

# coach notes

## **Skills Matrix**

Like + Confident = Key Skills. Use to populate CV, incorporate into messages (verbal & written) to networking and direct approach contacts. Develop examples of achievements illustrating these skills.

Dislike + Confident = Compromise. Could offer on CV, but may be more buried. Watch out for these skills on job descriptions, and clarify how much of a new role is taken up with these skills.

Like + Unconfident = Training. Developing this set of skills would move them up into the Like/Confident box – and therefore add to key skills.

Dislike + Unconfident = Avoid - where possible. If not, training may move these skills up into the Dislike/Confident box.

## **Career Lifeline**

Discuss high and low points, and the reasons for each. Draw out what elements of their roles caused these feelings, and make a list of both positive values (things to aspire to find from next role) and negative experiences (to avoid, moving forward).

Suggest completing the activity again on the same chart but using a different colour for personal life – beyond our remit (!) but might be interesting for your client to evaluate in their own time.

## **Time Balance**

Discuss what actions can be taken to make the second picture more of a reality.