



**AGCAS**

The Association of Graduate  
Careers Advisory Services

## **AGCAS Courses for Information and Advice Professionals**

### **Introduction to Advice**

This one day course is aimed at careers staff involved in advice interactions with students. The course content will consider the specific skills of advice and its application within the typical activities of a careers service. It will be useful to staff working on the frontline, in information and also those interacting with students in partner units, such as placement, job shops, and employability advice.

(not part of the AGCAS/Warwick qualification)

### **Diagnosing Client Needs**

A one-day course for staff moving into initial client contact work or wanting to review current practice in their role.

(not part of the AGCAS/Warwick qualification)

### **Employability Advice**

This two day residential course is suitable for anyone involved in one-to-one advice work with clients, which relates to key areas of employability eg: job search, initial diagnostic work, work experience/placement advice, starting the career planning process and similar advice topics. The focus is on the effective use of advice to facilitate student progression through the job search process whilst instilling ownership and developing self-reliance. The training will be particularly useful to individuals who are new to advice work or who are moving into a student-facing role.

The course will be practical in its delivery involving participants in role play and videoed discussion with students. Over the duration of the training, participants will link to their own client and engage in a series of interactions including initial contract and CV/application review, so that there is a continuity of learning and a chance to build a relationship.

(not part of the AGCAS/Warwick qualification)

## Career Coaching (IAG)

This three day residential course is suitable for anyone working with students and graduates, who is interested in incorporating coaching skills and strategies into career planning and implementation. Coaching skills are relevant to so many of our activities - from job search and placement support to enterprise advice and to long guidance discussions.

The learning will focus on key aspects of coaching such as establishing a working alliance, goal setting and effective use of questions. It will also introduce participants to models of practice and coaching tools and techniques, perhaps not so familiar in guidance settings. You will be challenged to consider your own professional practice and how coaching will fit with your current role and activities. We will do this through interactive exercises and case studies, supported by individual reflection, and the course will also involve videoed discussions with students.

This is not a professional coaching qualification, but is aimed at those wishing to develop coaching skills to complement their current skills set.

(part of the AGCAS/Warwick qualification at PG Certificate, PG Diploma and MA)