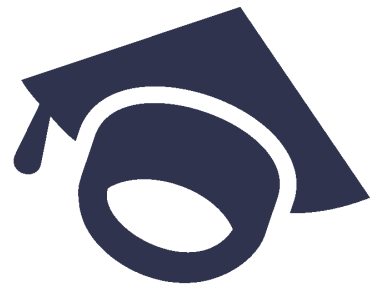


Top Ten Tips on becoming a Successful Career Coach!



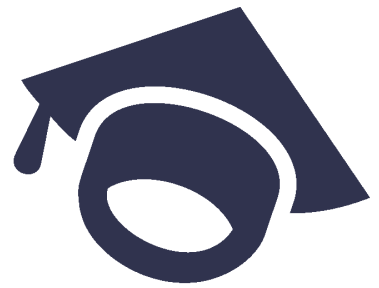
The South Dakota Statewide Family Engagement Center supported a part-time Career Coach at the [Rapid City High School](#) and [Career Learning Center of the Black Hills](#) (Rapid City, SD). Jan K. worked with learners, both students in the K-12 system and those who have already transitioned out, such as adult learners, to provide career advising services that will increase their potential for success and happiness in life and career. These services included:

- developing partnerships with students, educators (secondary and postsecondary), families, employers, and community organizations;
- creating individualized student support to promote student success in preparing to transition out of K-12 into a postsecondary or career pathway;
- assisting students and families in reaching their educational and future goals; and
- providing students with the ability to make informed decisions.

Here are Jan's Top Ten Tips for Successful Career Coaching.

(The order is not indicative of the importance of each tip.)

1. **Build quality relationships with students, staff, parents, and community partners.**
 - This will help you become an integral part of the school.
 - It will assist in getting referrals from staff more quickly.
 - Ask to introduce yourself to the staff in their staff meetings early on in the school year.
 - Location is key; ask for some space where you can be visible to students and staff.
2. **Be proficient in key career interest surveys to assist students in identifying their interests and how it relates to the world of work.**
 - This will provide students a starting point to researching careers based upon the results of the survey.
 - Examples of surveys are My Next Move, the O*NET Career Interest Profiler, the SDMyLife Career Matchmaker career interest inventory, and the SD Dept. of Labor's Career Interest Survey.
3. **Host events in partnership with the school and/or community partners which will attract students and parents to attend.**
 - This builds relationships with families.
 - Include "elevator speeches" via video that can be run continuously (career coach, counselor, principal, and/or anyone that is key to success for students' transition from high school).
 - Have drawings and prizes.
 - Make sure it is interactive with students.
 - Examples of events are Student Success Night, Financial Wellness Seminar, Financial Aid Workshop, College Application Week.



4. Be an active listener and a positive role model to help build students' confidence and create a realistic plan to reach their dreams!
5. Refer students to community partners to assist students in their areas of expertise.
 - This may include a Career Launch Career Advisor for help with resume writing, the Build Dakota scholarship program manager, the local workforce development group, and others.
 - Include local colleges and postsecondary partners that have expertise in filling out financial aid paperwork such as the FAFSA.
6. Communicate with students and families through one-on-one meetings, bulletin boards, posters around school, texts, phone dialers, student announcements and staff announcements to encourage students to attend college visit days, job fairs, career speakers' presentations, and other post-high school planning events.
7. Keep some sort of organized database on your students which includes notes of your interactions and other important information (such as contact information) to help you be more efficient and knowledgeable on where you and the students are on their transition timeline.
8. Always provide a "next step" for the student to accomplish before you meet with him/her again. This is crucial for helping the student understand the importance of the steps they are taking to their transition after high school.
9. One size does not fit all! Be open to creating a transition plan that meets the student's needs.
 - Be their cheerleader and supporter!
 - Be familiar with apprenticeships, military options, the world of work, and postsecondary options.
10. Help students find money to pay for their college!
 - Understand dual enrollment.
 - Be familiar with local and national scholarships.
 - Provide assistance or referrals for FAFSA completion.

