



DSF CAREER SUCCESS COACHING PROGRAM: LESSONS, HOMEWORK & RESOURCE GUIDE

PROGRAM OBJECTIVE

DSF Career Success Coaching Program empowers DSF Scholars to grow professionally by matching them with volunteer coaches that will support them with gaining the skills needed to be more confident and competitive in the job search process.

LEARNING OBJECTIVES

- To expand Scholar connections and networks
- Support Scholar's knowledge of their strengths, values and motivations and connect them to career paths
- To provide Scholar opportunities to practice essential/durable skills and grow professionally.
- To improve Scholar competitiveness in the job market through resume review, LinkedIn profile creation, network building, and interview preparation

PROGRAM FLOW

- You will complete the **learning** and **homework** for the lesson topic **before** you meet each month. For example, you will complete the learning and homework for the Resume topic **before** you meet for the Resume lesson.

TIME COMMITMENTS

- 2 hours per month over a period of 6 months
 - 30 minute to 1 hour dedicated to reviewing/learning career coaching materials provided by DSF
 - 1 hour dedicated to meeting with coach/scholar to achieve program objectives virtually

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ORIENTATION (Please [Click Link](#) and watch prior to Introduction Meeting)

Objective:

Scholars and coaches will understand the objective, learning targets, program cadence, time commitments, available resources, and overall logistics of the program. Scholars and coaches will also understand best practices for working as a coach/scholar pair. Special attention will be given to matches understanding best practices in cultural competencies when working with one another, along with general knowledge of the Development Relationship Framework.

Content Overview (Virtual)

- 1) [Instructional Video](#) describes program objectives, learning targets, program cadence, time commitments, available resources, and overall logistics of the program. The video highlights the real world application and benefits of coaching relationships. The video also includes messages about how to have a successful coaching relationship and navigate through potentially difficult obstacles.
- 2) [Developmental Relationships Framework](#) will serve as a great resource to ground your coaching relationship
- 3) [LINK HERE: Do's and Don'ts for coaching First Gen students of color](#). Please click [HERE](#) for Big Takeaways from the conversation and time stamps identifying when those are talked about in the conversation.
- 4) Address **Kevin McNulty** @kmcnulty@denverscholarship.org or **Miguel Banuelos-Garcia** @mbanuelos-garcia@denverscholarship.org with any questions.

Kevin can also be reached by calling **720-420-3787**. Miguel can be reached by calling **720-420-3683**

Program Expectations

The program is a **2 hour per month commitment for 7 months** plus a self-guided online orientation, in- person Program Kickoff meeting, and an End of Program Celebration. Two Optional Career Application Readiness Workshops will be offered.

30 minute to 1 hour a month should be dedicated to learning and completing career coaching materials such as editing your resume

1 hour a month needs to be dedicated to meeting with your volunteer career success coach online or in person if you would like. This is a requirement of the program. It is your responsibility to set up meeting times with your coach.

- Life happens. We get it. **If you cannot make a previously scheduled meeting with your coach, please let them know 48 hours before your scheduled meeting.** If it is an **emergency, please let them know with a simple text or email before the meeting.** If you continually reschedule meetings, we will ask you to meet with us to discuss if this is the right time for you to be in the program. Communicate, communicate, communicate.
- 1 no call and no show to a scheduled meeting with your coach will result in you being asked to have a mandatory meeting with us to discuss your future participation in the program.
- If you are unresponsive to your coach or the program directors for more than 2 weeks, we will ask you to leave the program. This means you fail to respond to multiple emails, calls, and texts.

Please know that this is an incredible opportunity for you to make a great impression with professionals across the Denver area that can help you get a job. **If you start the semester and realize you will not have time for the program, we get it.**

Please let us know as soon as possible if you can no longer participate so we can let the volunteer coach know.

Deliverable

1. Write down 2 sentences or bullet points about what you hope to take away from this program and 1 question you have about the program. Be prepared to share these with your scholar or coach during your first meeting next month.

Homework-(Bring to Introduction Meeting):

1. Bring 2 statements that describe what you want to take away from the program and 1 question you have about the program.

