



Career Coach

Help people learn about themselves and the job environment to create an ideal match.



Path duration:
470 hours



Apprenticeship
duration:
12 months



Average duration of full-
time study:
6 months



Bachelor's-level
diploma

OPENCLASSROOMS

Career coaches help clients transition to a new role, one that fits their experience, knowledge, interests, and skills. They guide their clients, helping them learn about **themselves** and the **job environment** in order to create an **ideal match**.

They often work independently as **freelance consultants**, meeting one-on-one with clients in an office or in a local coffee shop, library, or campus center. You will also find career coaches leading job search groups or facilitating workshops on all aspects of career transition (virtually, in web conferences or in person at local venues). Other career coaches work as **employees**, often in career centers at universities, business schools, training centers, non-profit agencies, or government agencies, such as city, state, or regional employment offices.

The basic tasks of career coaching, such as **career advice** and **resume editing**, can expand to coaching services delivered by phone, email, web conference, face-to-face, or a combination of these. A typical **career coaching package** could include a series of meetings to identify personal assets, provide advice on managing finances during a job search, as well as mock job interviews and salary negotiation tips.

Given the current healthy job market, those who are not yet employed, have recently become unemployed, are under-employed or unhappily-employed, are on the look-out for new employment. In the U.S. alone, a recent survey found that over 71% of those employed in over 19 industries would like a new job. And with over 6.6 million current U.S. job openings identified in March 2018, with the right advice, they should be successful in doing so.

But career transition can be challenging. Career coaches are recognized professionals who can help job seekers navigate through their own mindsets to reach their full potential. The demand for this level of career advice has never been greater!

What will I learn?

By the end of this path, you'll be able to...

- Help clients determine their assets and use them to develop ambitious career objectives
- Review and offer constructive criticism on job search marketing materials, such as resumes, profiles, etc.
- Build a network of contacts, recruiters and other professionals to share with clients
- Lead workshops on career transition topics
- Implement the steps to establish a career coaching practice
- Attract and retain clients and referrals

What are my job prospects?

After graduating from this path, you can become :

- A **Career coach** or **Career counsellor** at a private practice as a consultant, or at a career transition or outplacement firm
- A **Job** or **work coach** with a job center or non-profit agency
- A **Career advisor** in a university or business or training school setting

In both the U.K. and the U.S., you can set up your own practice, become a freelancer and vary up the types of roles available, or seek out employed work.

Career coaching in the U.S.

Career coaches who are employees typically earn \$45,000-90,000. Working for an employer is generally the first step on the career path for career coaches, offering the opportunity to work with clients in a number of roles and industries.

Those with a career coaching practice, working as freelancers, typically charge \$35-125/hour, but are also responsible for attracting clients and for their own business expenses.

So, after graduation, depending on your own background and your choice in how you will practice your skills, you could earn between \$45,000 and \$200,000 per year. Compensation varies by country and region, with higher compensation more common in larger cities and metropolitan areas. Career coaches, however, have an advantage over other careers in that it is easier and commonly acceptable to have a virtual regional or national practice, mitigating geographical differences.

Career coaching in the U.K.

Salaries for employed roles are £20,000 - £25,000, plus benefits, for a job or work coach. This can go up to £30,000 to £45,000, plus benefits, for a career coach in a university or business school setting.

Freelance rates are between £30-70 per hour. In this scenario, the companies you freelance for do all the marketing and selling for you - you just need to deliver the service to their candidates. The company will also likely be providing additional content and services to the candidates in the form of a membership site, webinars etc. In these instances, you are providing one part of a wider programme.

If you are running a private practice, you'll be able to create and sell packages to sell to your clients. An example package might include:

- Access to video training content and templates on a membership site
- Access to a Facebook or LinkedIn Group for networking and support from peers

- 3-6 person 45-60 min group coaching sessions

You can charge between £500 and £5,000 for these packages, depending on your target audience. Once you have created the membership site content, you can sell that time and time again. You only need to dedicate a few hours for each new client. You will also need to dedicate an hour or so a week for presence in your online group.

Am I eligible to enroll?

This path is open to everyone. However, in order to get off on the right foot and be able to complete the path in the estimated 12 months, you need the following:

- A **high school diploma / GCSE level**
- A **good level of English** (for non-native speakers, a CEFR level of B2, an IELTS band score of 6.5, or a TOEFL score of 80 is recommended)
- Access to a **computer** (PC or Mac), **headphones**, a **webcam**, and a **stable internet connection**

To earn the diploma, you'll need to complete all projects and have them reviewed by your mentors. Your work will then be checked by a jury made up of professionals.

