



## CAREER SUCCESS COACH FACT SHEET

- WHAT:** An opportunity for professionals from Human Resources, Training , and Career Coaching to share their skills with teens and adults in local shelters and rehabilitation and domestic abuse programs. Curriculum, handbooks and workshop materials have been developed for a six-session “**Career Success**” workshop; curriculum and workshop materials are provided by Working Wardrobes for coaches and participants. The primary areas of instruction focus on **Communication and Skills Assessments, Self-presentation, Master Application and Resume preparation, and Interview Skills.** The workshop
- Provides an opportunity for clients to define and appreciate communication and transferable skills
  - Focuses on attainable job goals and helps clients adopt a winning attitude
  - Prepares clients to successfully present themselves to prospective employers
  - Teaches clients how to manage their career so they can advance and potentially increase their income
- WHY:** To achieve our goal of providing clients with a new start and empower them to attain self-sufficiency and dignity, we must prepare them with coaching and necessary skills to be successful in their immediate job search and beyond.
- WHERE:** “**Career Success**” workshop sessions are held at the host program or a nearby public location, with five of the sessions taking place prior to the Day of Self-Esteem™ event and one session post event.
- WHO:** A team of three to four trained Volunteer Career Success Coaches share their job search expertise with teens or adults at an assigned local rehabilitation, homeless shelter, targeted teen program, or domestic violence program. Ten to twenty job-ready clients participate in each workshop series.
- HOW:** Mandatory coach training sessions are provided by Working Wardrobes prior to the beginning of each workshop series. Eight hours of **mandatory** training is required prior to receiving a coaching assignment. Coaches are required to complete and submit an application, interview with staff or volunteer coordinators, and if qualified, are then invited to attend the training. Success Coaches are encouraged to also volunteer and support our clients at the Day of Self-Esteem™.
- WHEN:** A series of six 2-hour sessions are presented twice a year (one for women and one for men) at partner agency locations. The workshop sessions are booked around the host program scheduled in coordination with the availability of the Success Coach team.
- QUESTIONS:** Contact: Mary Ann Profeta, Director Career Development  
Working Wardrobes  
3030 Pullman Street, Costa Mesa, CA 92626  
Phone: (714) 210-2460 Fax: 434-2870  
[maryannp@workingwardrobes.org](mailto:maryannp@workingwardrobes.org) or (714) 210-2460  
Visit our website: [www.workingwardrobes.org](http://www.workingwardrobes.org)