Brainstorming

Dreams

Ingredients (positives & reframed negatives)

Combination games (how could?)

Virtual reality (what would it be like?)

Hypotheticals (what if?)
5. Decision making/action planning

Client generated Goals and Action Plan strategies

“Have you got any ideas about how to …?”
“Can you think of any ways to …?”

Emphasize empowerment/choice not advice giving.
(emphasize learning “how to fish”)
Only if necessary: “Some other … have found x, y, z useful. (pause) Do any of these strategies appeal?”.

Detailed Action Planning
(should include goals, importance of goals, goal benefits, tasks/strategies, time lines, resources, barriers, contingency plans, progress review time line, progress rewards, appropriate changes/updates)
6. Inspire commitment and action

- **Review** work/learning, relationship, personal well-being Action Plan details, time lines, progress monitoring and support strategies.

- **Generate** “What if’s/contingency plans.

- **Verbalise/visualise** commitment (after Action Plan completed, client restates in their own words what action they have decided to take)

- **Reinforce progress made in session** (and lifelong learning principles)

- **Positive farewell** (set boundaries for follow-up)
Holistic career services are an investment in

PE personal employability
PH personal happiness
GNP gross national productivity
GNH gross national happiness

Return on investment

= Increased motivation
= Increased satisfaction
= Increased commitment to work/learning
= Increased success