Any questions? Contact our student advisors at +44 20 3868 9900 or +1 (929) 376 0101, or [request more information here](#). Opening hours: Monday to Friday 8.30am- 6.00pm U.K. time, until 1 pm Eastern Time.

Project 1 - 10 hours

Start your journey as a career coach

It's time to step into your new role and find out what it means to be a Career Coach. Take the time to also define your goals and your study schedule in this first project.


Skills

- Create your personalized learning plan
- Set clear goals

Associated courses



Learn How to Learn

 Easy  6 hours

The ability to learn quickly and effectively is a key skill that can open the door to any domain or career throughout your life. Follow this course to improve your learning capacity and to take control of your personal and professional development!



Find out what it takes to be a career coach

 Easy  6 hours

Career coaches can work in various settings such as a home-based freelancer, at a coaching firm, and at a job centre. In this course, become more familiar with the various working contexts of a career coach, specific tasks, as well as potential incomes.

Project 2 - 20 hours

A day in the life of a career coach

Design your code of ethics and write a job description which best describes what it takes to be a career coach.

Skills

- Determine the key skills of a career coach
- Develop an appropriate professional relationship and distance with someone being coached
- Provide advice while following a code of ethics at all times

Associated courses



Learn to work autonomously

 Easy  8 hours

Learn how to better know yourself, set goals, manage your time and function both independently and interdependently to develop your autonomy. Apply this key skill in all of your professional activities!

Project 3 - 20 hours

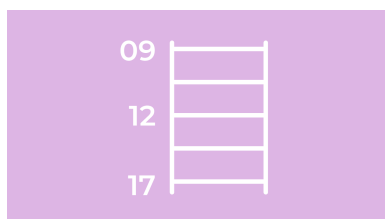
Manage your client database

Dig into some admin work. Organize your client database based on their needs and expectations in order to deliver the best service to all of your clients.

Skills

- Establish record-keeping and processes to manage a large database of clients

Associated courses



Learn to freelance: daily management

 Easy  6 hours

You've set up as a freelancer. So what next? On this course, you'll learn how to plan your working days; manage your cash flow; set positive, realistic goals; identify the multiple roles you'll have and decide how much to charge.



Master the Basics of Spreadsheets

 Easy  8 hours

Whether you use Excel, LibreOffice Calc, Numbers on Mac, or Google Sheets on Drive, follow this course to master the basics of spreadsheets. You'll find out how to format, analyze, and visualize basic data.

Project 4 - 70 hours

Build your career coaching network

Perform tasks that help you stay connected and up to date to provide value to your clients. Monitor the local job market. Develop a network of partners to augment your clients' job search. Connect with other career coaches to share best practices.

Skills

- Build a professional network
- Monitor the job market in a specific sector or area
- Participate in a learning community with other career coaches

Associated courses



Build a sales strategy for your freelance business

 Easy  8 hours

Are you an independent worker, or do you hope to become one? Do you sell or promote your services online? Find your next clients online by building and developing your freelance digital commercial strategy.



Stay Up to Date With Innovations in Your Field


 Easy  4 hours

Learn how to stay abreast of industry changes, pinpoint areas for professional development, and work more efficiently in the digital age.



Learn how to network

 Easy

 6 hours

Networking can help you plug into your industry in many ways. It helps you learn about interesting career paths, be aware of job openings and more. With this course, build a personal networking strategy that works for you.

Project 5 - 80 hours

Coach your first client

It's time to hold your first career coaching session. Listen to your client and together design a customized action plan.

Skills


- Establish a neutral, caring, and confidential relationship with clients
- Establish the next steps for a client to take, based on their needs and constraints
- Foster client autonomy and self-sufficiency
- Mobilize a range of interview techniques
- Refer a client to a bank of resources and relevant support programmes

Associated courses



Deliver an effective career coaching session

 Easy

 8 hours

Lead a one-on-one session with a client and build rapport by carrying out a needs analysis and creating a career development plan.

Project 6 - 50 hours

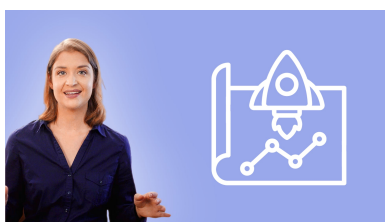
Assess a client's talents, values and professional interests

In a follow-up session with a client, get to know them even better. Delve deeper into what motivates them, their professional experience and where they want to go.


Skills

- Identify a client's motivational drivers
- Assess the skills and experiences of a client

Associated courses



Develop your career plan

 Easy  6 hours

Do you want to find a new career path? Or boost the one you're currently on? Develop a personalized career plan step by step and open the door to your next professional opportunity!

