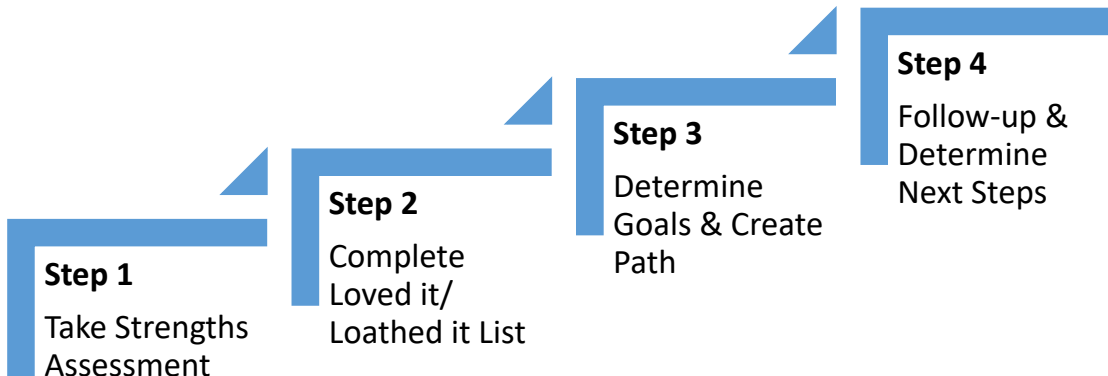


Develop a Plan for your Career at UB



Step 1 – Take StrengthsFinder Assessment

- Before you meet with a coach, take the online StrengthsFinder assessment
- Measures the presence of natural talents in 34 general areas, reveals your top 5 strengths
- Helps you to consider if/where you can use your strengths in current and potential roles

Step 2 – Complete Loved it/Loathed it List

- Before you meet with coach, complete a Loved it/Loathed it worksheet
- Helps you identify areas of natural interest in your current role
- Serves as a starting point for self-awareness & discussion with coach

Step 3 – Determine Goals & Create Your Path

- Meet in person with your coach and discuss what brings you to the meeting
- Discuss goals for current & desired roles
- Determine vision for ideal job & success
- Create path to meet goals (short & long term)
- Anticipate obstacles
- Discuss how strengths will help achieve goals
- Identify resources & support needed to achieve goals

Step 4 – Follow-up & Determine Next Steps

- Coach will follow-up to check progress and discuss next steps
- Determine what other support may be needed
- Schedule next session if/when needed
- May need to develop practical skills, may involve an Individual Development Plan (IDP)

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www.buffalo.edu/administrative-services/training/career-coaching.html