

Counseling Approach and Procedure

Introduction	<ul style="list-style-type: none"> • Short introduction of myself, if not known • Duration of counseling (30 min – 1 hour) • Procedure: (1) my approach – (2) individual situation – (3) question/focus – (4) input on resources/discussion of strategies
My approach	<ul style="list-style-type: none"> • There is no right or wrong way, but YOUR way • I can give <ul style="list-style-type: none"> (a) some ideas and hints to resources as well as (b) support in clarification about goals and decision making • Making decisions and acting is on YOUR side • Actively making use of the counseling session – You are responsible for your thoughts and feelings – Tell or forget! – OK?
Understanding the current situation (information from the request + additional clarification during the counseling)	<ul style="list-style-type: none"> • Date of PhD? • Contract situation? • Private issues to consider? (regional preferences, relationship,...) • Ambitions/long-term goals?
Previous activities/ approaches	
Question for counseling	
Potential topics (1) Introduction general topics/stages in job hunting for defining the question for counseling (2) more detailed information (subitems) regarding the question	3-step approach <ol style="list-style-type: none"> 1. Knowing yourself: self-assessment of skills, interests, values & career goals <ol style="list-style-type: none"> a. Assessment tools b. Relevant WS offers 2. Knowing the job market: job search strategies & networking <ol style="list-style-type: none"> a. official job postings company websites b. networking: conferences career or trade fairs online networking informational interviews c. Career Impulse Sessions d. Relevant WS offers 3. Marketing yourself: effectively communicating fit between requirements of the job and own skills and experience <ol style="list-style-type: none"> a. optimizing application papers (CV und cover letter) b. Relevant WS offers <p>Furthermore: Improving Your Personal Effectiveness</p> <ul style="list-style-type: none"> • action planning – SMART goals • peer coaching • considering integration in daily life (work & private life)
Conclusion	<ul style="list-style-type: none"> • Importance of goal setting and action planning • What do you take from the counseling? What will you do?