



## Participant Guide

# Introduction

Welcome to the Career Coaching program with Teach For America Nashville-Chattanooga! As a Corps Member, you received guidance and support through the first steps in your teaching career. As a TFA alumni, we want to provide you coaching, connections, and encouragement to continue your career journey.

## Program Outcome:

Increase TFA alumni in leadership roles in schools, district/networks, state, policy, and mission-aligned organizations.

## Action Steps:

1. Four coaching sessions are focused on (in order):
  - a. Clarifying Your Career Goals
  - b. Presenting Your Authentic Self
  - c. Building Your Community
  - d. Preparing for Interviews and Negotiations
2. Complete each section of this guide before scheduling the corresponding coaching session.
  - a. The guide is for your notes only
  - b. Your notes will help guide our coaching conversations
3. Coaching sessions are scheduled through Calendly by participants
  - a. 45-60 minute one-on-one coaching sessions via Zoom
  - b. Recommended at least 1 week apart, no longer than 4 weeks
4. Additional coaching sessions as needed for:
  - a. Prep for specific job opportunities

This program is free to TFA alumni and other mission-aligned professionals.

The career coaching is limited to focusing on career transitions into education, policy, or other roles that are aligned to TFA's mission towards educational equity.

The career coaching program will end on June 30, 2024.

# Clarifying Your Career Goals

## Coaching Session #1 Prep Work

The following questions will help refine your basic short term career goals. Answer them honestly.

1. What is your target salary?
  
2. Work Setting
  - a. Do you have a preference to working fully in-person, fully remote, or hybrid?
  
  - b. What geographic areas are you open to working (in person or remote)?
  
3. Industry
  - a. What area of work are you considering?
    - i. School level
    - ii. District level
    - iii. State level
    - iv. Non-Profit Education or Youth related
    - v. For-Profit Education or Youth related
    - vi. Self-Employed Entrepreneur
    - vii. Other
  - b. What specific companies, organizations, schools are you interested in?
    - i. What do you like about them?
  
    - ii. Do you know people who work at these companies?
  - c. Are there specific leaders or people you want to work with/for? Who?
    - i. What do you like about them?
  
    - ii. Do you know them or have mutual connections?

## The Mental Shifts of Career Change

The follow questions will help you think and prepare for the mental shifts that happen in a career change. This is the area that you have the most control over, yet it also is where many people are unprepared and unsupported. Be honest!

4. How do envision your life changing for the good with a career change?

5. What will be true in a year if everything works out well?

6. What keeps you up at night when you think about making a career change?

7. What is the “worst ending” to the story if things don’t work out well?





# List of VALUES

- |                |                     |                      |                  |
|----------------|---------------------|----------------------|------------------|
| Accountability | Ethics              | Kindness             | Self-respect     |
| Achievement    | Excellence          | Knowledge            | Serenity         |
| Adaptability   | Fairness            | Leadership           | Service          |
| Adventure      | Faith               | Learning             | Simplicity       |
| Altruism       | Family              | Legacy               | Spirituality     |
| Ambition       | Financial stability | Leisure              | Sportsmanship    |
| Authenticity   | Forgiveness         | Love                 | Stewardship      |
| Balance        | Freedom             | Loyalty              | Success          |
| Beauty         | Friendship          | Making a difference  | Teamwork         |
| Being the best | Fun                 | Nature               | Thrift           |
| Belonging      | Future generations  | Openness             | Time             |
| Career         | Generosity          | Optimism             | Tradition        |
| Caring         | Giving back         | Order                | Travel           |
| Collaboration  | Grace               | Parenting            | Trust            |
| Commitment     | Gratitude           | Patience             | Truth            |
| Community      | Growth              | Patriotism           | Understanding    |
| Compassion     | Harmony             | Peace                | Uniqueness       |
| Competence     | Health              | Perseverance         | Usefulness       |
| Confidence     | Home                | Personal fulfillment | Vision           |
| Connection     | Honesty             | Power                | Vulnerability    |
| Contentment    | Hope                | Pride                | Wealth           |
| Contribution   | Humility            | Recognition          | Well-being       |
| Cooperation    | Humor               | Reliability          | Wholeheartedness |
| Courage        | Inclusion           | Resourcefulness      | Wisdom           |
| Creativity     | Independence        | Respect              |                  |
| Curiosity      | Initiative          | Responsibility       |                  |
| Dignity        | Integrity           | Risk -taking         |                  |
| Diversity      | Intuition           | Safety               |                  |
| Environment    | Job security        | Security             |                  |
| Efficiency     | Joy                 | Self-discipline      |                  |
| Equality       | Justice             | Self-expression      |                  |

**Write your own:**

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## Good Ancestor

We all have heroes that we look up to that inspire us to carry on their legacy. For some, it might be a parent, grandparent, or another relative. It could be a teacher or coach we had as a youngster. As we look up to those people, we need to realize there are people who we inspire.

