



Career **COACHING**

We'll help you achieve your new job or promotion!

www.viewspd.com.au



ABOUT VIEWS PD

CAREER COACHING AND PROFESSIONAL DEVELOPMENT TRAINING

Whether you're just getting started in your career, going for a promotion, or pivoting to a new challenge entirely, our coaching programs and services enable you to take charge of your direction and progress quickly with your career goals.



Services

Done-for-you solutions for your professional profile helping you achieve a new job or negotiate for a promotion.



Career Coaching

Discover our signature FAST-Track© Coaching Program to plan your career and rapidly achieve your goals.



PD Training

Develop key soft skills with our online courses and workshops. Available to run in-house at your place of business.



OUR TEAM



Results Coach

Trinity James

I'm a certified Results Coach with over 10 years industry experience, and I'm passionate about enabling people to achieve their career goals.

I've successfully coached people in a broad range of industries to take control of their career direction, achieve recognition in their work, be positioned as a thought leader, improve their financial situation and create the work-life balance they desire.

I'll help you find your focus, create balance in your world, and develop the fulfilling, life-long career of your dreams.

To find out more about me, you can connect with me on LinkedIn:
<https://www.linkedin.com/in/trinity-james/>



Training Specialist

Andrea Harries

My passion is to empower high-achieving professionals to create a successful careers that they truly thrive in.

I have over 30 years experience in education, first as a teacher, then as the Director of Quality Teaching and Learning.

I have also written a book for the Department of Education and run many seminars and tutorials for the AIS Australian Independent Schools.

More recently, I has developed Views Professional Development job-ready skill sets with online courses and workshops. I enjoy working alongside people, no matter their age or experience, and equipping them to achieve their career goals!



JOB APPLICATION SERVICES

We understand the job application process is filled with pressure and often requires working to tight deadlines, all while juggling your current work and/or studies.



Let us take the pressure off the application process by preparing key documents with you, so you can concentrate on achieving your dream job or promotion!

WE'LL HELP YOU WITH YOUR:

✓ **Resume and Cover Letter**

We will update or write your professional documents with you, ready to submit in your next job application.

✓ **LinkedIn Profile Optimisation**

LinkedIn is becoming an essential source of information for recruiters and hiring managers. Is your profile ready? We'll review your full profile and provide specific optimisations and updates in each key section.

✓ **Introduction or 'Elevator Pitch'**

Answer "tell me about yourself" with clarity and confidence. Also called your 'elevator pitch', the first few seconds of your introduction are absolutely critical. You never get a second chance at a first impression! Begin on the front foot by letting your personality shine and highlight your professional strengths to stand out from the crowd.

BOOKINGS

<https://www.viewspd.com.au/services>





INTERVIEW PREPARATION SERVICES



ACE YOUR INTERVIEW FOR YOUR NEW JOB OR PROMOTION!

Your interview coaching session will be 1 hour via zoom, held one-on-one with your Coach.

1. First, we'll run a Mock Interview using interview questions for your desired role.
2. You'll then be coached to refine your responses and receive expert feedback on your delivery.
3. Finally, you'll receive a recording of the session PLUS a 2 page summary document with notes to practise.

We'll cover:

✓ **Common Interview Questions**

Strategically formulate responses to common interview questions using examples from your professional experience to demonstrate key capabilities. Prepare for any tricky questions that are likely to come up so you can answer confidently. Utilise the SAR method, lead with the impact you made and clearly articulate the skills you possess to achieve results.

✓ **Body Language, Presentation Skills and Building Rapport**

Receive expert feedback and advice from your Coach on your interview question responses, body language, tone of voice, and other key elements to ensure you present well and build rapport with your interviewers.

✓ **Closing Comments and Questions**

The way you end an interview is as important as the way you begin. Make a memorable impression by asking smart questions, offering a key insight into what makes you an ideal candidate, and leave the interview on a positive note.

BOOKINGS

<https://www.viewspd.com.au/job-interview-coaching>



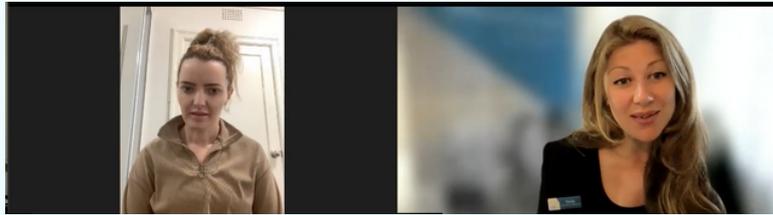


SERVICE REVIEWS

Many of our clients credit our interview coaching as the reason they won the position!