Project 7 - 50 hours

Help a client showcase their assets

Polish your client's personal branding from LinkedIn to their resume/CV and cover letter to present well for a job.

Skills

- Foster job placement by recommending appropriate jobsearch tools

Associated courses



Develop your personal job search strategy

 Easy  6 hours

Effectively prepare for your job search by writing a CV that corresponds with your career plan. We'll look at how to build your presence on social networks and hunt for your future job both off and online!



Land a job

 Easy  6 hours

Have you identified a gig or a full-time job opportunity that interests you? Now is the time to apply! This course will help you succeed in getting that target job by guiding you through how to craft a tailor-made cover letter and prepare for an interview.

Project 8 - 50 hours

Create an action plan for a career switch

Match a client's expectations with the realities and opportunities of the job market. Provide tactical advice about alternative career paths, training and ways to fund it.

Skills

- Advise a client on how to cover their living costs during a jobsearch period
- Review a client's career plan in order to adapt it to potential personal constraints
- Sum up your lessons learned from a coaching experience

Associated courses



Prepare professional written documents

 Easy  4 hours

A lot of our communication happens in writing, especially in the professional world. Regardless of your career field, if you want to master professional writing, you'll find this course of value!



Improve Your Presentation Skills

 Easy  6 hours

Have you ever prepared a PowerPoint presentation and felt like people lost interest after a few slides? This course shares presentation tips and tricks to make sure this won't happen again! Find out how to design beautiful slides and deliver a great presentation on the day.

Project 9 - 60 hours

Design a workshop presenting jobs of the future

Build and lead an interactive experience introducing emerging careers to your clients from A to Z: create the content, prepare a compelling oral presentation and plan your marketing strategy to boost attendance.


Skills

- Design in person or online workshops
- Lead in person or online workshops
- Speak at events about your area of expertise

Associated courses



Speak in Public

 Easy  6 hours

Mobilize good practices in public speaking! Discover how to create your content with the techniques of storytelling and mind mapping, how to rehearse effectively and how to master your performance.



Improve Your Presentation Skills

 Easy  6 hours

Have you ever prepared a PowerPoint presentation and felt like people lost interest after a few slides? This course shares presentation tips and tricks to make sure this won't happen again! Find out how to design beautiful slides and deliver a great presentation on the day.

Project 10 - 60 hours

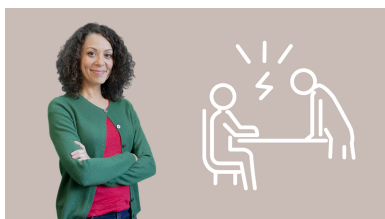
Share what you've learned from challenging experiences

You are growing your practice and have recruited a new, less experienced career coach. Help them get acquainted with the job by creating a guide sharing 10 case studies of clients you helped over the last year.

Skills


- Create ready-to-use templates for clients lacking self-sufficiency
- Support clients in identifying and overcoming obstacles
- Manage conflicts and identify inappropriate behaviour
- Refer a client to appropriate alternative support when necessary

Associated courses



Resolve Conflicts at Work

 Easy

 8 hours

Co-workers don't always get along, and it can affect their work. In this course, you'll learn conflict resolution strategies to help resolve issues or avoid conflict altogether.



alternance

OpenClassrooms, 1^{ère} école en ligne
à proposer des formations diplômantes

L'alternance en ligne permet à l'entreprise et à l'étudiant de trouver le **meilleur rythme** adapté à leurs besoins respectifs.

Côté étudiant :

une formation diplômante et 100% financée

L'alternance est une modalité de formation qui mêle acquisition des connaissances (en ligne) et des compétences (en entreprise).

Comment se déroule un parcours en alternance OpenClassrooms ?

- Après avoir choisi le parcours de formation qui lui convient, **l'étudiant bénéficie d'un accompagnement gratuit de 2 mois pour trouver son entreprise.**
- La formation peut se réaliser en contrat de professionnalisation ou d'apprentissage. Rendez-vous à la page suivante pour savoir lequel choisir !

Est ce que la formation en alternance a un coût pour l'étudiant ?

- La formation en alternance est gratuite ! Une rémunération est également prévue : jusqu'à 100% du SMIC en fonction de votre âge et de votre année de formation.
- Pour se lancer, une seule adresse : openclassrooms.com/fr/apprenticeship

Côté entreprise :

l'accès à des profils qualifiés toute l'année, en toute simplicité !

