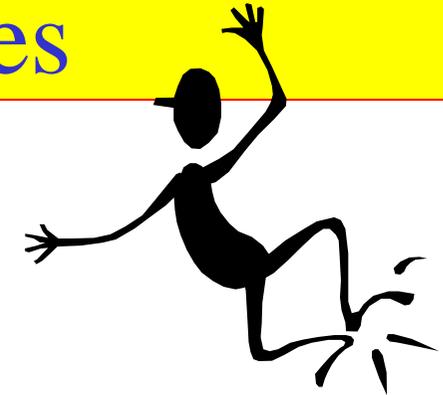


# Holistic Career Counselling: Practical and Creative Strategies



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# Holistic Approach to Career Development

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

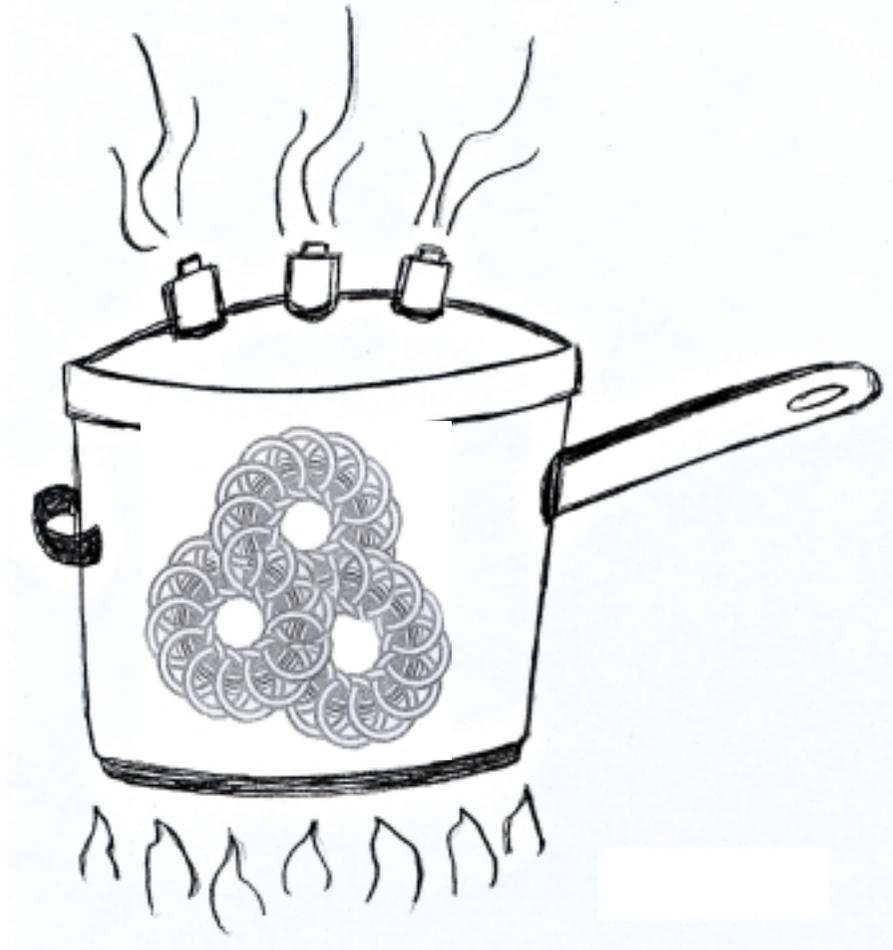


# Holistic Approach to Career Development

Work/  
learning

Personal  