INTRODUCTIONS (Live In-Person Event)

Objective:

Scholars and coaches will begin to learn about each other and what each other hopes to gain from participation in the program. Scholars will also set a short term and long term goal for participating in the program with a coach.

Content Overview (Virtual)

1) Warm Up: What is one food you couldn't live without and one you wish could live without? (5 min)

2) Objective: Scholars and coaches will begin to learn about each other and what each other hopes to gain from participation in the program. Scholars will set a short-term and long-term goal for participating in the program based on the 2 statements they brought that describe what they want to take out of the program. (2 min)

3) Overview of Program: Address any questions and reiterate that the program is asynchronous. You all must decide on a time you will meet and a video platform you will use to meet on. I will check in on your progress each month by sending a check-in survey at the end of each month. You may move at your own pace. If a scholar and coach feel that the scholar has a strong resume, for example, then the scholar and coach can jump into a new subject the scholar needs more support with. (5 min)

4) Break Out: Relationship building questions- First, share the item of significance you brought. Then, please use the following questions to begin to get to know each other. Choose whichever questions you like. (10 min)

- o If you could have any superpower, what would it be and why?
- o What's your favorite way to spend a day off?
- o If you could travel anywhere in the world, where would you go and why?
- o What's the most unusual thing you've ever eaten?
- o What's your favorite book or movie, and why?
- o If you could meet any historical figure, who would it be and what would you ask them?
- o Do you like sports? Which ones and why?
- o If you could switch lives with someone for a day, who would it be and why?
- o If you could have dinner with three people, dead or alive, who would they be?
- o If you could wake up tomorrow and be an expert in anything what would that be?
- o What's a dream you've never said out loud?
- o What's a cause you're passionate about?
- o What's the best gift you've ever received and why was it special?
- o If you could go back in time, what year would you travel to and why?
- o If you could live in any fictional world, where would it be?
- o If you could invent something, what would it be?
- o What's your favorite holiday tradition?
- o Have a workday that changes each day or have set tasks that stay the same each day?
- o Work close to home or travel away for work?
- o Be an expert in one specific thing, or have a more broad skillset?

- o Be your own boss or work for someone else?
- o Work alone on a project or work with a team?

Use these questions to support diving deeper into conversation:

- What do you want your life to look like in the future?
- What careers could support that life?
- Who or what do you want to grow into

5) Come Back as a Group (3 min)

6) **Break Out: Goal Setting.** Before we begin goal setting please share 2 statements that describe what you want to take out of the program and 1 question you have about the program. (Short-Term and Long-Term Goal for Program) [WORKSHEET](#) (15 min)

7) Wrap Up: Decide on the best form of communication for scheduling future meetings (e.g. email, text, phone call). Also, decide which platform you will use to virtually meet (Zoom, Teams?) (5 min). Reminder about homework and surveys.

Deliverable (To be completed by the end of this lesson/meeting)

1. Goals and Intentions set for the program
2. Set Dates for Virtual Meetings

Homework (To be completed by next virtual meeting)

1. Watch [video](#) showing how to take the Colorado Career Advising Tool survey (Scholar)
2. Watch the instructional [video](#) created by Colorado Career Advising Tool describing best practices for using the tool to guide scholar on career pathway selections (Coach & Scholar)
3. Watch [DSF video](#) describing best practices for using the tool to guide scholar on career pathway selections (Coach)

4. [Create Colorado Career Advising Tool Account](#) & Take Assessment MUST CLICK ON ADULT SURVEY. STUDENT SURVEY IS FOR HIGH SCHOOL STUDENTS. (Coach & Scholar)
6. If you have time and are curious, explore your results (Coach & Scholar)

Additional Resources

- [Additional video resources](#) provided by Colorado Career Advising Tool

LEVERAGING THE COLORADO CAREER ADVISING TOOL: Career Planning/Strengths & Values Assessments

Objective:

Scholars and coaches will learn to use the Colorado Career Advising Tool. Scholars will learn how understanding their strengths, values, and motivators will support them in creating a plan to find a job/career they find purpose in. Once scholars understand their strengths, values, and motivators, they can align these with career paths. This leads to a more successful and meaningful job search.

