

CAREER MATTERS

CAREER DEVELOPMENT SERVICES

*Do you want to make the most of your career?
Are you seeking a fulfilling work life?*

Those seeking career assistance come from all walks of life. You may be at a career crossroads and seeking a more meaningful career, or you may be looking to re-enter the workforce after a career break. You may have suffered a setback, such as a redundancy, and seek clarity and inspiration for your next career move. Perhaps you would like to work for yourself, but are struggling with making the transition. Whatever your background or circumstance, you are seeking work which you enjoy.

At Career Matters, our career development consultants inspire and support you to find your own career niche and achieve a fulfilling work life.

Our consultants work in partnership with you, to help you to achieve your career goals, whether they are big or small. We help you to clarify your life, learning and work objectives and assist you to create practical action plans to achieve your career goals. We take a holistic, client-centred approach to career counseling, which recognizes your uniqueness and your need to balance work with other life roles.

At Career Matters, we provide expert guidance on all career-related matters:

Career beginnings *Embarking on your career?*

- ❖ For adolescents making subject choices for school, TAFE and university
- ❖ For young adults starting in the workforce

Career transition *Want to make a change?*

- ❖ For those seeking a career change which offers a good fit with their values, passions, interests and realities

Re-entering the workforce *Returning to work after a career break?*

- ❖ For those wishing to step back into working life with confidence

Accelerating your career *Want to get ahead in your career?*

- ❖ For those wanting a competitive edge and desiring to progress in their career

Winning THAT job *Spotted your dream job*

- ❖ For those wishing to land the job they want

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Our career development services

Career Matters offers one-on-one career counseling to suit your needs. During the orientation appointment, your career development consultant will talk with you about your needs and your goals, and will discuss the likely number of sessions needed to achieve them. Most clients average 3-8 sessions (of one hour), although some have fewer, and others have more. Career development sessions are charged at an hourly rate of \$120 per hour.

What gets covered in the career development sessions?

Depending on your needs and your goals, you and your career development consultant could work on any or all of the following areas:

- ❖ Assessing and clarifying your needs, values, career drivers, work life balance, interests and preferred work environments
- ❖ Identifying your unique skills, attributes, strengths, experiences and accomplishments
- ❖ Exploring your learning and employment options
- ❖ Effective career decision-making
- ❖ Developing a career action plan with manageable steps
- ❖ Confidence building to achieve goals
- ❖ Creating a winning resume
- ❖ Responding to selection criteria
- ❖ Mastering the interview
- ❖ Accessing the hidden job market
- ❖ Developing a personal self-marketing strategy
- ❖ Understanding how to successfully develop and manage your future career in the contemporary world of work
- ❖ Achieving the work life balance that you want

To find out more

To discuss your career development needs or to make an appointment, contact Lizzie Moyle on 0410 723620.

Our commitment to you

Career Matters conducts career development services in accordance with the ethical and professional guidelines contained in the Professional Standards for Australian Career Development Practitioners. Our practitioners are all professional members of the Australian Association of Career Counselors.

Privacy Statement

Career Matters is committed to protecting the privacy of our clients. Personal information is only collected when necessary for the operation of our business and our supply of services to you. This information is held in the strictest confidence and is only used for the primary purpose for which it was collected. We adhere to the confidentiality, disclosure and consent guidelines outlined in the Professional Standards for Australian Career Development Practitioners .