



EMPLOYMENT COACHING

A guide through our coaching process

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ABOUT US

Our mission at Zolt is to empower individuals to achieve their career aspirations by providing them with the tools, resources, and opportunities to thrive in their professional endeavours.



We are building an ecosystem that offers services people need to secure, maintain, and thrive within their roles. Zolt services will include recruitment, employment coaching and career mentoring.



WHAT IS EMPLOYMENT COACHING?

Zolt employment coaching involves professional career coaches helping people prepare for employment

- Our collaborative approach is tailored to each individual's needs
- Job seekers receive guidance, support, and resources to secure roles
- Coaches provide feedback for cover letters and resumes
- Individuals strategise how to successfully navigate job interviews

57%

INCREASE IN VIDEO
INTERVIEWS FROM 2019-24

2%

OF CANDIDATES RECEIVE
INTERVIEWS

30 SEC

RECRUITERS SPEND 30 AVG
SECONDS READING CVs



WHATS INCLUDED

SESSION ONE - CV + COVER LETTER REVIEW

- Review and discuss the coachees documents.
- Prepared feedback can be given and actions set for the next session.
- Total time - 30 minutes.

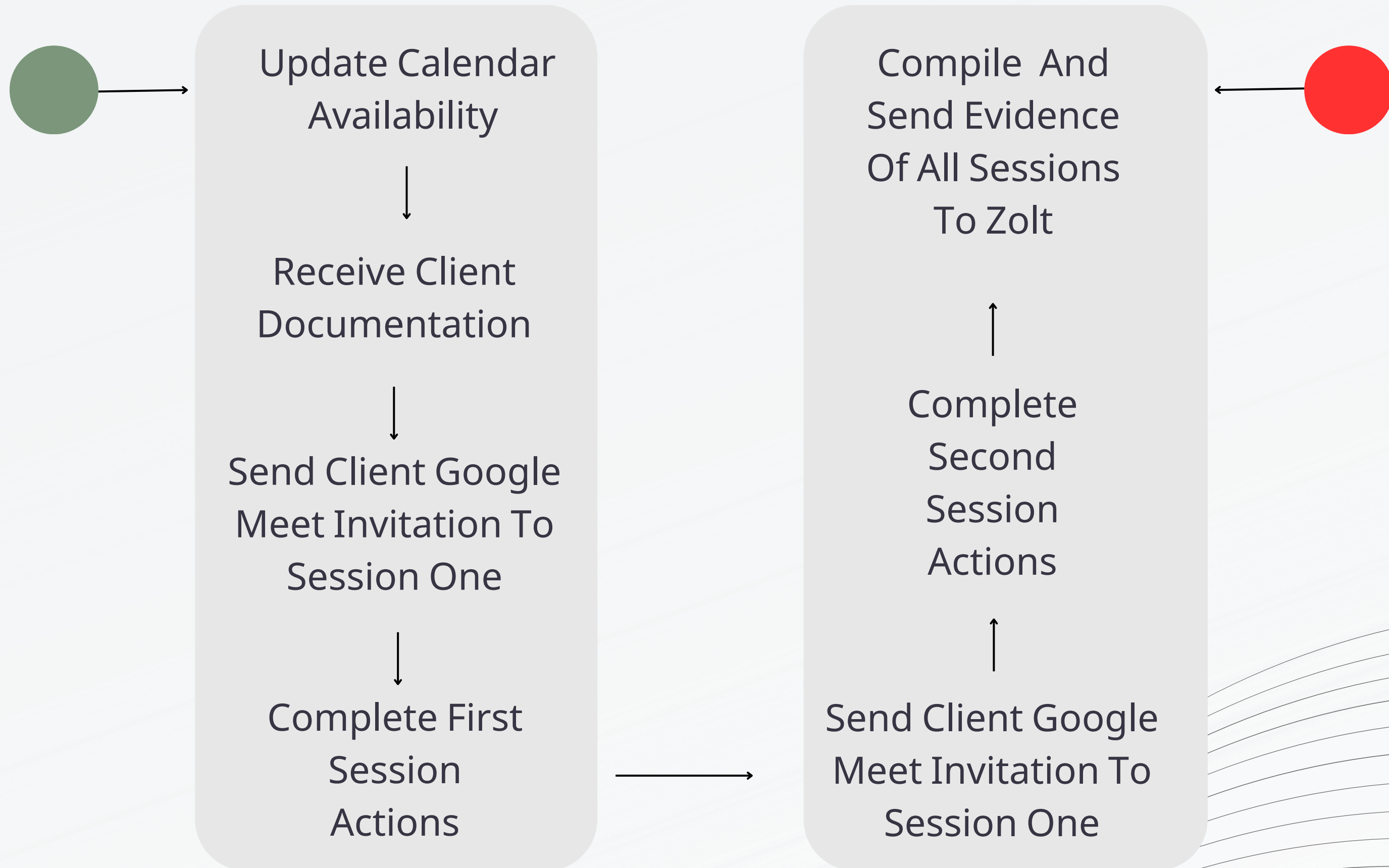


SESSION TWO - INTERVIEW ROLE PLAY

- Interview role-play with feedback.
- Further cv + cover letter documentation review.
- Total time - 1.5 hours.



PROCESS FOR COACHES



WHAT'S EXPECTED OF A COACH?

PRIVACY

Respect the confidentiality of the coaching relationship, and maintain the privacy of the coachee's personal and professional information

LISTENING

Listen to any concerns or frustrations with zero judgement

OBJECTIVES

Help coachee set clear and achievable goals, and a strategic action plan to reach goals

ACCOUNTABLE

Hold coachees accountable for their actions and commitments so they stay on track, overcome obstacles, and maintain motivation

GUIDANCE

Give guidance, support, and resources to help coachees achieve their goals

SAFETY

Provide a safe space for coachees to discuss how they are getting on



WHAT'S EXPECTED OF A COACHEE?

TRANSPARANCY

Have open and transparent communication with your coach

COMMITMENT

Complete the agreed tasks and to prepare for coaching sessions.

GOALS

Set clear and meaningful goals and take the necessary steps to achieve these

ENGAGEMENT

Engage in the coaching process, openly sharing thoughts, concerns, and aspirations

SELF AWARENESS

Engage in self-reflection to gain insights into your strengths, weaknesses, and areas for improvement



EXPECTATIONS

RECORD
SESSIONS

MANAGE TIME

REMAIN
PROFESIONAL

PROTECT CLIENT
PRIVACY

COMPLETE
INTERVIEW PACKS

PROVIDE
FEEDBACK

These are the key expectations that will allow us to provide a rounded customer experience. We will use this information to improve our services and to keep records.



TOOLS AND RESOURCES

LINKS

[ZOLT HOME](#)

[GOOGLE MEET](#)

[HELP CENTRE](#)

[TERMS OF SERVICE](#)



THANK YOU