OpenClassrooms est la 1ère école en ligne à proposer des **formations en alternance, aux titres reconnus par l'État** de niveau Bac+2 à Bac+5, sur des **métiers en tension, très recherchés par les recruteurs**. Les formations en alternance **peuvent être financées, soit par la taxe d'apprentissage, soit par les OPCO (Opérateurs de Compétences)**.

Comment lancer des parcours d'alternance au sein de l'entreprise ?

- Pour chercher des profils à recruter en alternance ou lancer le recrutement d'un étudiant déjà identifié, n'hésitez pas à contacter :

job.placement@openclassrooms.com

- Les équipes d'OpenClassrooms vous accompagnent à chaque étape d'une démarche d'alternance, du dossier de financement au suivi de vos alternants.

Quand peut-on lancer une démarche d'alternance au sein de l'entreprise ?

- À tout moment : le contrat peut démarrer tout au long de l'année, il n'y a pas de date de rentrée imposée.



Pourquoi l'alternance en ligne ?

Les avantages de l'alternance OpenClassrooms sont nombreux : **date de début flexible, formations créées par des experts métiers, accompagnement personnalisé, formation financée...**

1. Une formation gratuite pour l'étudiant et financée pour l'entreprise

- La formation est gratuite.
- Dans le cadre d'un **contrat de professionnalisation, elle est 100% financée** par votre OPCO.
- Dans le cadre d'un **contrat d'apprentissage**, elle est financée par la taxe d'apprentissage que paient les entreprises privées.

3. Une formation de qualité, conçue pour une application directe au sein de l'entreprise.

- Les formations OpenClassrooms sont **professionnalisantes**. Elles sont conçues par et pour l'entreprise, sur des métiers recherchés.
- Les formations OpenClassrooms sont de qualité, avec des **diplômes inscrits au RNCP** (Répertoire National des Certifications Professionnelles) et dont les niveaux sont reconnus par l'État.
- Une plateforme collaborative favorise les échanges entre apprentis et aide à la recherche d'emploi.
- Des espaces de coworking sont proposés dans toute la France.

2. Une solution flexible, adaptée aux besoins de l'étudiant et de l'entreprise

- Le contrat peut démarrer **à tout moment de l'année**.
- Il est possible de faire soit un contrat de professionnalisation, soit un contrat d'apprentissage.
- Le(s) **jour(s)** dédié(s) à la **formation** est (sont) **flexible(s)** en fonction de l'organisation de l'étudiant et de l'entreprise.

4. Un accompagnement dédié à chaque étape, pour l'étudiant comme pour l'entreprise

- Des **profils d'étudiants disponibles et pré-sélectionnés par nos experts pour répondre à vos besoins en recrutement sur toute la France**.
- Un accompagnement par nos conseillers pédagogiques **à chaque étape de l'alternance**.
- Un point de suivi hebdomadaire par un **mentor individuel** pour **motiver l'étudiant et l'accompagner** pendant toute sa formation.



Tout savoir sur les contrats d'alternance

Une question ? Un projet ?

Contacter : job.placement@openclassrooms.com

Contrat de professionnalisation

1 jour en formation / 4 jours en entreprise.

- L'entreprise embauche l'étudiant en CDD sur 12 ou 24 mois (selon le parcours de formation).
- La formation est financée par un OPCO. OpenClassrooms est référencé dans les principaux OPCO grâce à ses titres certifiés et sa certification Datadock.
- L'entreprise fait la démarche de demande de prise en charge auprès de son OPCO. Nos équipes sont présentes à chaque étape pour l'accompagner.
- L'étudiant est rémunéré **sur une base qui va de 65% à 100% du SMIC** (pour un étudiant de plus de 26 ans).
- Si l'étudiant a plus de 26 ans et est demandeur d'emploi, Pôle Emploi octroie une aide à l'emploi à l'entreprise.

Contrat d'apprentissage

2 jours en formation / 3 jours en entreprise.

- L'étudiant est embauché sur 12 ou 24 mois selon sa formation.
- Le contrat d'apprentissage concerne les personnes de 16 à 29 ans révolus (sans limite d'âge pour les publics RQTH, mais aussi les créateurs d'entreprise, les sportifs de haut niveau et l'encadrement de haut niveau).
- Le contrat d'apprentissage peut être signé par les employeurs dans le secteur public et les entreprises privées.
- La formation est **100% financée grâce à la taxe d'apprentissage** pour les entreprises du secteur privé. Pour le secteur public, une convention financière est établie entre OpenClassrooms et l'employeur.
- Une rémunération de l'apprenti est prévue : jusqu'à 100% du SMIC en fonction de son âge et de l'année de sa formation.
- Notre CFA vous accompagne dans toutes les démarches administratives concernant la mise en place de contrat d'apprentissage.