Content Overview (Virtual)

- 1) Warm Up: If you could invent a holiday, what would it be and why? How is it celebrated?
- 2) Scholar and Coach, discuss Colorado Career Advising Tool **Home Page results:** (**Strengths:** What you bring to the table, **About:** who you are, and **Job Strategy:** What you're looking for) with Coach. Use these [focus questions](#) to help guide your conversation.
- 3) Go to "**What Motivates You?**" Section and discuss Scholar's motivators

4) Go to the “**Career Suggestions**” Section and discuss 3 careers that resonate with scholar and 1 they do not like. Use this [GRAPHIC ORGANIZER](#) to collect your thoughts.

Deliverable (To be completed by the end of this virtual meeting)

1. Colorado Career Advising Tool account and results
2. 3 suggested careers scholar likes and 1 they do not like

Homework (To be completed by next virtual meeting)

1. Scholars & coaches familiarize themselves with Durable skills using this [Durable Skills Wheel Slide](#). Scholars identify which durable skills you feel are strengths and which you need to work on developing. If you would like to take a deeper dive into Durable Skills please review this resource: [Durable Skills Advantage Framework](#).

2. Scholars, [please register](#) for **CareerFit Colorado**. CareerFit Colorado is a purpose-built platform that connects local talent like you with real opportunities at Colorado employers committed to hiring locally. As a jobseeker, you’ll get:

- Priority access to open roles from employers who value Colorado talent
- AI-powered job matches tailored to your strengths and interests
- Personalized navigation to simplify your career search

3. Scholars & Coaches, please also [watch this video](#) to learn how to operate CareerFit Colorado

Durable Skills, Professionalism, and Career Search

Objective:

Scholars will learn to identify and articulate their durable skill strengths and gaps. These are sometimes known as ‘soft’ or ‘essential skills’. This skill is vital to a scholar’s success in the job application and interview processes. Employers want to know the skills candidates possess and how they have used them in workplace situations, therefore it is crucial that a scholar learns to highlight their skills. Scholars must also learn to identify their skill gaps so they can pursue learning opportunities to bridge these skill gaps.

Content Overview (Virtual)

- 1) Warm Up: What are your thoughts on positives and negatives of AI?
- 2) Review the [Durable Skills Wheel Slide](#). Pick 2 durable skills from the inner circle that you believe are strengths. Scholar, explain to your coach why these skills are your strengths. Use the terms in the outer circle to help you identify and articulate your strengths. You can also use the [Durable Skills Advantage Framework](#) for a more in-depth explanation of the durable skills
- 3) Scholar, please select two Durable Skills from the [Durable Skills Wheel Slide](#) or [Durable Skills Advantage Framework](#) that you would like to improve upon in the program. Scholar and Coach please write these down in this [worksheet](#) and track your progress throughout the program.
- 4) Coach, please talk about the importance of communication, organization, and task management in the workplace. Expand on any other elements of professionalism you believe are important for the scholar to practice.
- 5) Go over suggested careers in [CareerFit Colorado Platform Link](#). You can also look at skills strengths and gaps indicated in the platform.

Deliverable (To be completed by the end of this virtual meeting)

3. Select 2 Durable Skills you would like to improve upon in the program and capture these in this [worksheet](#).

Homework (To be completed by next virtual meeting)

1. Watch [DSF video](#) that highlights best practices when creating a resume (Coach & Scholar)
2. Review resume tips and formats by reading provided [DOCUMENT](#) (Coach & Scholar)
3. Based on the templates and tips create or make edits to your resume (Scholar). Use this document for resume examples and templates:

 Resume Overview & Formating Resources

**** [How to create a resume with no or limited work experience](#)**

4. This is a [resource](#) to support you in making your resume ATS friendly. ATS means Applicant Tracking Systems. ATS are software platforms that large companies use to sort through resumes quickly and expedite the hiring process. You've interacted with ATS if you have uploaded your resume and then entered your information into an online portal.