well being

Relationships



Context

# 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/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



**Sense of achievement/contribution**



**Sense of being valued/appreciated**



**Challenge/new learning**



**Social interactions**



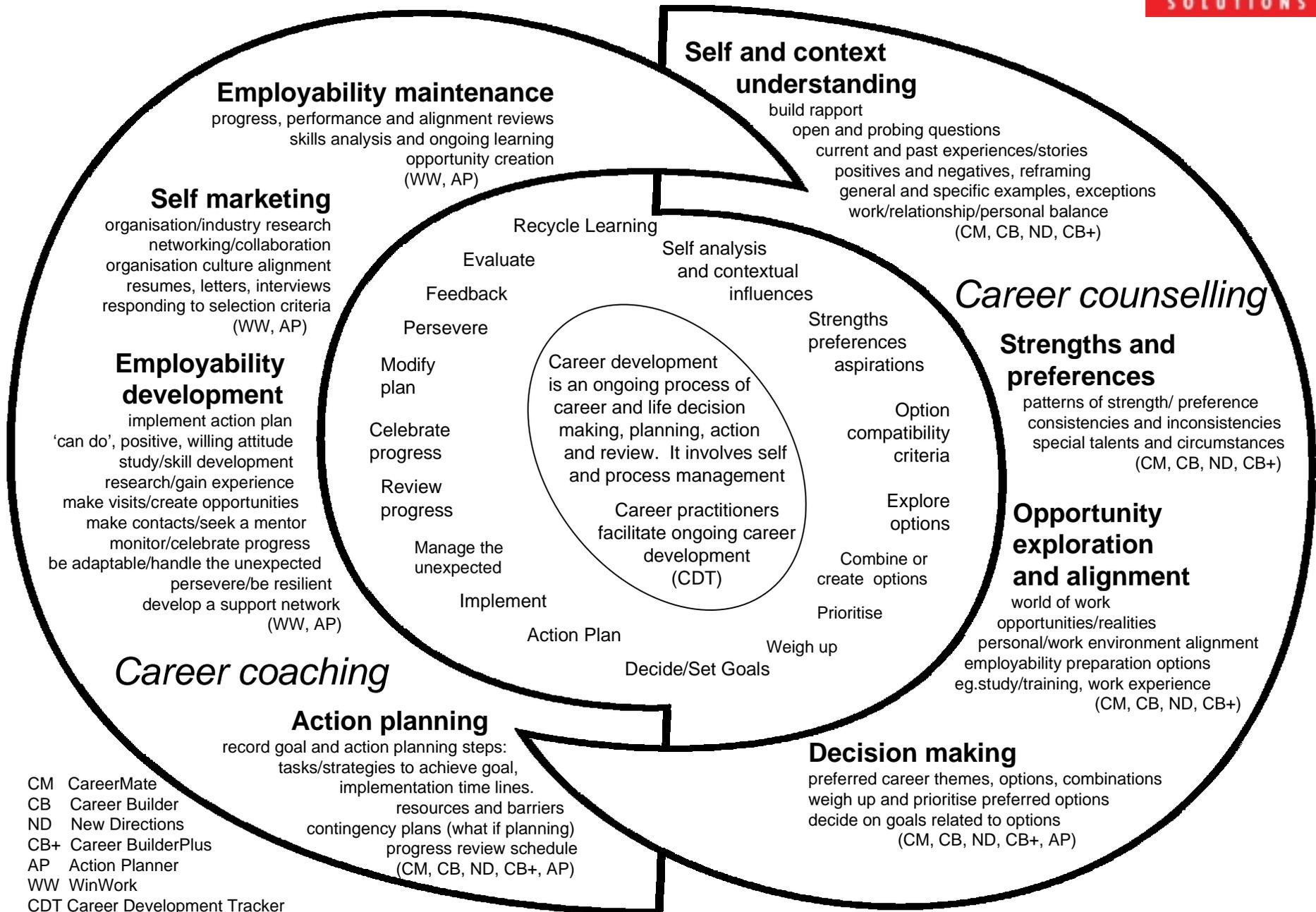
**Flexibility of work time/location/mode**