When we pass on from this world, the only thing that truly remains is your legacy – how people remember you for how you made them feel. Your legacy is not defined by the job titles you had throughout your life – it is about how you helped people in those roles. Do you want to be a good ancestor?

Fill this next section with words and phrases that you want people to speak about you when you are no longer around.

Once you have completed this section, schedule your first career coaching call.

# Presenting Your Authentic Self

## Coaching Session #2 Prep Work

This session will be focusing on how to present your most authentic self towards your career opportunities. Before our coaching session, you will need to email me the following:

1. Your resume via word or google doc
2. Your LinkedIn address (and connect with me!)
3. Links to 3 jobs that you would consider pursuing
  - a. We will be focusing on Job Descriptions
  - b. It can be from any geographic area, salary, etc. The focus is finding a job description that matches what you are interested in pursuing.

Once you have sent these to me, schedule your second coaching call.



# Building Your Community

Networking is typically seen as a business strategy based on short term transactional connections. In other words, networking is thought of as the primary way to meet people who are looking to hire you for your new career.

In profit-first industries, the bottom line is money and networking is part of reaching that goal. More money for you, the potential employee. More money for the company if they are able to hire someone to make them more money.

However, if you are focused on people-first industries (non-profit, education, or other people-first organizations), then a greater focus must be placed on how to build your community.

<b>Networking</b>	<b>Building Community</b>
Short-Term	Long-Term
Transactional	Relational
Making a sale	Making a connection
Let me tell you about me	I want to learn about you
Hire me!	How can I help you?
I'm looking for a job	I'm looking for an advocate

In this coaching session, we will talk about your experiences with networking and connecting with people. To prepare, complete the following to the best of your ability:

1. Who do you know in the industry you are targeting that knows you?
  
2. Who do you need to connect with in the industry you are targeting?

On a scale of 1 (low) – 10 (high),

3. How would you rate your networking experience? \_\_\_\_\_
4. How would you rate your confidence when talking with people? \_\_\_\_\_
5. How would you rate the size of your network? \_\_\_\_\_

Once you have completed these questions, schedule your third coaching session.

## Strategies for Connecting:

### **Working the Room**

If you are at a conference, networking session, etc, use this FORD to remember how to make small talk:

**Family** – Are you married? Have kids? Animals?

**Occupation** – what do you do for work? Volunteering?

**Recreation** – What do you do for fun? Relaxation? Self-Care?

**Dreams** – What do you see yourself doing in a year? 5-10 years? What do you want your legacy to be?

Try to **always** exchange contact information – especially if you sense that the person has a similar passion and purpose as you.

Follow-up within two days to set-up a one-on-one call or meeting. The structure of the email or text should include:

- Recap of where and when you met them
- Specific ask to connect including how long the meeting is (30 minutes is good) and when you want to meet (this week or next week).
- State your purpose – that you want to learn more about them and their organization.
- Share your calendar link if you have one.
- Thank them!

It could look like this:

It was great to connect with you at the Table Action Group meeting the other day. Do you have about 30 minutes to connect next week? I would love to learn more about you and your organization. You can use my calendar link to find time to meet. Thank you!

### **Top Five Questions in an Initial Call or Meeting**

1. What has been your journey to get into the role/company you are now?
2. What are you most proud of in the work you have done?
3. What is the one thing that keeps you up a night about your work?
4. How can I help you?
5. Who do you recommend I connect with? Can you connect us?

# Preparing For Interviews and Negotiations

This coaching session is to help you prepare for your interviews and negotiations. Answer these questions before scheduling your coaching call.

## **Interviews**

1. When was the last time you did a job interview?
2. What is your best interview experience? Why was it the best?
3. What is your worst interview experience? What made it so bad?
4. Do you talk too much or too little in interviews?
5. What feedback have you received about your past interviews?

## **Negotiations**

Negotiating the terms of your employment are important as it sets the baseline for future pay increases, promotions, benefits, etc.

6. What is your experience with negotiations?
7. How confident are you in asking for a higher than median salary?
8. What benefits are important for you to have? Consider time off, insurance premiums, gym reimbursements, mental health support, professional development, leadership development, ownership of material you create, etc.

Once you have completed these questions, schedule your fourth coaching session.