5. View this [VIDEO](#) to learn how to use AI to tailor your resume to a job description. Always remember, to review what AI provides you. Put it into your own words and into your own resume format. Do not simply take what AI provides you and make that your resume. Read this [article](#) for tips on how to tailor your resume to a specific job.

5. Other resume templates: [Zety](#), [JobScan Resumes](#), or the [Colorado Career Advising Tool Sample Resume Template](#). If you use the Colorado Career Advising Tool Sample Resume Template, please **make your own copy before editing**. You can also look at a sample resume [HERE](#). If you use this sample, you must also make a copy before editing.

RESUME

Objective:

Scholars will learn the purpose of a resume and how to construct a resume. Scholars will learn resume tips and best practices along with which resume format/template works best with their skill set, experience, education, and certifications. Scholars will also learn the importance of tailoring their resume to the jobs they are applying to.

Content Overview (Virtual)

- 1) Warm Up: Do you enjoy hot or cold weather more? Why?
- 2) Discuss the purpose of a resume. Acknowledge that people will have a variety of perspectives on how best to create a resume, coaches included.
- 3) Discuss the proper format/template of the resume to use. ([Chronological](#), [Functional](#), or [Chrono-Functional](#)) Why choose one over the other?

4) Talk about what a good resume looks like and sounds like. ([Look at a resume example that matches a job description](#). [Look at industry facts about how resumes are reviewed](#))

5) Ask the scholar how they feel about their resume.

6) Spend time workshopping scholar's resume. Integrate language from CO Career Advising Tool.

7) Discuss the scholar's goals for their resume.

Deliverable (To be completed by the end of this virtual meeting)

1. A working copy of scholar's resume

Homework (To be completed by next virtual meeting)

1. Watch [instructional video](#) on creating a LinkedIn Page (Coach & Scholar)
2. Read [Tips](#) for creating an effective LinkedIn Page and review a [top example](#) of a LinkedIn Page (Coach & Scholar)
3. Begin creating LinkedIn Page or edit current LinkedIn Page (Scholar)

Additional Resources

- [LinkedIn Page example](#)
- [Use Colorado Career Advising Tool to support LinkedIn Profile](#)
- [DSF's Senior Director of MarComm LinkedIn Tips](#)

LinkedIn

Objective:

Scholars will learn how to create an effective, professional LinkedIn Page.

Content Overview

- 1) Warm Up: What are your thoughts on the benefits and negative aspects of social media?
- 2) Discuss the benefits of creating a professional LinkedIn Page
- 3) Discuss how coach has used LinkedIn in their professional journey
- 4) Discuss any questions about LinkedIn
- 5) Workshop Scholar's LinkedIn Page

Deliverable (To be completed by the end of this virtual meeting)

1. A working professional LinkedIn Page

Homework (To be completed by next virtual meeting)

1. Watch a DSF [video](#) describing Networking (Coach & Scholar). Please also read [Ending a Mentorship Relationship Gracefully](#), if you plan to end this relationship at the close of the program.
2. Watch [TED Talk](#) video describing the importance of networks (Coach & Scholar).
3. [Read tips for networking and examples of networks you may already have](#) (Coach & Scholar).
4. Build a [list](#) of networks you have (Coach & Scholar) PLEASE MAKE A COPY TO USE

NETWORKING

Objective:

Scholars will understand the benefits of networking. Scholars will understand how to identify, expand, and utilize their networks.

Content Overview (Virtual)

- 1) Warm Up: What is one of the best relationships or connections you have made in your life?
- 2) Brief explanations of what networking and networks are. Coach explains the importance of networking. [Click Here for Networking Document](#)
- 3) Coach explicitly acknowledges how difficult networking can be for many people and explains their experience with networking.
- 4) Ask the scholar what their feelings are toward networking. (Further questions included in Google Doc Lesson)
- 5) Review scholar network list. Review resume to see if there are networks in the resume that the scholar may not have thought about connecting with.
- 6) Brainstorm ways to network.
- 7) Address networking best practices, code switching, and environmental/ venue differences for networking.
- 8) Discuss [Informational Interviewing](#) and how to conduct one. You can also watch this [video](#) if time allows.
- 9) Discuss individuals in the coach's network that would be helpful for the scholar to learn more about through informational interviews. Discuss if there is an opportunity for the coach to make a warm handoff or be present for the informational interview.