**Financial or other extrinsic rewards**

# Career Development Model

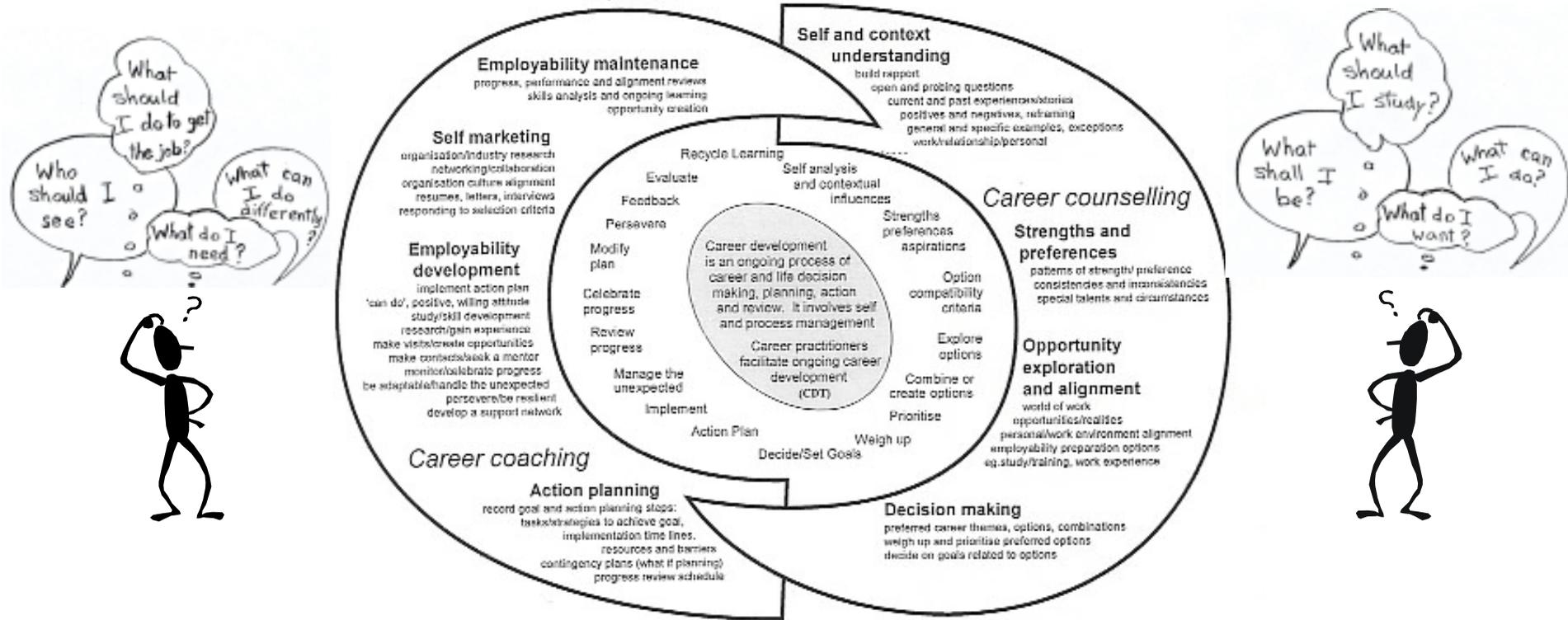
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- CM CareerMate
- CB Career Builder
- ND New Directions
- CB+ Career BuilderPlus
- AP Action Planner
- WW WinWork
- CDT Career Development Tracker

# Career Development Model

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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



# 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*

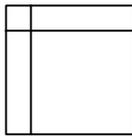
# 1. Engage and empower

## 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



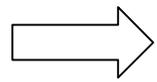
**Voice** \* encouragement  
\* tone, intonation, pause  
\* 80% client talk



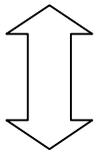


## 2. Broaden and deepen understanding

The aim is to discover and unfold the energy in the story.

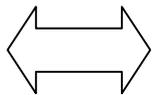


Begin with story acknowledgement (and verbal and non verbal encouragers) *”You indicated that ....”*



Probing (deepening) questions linked to client story.  
(Emphasis placed on pause, tone, intonation, gesture.)

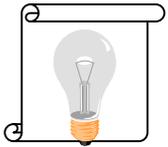
*”What is it about .. that ..?”*    *”What is it about .. that ..?”*



Probing (broadening) questions linked to missing parts of client story:

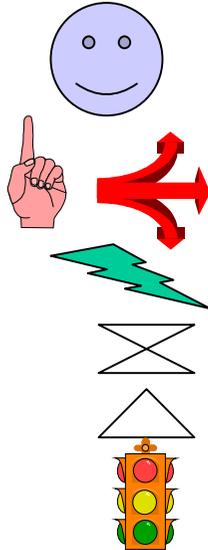
*”You mentioned ... (pause), but you haven’t mentioned ..”*

*”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



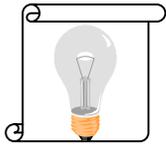
nature, intensity

### Meaning

personal relevance



Note: Reinforce (non verbally, verbally & as scribe  
e.g. key words)



## 2. Broaden and deepen understanding....cont'

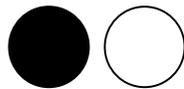
Use a tentative, soft, enquiring tone to explore:

### 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)

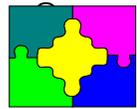
**Note: Some strategies to discover passions/preferred combinations**



**Brainstorming**



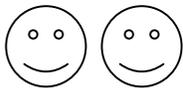
**Dreams**



**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

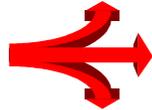
(should include goals, importance of goals, goal benefits, tasks/strategies, time lines, resources, barriers, contingency plans, progress review time line, progress rewards, appropriate changes/updates)



## 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 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*