We've received dozens of testimonials about the positive impact on their ability to convince their interviewer they are the best candidate for the role. Interviews are, after all, just a sales pitch.

You can read more on our website: www.viewspd.com.au/about



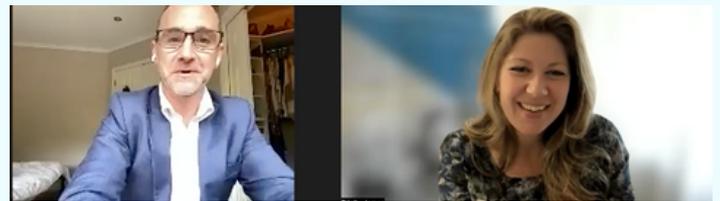
Caroline C.

"Great service by Trinity. She has provided a professional and bespoke service within my timeframe. I will definitely recommend her to all professionals applying for jobs with specific selection criteria requirements. Thank you Trinity."



Clara S.

"Trinity is patient and communicates effectively to understand our needs. She is promptly available to answer questions and is open to suggestions. I got so much out of our session and I feel what I learned will really benefit my skills."



Michael D.

"I highly recommend Trinity. For anyone looking for support, structure and confidence in interviews - she's great!"



CAREER COACHING



Whether you're just getting started in your career, going for a promotion, or pivoting to a new challenge entirely, our coaching programs enable you to take charge of your direction and progress quickly towards your goals. During this 8 week program, you'll develop your focus and direction, clearly define your Career Plan, and get on track for the long term results you deserve.

If you're looking to grow your long-term career success, find your focus, distinguish yourself in your field and create balance in your world this program is for you.

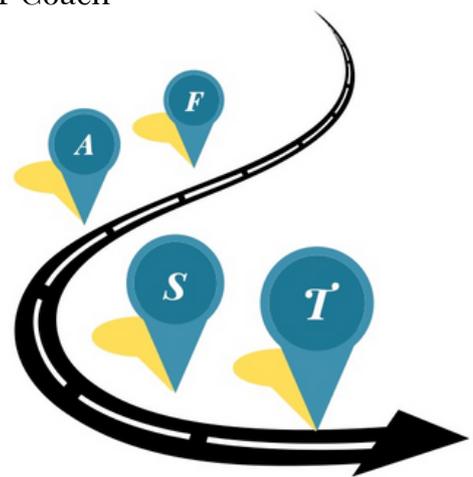
Join the 8 week FAST-Track© career coaching program to ...

- ✓ Create a clearly defined Career Plan that is right for YOU
- ✓ Implement new techniques utilising the FAST-Track© signature resources
- ✓ Be recognised for high performance results in your career
- ✓ Be fully supported every step of the way with access to your Coach
- ✓ Take control of your direction towards success

It all begins with booking your free career strategy session. We'll assess your current situation against several key metrics to identify exactly where the gaps and opportunities are. By the end of this free session, you'll have a clear roadmap for your next steps towards success in your career!

ENQUIRE HERE:

<https://www.viewspd.com.au/fast-track>





COACHING TESTIMONIALS

If anyone needs any help with developing a plan to build their career and is looking for someone to provide some guidance, structure, support and accountability, I would definitely recommend you speak with Trinity and Views Professional Development.
Sharon G.

I continue to use Trinity's services on an ongoing basis. The way in which she approaches helping & coaching her clients ensures that they really get results. She's professional & highly knowledgeable but also extremely down to earth. Ross M.

Truly, thank you for being so supportive and encouraging. Your course has given me so much structure, stability, insight and confidence! I learnt so much from our session, you have a way of explaining this which makes so much sense to me. You simplify things in a clear way and your creative ways make it fun to listen!
My perspective and direction in life feels like it has come into fruition effortlessly.
Susie M.

I would definitely recommend you speak with Trinity if you are looking for clarity on a pathway forward for your team, your clients, or yourself. Kelley Chisholm, not for profit manager

I greatly enjoyed completing the program. I have found many of the skills I learnt will be transferrable in both my professional and personal life. I am interested in taking advantage of the learning pathways that Views PD offers and am looking forward to beginning their next recommended program. Cynthia Jobe-Parker

Thank you for coaching me through this very comprehensive program. The section on Critical Thinking was excellent. The self-paced approach was easy to fit around the demands of my job with each unit instantly utilised in my workplace, personal life and every day thinking. I am looking forward to future quality training with Views!
Vicki Wickert





thank you

*I'd love to help you achieve
your new job or promotion!*

Contact me here:



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