Deliverable (To be completed by the end of this virtual meeting)

1. Network list

Homework (To be completed by next virtual meeting)

1. Watch [DSF instructional video](#) on Interview skills and tips (Coach & Scholar)
2. Review [STAR Method](#) (Coach & Scholar)
3. Choose from [1 of 3 interview videos](#) to watch. (Coach & Scholar)
4. Write down 1 strength you have in interviews and 1 weakness you think you have in interviews in this [graphic organizer](#). (Coach & Scholar)
5. Prepare for a mock interview by writing your answers to 3 of the [Common Interview Questions](#). Use this [graphic organizer](#) to write down your answer (Scholar)

Additional Materials

- [Google Interview AI Prep Tool](#)
- [11 Steps to Prepare for an Interview](#)
- [How to answer: Tell me about yourself?](#)

INTERVIEW PREPARATION & NEXT STEPS

Objective:

Scholars will learn interview best practices and techniques in order to secure the job of their choice

Content Overview (Virtual)

- 1) Warm Up: What is one question you hate answering? What is a question you love answering?
- 2) Scholar and coach will discuss the purpose of an interview
- 3) Scholar and coach will also discuss their greatest strengths, weaknesses, fears, and confidences in an interview

4) Scholar and coach will go over interview preparation tips including how to use AI and other digital resources to prepare for interviews. Scholar and coach also discuss highlighting transferable skills and lived experiences. (Example: balancing work, school, and family responsibilities).

5) Scholar and coach will discuss [common interview questions](#) and responses employers are typically looking for

6) MOCK Interview (20 minutes) Choose 5-10 questions from [Common Interview Questions](#)

7) Debrief Mock Interview

8) Next steps in a coaching relationship. [Making graceful exits from any coaching/mentoring relationship](#)

9) Closing

Deliverable (To be completed by the end of this virtual meeting)

1. Scholar has an outline of answers to common interview questions

Homework (To be completed by next virtual meeting)

1. Review this [slide deck](#) on Finances and Workplace benefits.

FINANCIAL LITERACY: PAYCHECKS, PERKS, & POWER MOVES

Objective:

Scholars will learn the financial importance of saving, investing, and taking advantage of workplace financial benefits.

Content Overview (Virtual)

1) Warm Up: Would you rather have one giant mansion or 4 small apartments around the world? Would you rather retire at 55 or spend all your money while you work and not retire.

2) Scholar and coach please review the [slide deck](#) together

3) Please explore the [compound interest tool](#) together.

4) Scholar and coach discuss the following questions together:

Personal Finance

What does “financial success” mean to you at this stage in your life, and how might that definition change over time?

How do your personal values influence your spending and saving decisions?

What financial habits did you learn growing up, and how do they affect your choices today?

What are the biggest financial challenges facing young adults today, and how can they be addressed?

Saving and Investing

What are effective strategies for saving money on a limited income?

Why is it important to start investing early, even with small amounts of money?

What is the difference between saving and investing, and when should someone prioritize one over the other?

Employer Benefits:

What benefits beyond salary should you consider when evaluating a job offer?

How do retirement plans like 401(k)s work, and why is employer matching important?

What are the pros and cons of different health insurance plans offered by employers?

Homework: Please, please, please, complete the End of Program Survey sent out by program administrators to your email.

ADDITIONAL Program Information

- **Feel free to spend more or less time on lessons depending on Scholar needs**
- **Monthly Check-In Forms- Please fill out monthly so we can address any issues, questions, or concerns.**
- **Please complete the End of Program Assessment to help us to continue to improve the program.**

PROGRAM CONTACT INFORMATION



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