

NOTES RE. STRUCTURE OF MY CONSULTATION WITH CHANTE ARMOED

I intend to follow and adhere to the following consultation structure and discussion with Client: Chante Armoed.

1. Before my meeting with Chante, study the Education background questionnaire as completed by Chante Armoed. Specific attention will be given to her school subjects, hobbies, outstanding achievements, and the occupations lists as occupations she is interested in.
2. Schedule the meeting with Chante at a time convenient to both her as the Client and myself as Consultant.
3. During the opening stages of the consultation, ask Chante for more information re. the aspects listed in the Education Background questionnaire. Important to also have an introductory discussion with her, introducing myself as the consultant and that I am very eager and excited to have this discussion with her. Also encourage her to participate and to ask questions throughout our consultation session.
4. Emphasise that the purpose of the consultation is for her to learn more about herself; her God-given unique design referring to her Personality, Interests, Skills/Abilities and Values and emphasize the fact that she should strive to obtain a full fit (i.e. 4/4) in her profile with these 4 dimensions. Only if you have a full fit, will a person be inherently happy and feel fulfilled.
5. Before the actual discussion, verify the personal detail on the cover page of the Detailed Report.
6. Highlight the fact that the purpose of the Detailed report (and information contained in it) is for no other reason but that of "Self Discovery". Stress the fact that the purpose is to help Client to identify her natural strengths in her personality, as well as in their possible career interest, skills/abilities and values. The purpose of the report is not a clinical assessment with the purpose and/or view of identifying any psychological, mental and/or medical problems/challenges, that that the Client should use this report as a self-help instrument.

7. Explain Contents page: Take Client through the Contents page of the report and explain the different parts, part 1 - 5 so that the Client is in the clear as to what will be discussed.
8. Emphasise part 5: Next steps and explain that the Client should not stop after going through the report, but that she should do some further exploration re. possible career options and to contact me as consultant as and when necessary in the process.
9. Explain the Career planning Model: 4 quadrants and briefly elaborate on what is meant by Personality, Interests, Skills/Abilities and Values. Also highlight that she should read the report a couple of times and ask a friend to read this report with her
10. Explanation of Scales and results: Use the sample/example split bar graph the different ranges of personality displayed and get the Client to understand the scores range of +30 (left) to 0 (mid) to +30 (right) (60 point range).
11. Also explain the sample graph showing interests with low interest (left), moderate interest (mid range) and high interest (right) ranges. These scores do not indicate achievement or good or bad scores, but only represent the Client's relative standing, based on her responses, with other people.
12. Part 1: Concept of Personality.
 - a. Important to explain the six factors of personality, i.e. Compliant/Dominant, Introverted/Extroverted, Detached/Compassionate, Unstructured/Conscientious, Cautious/Adventurous and Conventional/Innovative.
 - b. Important to stress that there are no better than the other personality type, but that one must use the strengths associated with her unique personality.
 - c. Ask the Client to - as we go through the 6 personality factors - to look at herself and see whether she can identify her personality. (We will go into more detail on each of the factors).
13. Section: Personality Factors and sub-factors: Explain the bar graph on each of the 6 factors and also highlight the sub-factors per main factor.
 - a. Ask the Client to read the Definition.
 - b. Consultant to read the summary paragraphs. (Ask the Client for comment)
 - c. Highlight the "Career Implications section and ask Client for comment
14. Typical strengths and Typical non-strengths.
 - a. Work through the typical strengths listed and ask Client to confirm per strengths whether she agrees or not. (Also stress

the fact that one should look for occupations that will allow her to highlight these strong points).

b. The same process is followed with the typical non-strengths.

15. Discussion of Critical Life issues

a. This section may be helpful in choosing a career as a person's stress level, risk of debt and handling of money can all be factors that influence a person's career choices. One should be aware of these areas as it can be of assistance in making decisions.

b. Have a quick discussion on Stress, Indebtness and Financial Management and link the discussion to the outcome of the assessment results as contained in the report.

16. Part 2: The discussion on this part will focus on General Interests.

a. Discovering your general interests will always be a critical step in career planning.

b. Explain the principle of: People tend to excel if they are interested in the work they do!. People differ in terms of their interests and what may be easy and enjoyable for one, may not be so easy and enjoyable for another.

c. Leisure pursuits may also influence the Client's General Interest scores.

d. Explain that the report uses 21 different career interest groups, allocated to 5 main career interest areas, i.e. Influence, Doing, Expressing, Analytical and Helping.

e. Discussion of the 8 highest career interest groups as per the test results of the Client.

- Focus on activities (highlight these activities and also ask Client to comment on the possible careers mentioned (i.e. careers that contain these activities).

- Ask Client to highlight whether this is a Vocational interest, Supporting interest or a Lifestyle interest.

- Have a short discussion on the Activity groups and career groups graphs in the report and ask Client for her input/comment.

17. Part 3 focuses on Skills/Abilities.

a. Highlight that it would be important for the Client to understand her skills in the process of evaluating potential occupations. It will be important that she matches her work with career fields that best utilise her skills in order to gain the personal joy of doing something that comes naturally.

b. Explain the Skills and Abilities bar graph (and more specifically the top 8 rankings).

18. Values: Section 4
 - a. Explain the importance a values in career decision making. You can be in a career field that is a good match for your vocational interests, skills, Personality etc. and still not experience satisfaction if your work does not match your values.
 - b. Explain Work environment values, Work outcome values, and Lifestyle values.
 - c. Discuss the assessment results in this regard.
 19. Conclusion:
 - a. Once having gone through the report, encourage the Client not to stop there, but to read and study this report multiple times. Ask her to do some further exploration.
 20. Explain how the Interactive Action Plan works and do a brief demonstration. Ask the Client to work further with the IAP and to consider different career options. It is preferable to obtain a minimum of a 75 to 80% fit between Personality, Interests, Skills/Abilities and Values.
 21. Reiterate my availability as Consultant to provide some further input, advice as and when needed and/or required by the Client.
 22. Close the interview/consultation session (and if appropriate, close with a Prayer).
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