

Congratulations and Welcome to Career Clarity Breakthrough Coaching Program!

I'm glad you're here.

Over the past 15+ years of helping people to make career changes, I have made it my mission to learn everything I can to help people identify the best job and career options and make a successful career transition.

So we can focus our first coaching session on working together (rather than spending time talking about the coaching process itself), please review this information on how we'll work together to support your career success. Of course, when we meet I'm happy to answer any questions you have too.

Link To Schedule 1st Clarity Coaching Session

The easiest and fastest way to schedule a coaching session is to click here:
Click here to [schedule an online coaching session](#)

No Contract Or Commitment

To keep coaching fees reasonable and fair, there is no contract or commitment to any number of career coaching sessions. Instead, my career coaching services are offered 'ala carte'.

As a client, you purchase and pay for only the coaching services and the amount of my coaching time you want.

To make coaching affordable, I also offer 12-minute and 25-minute coaching sessions with prorated fees. If you have a quick question and don't need much time, you can purchase a 12-minute Quick Question coaching session here: www.QuikQuestionCoaching.com . If your topic requires more than 12 minutes, but less than a full session, you can schedule a 25 minute session here: <https://newcareerbreakthrough.as.me/?appointmentType=1626379>

(See page 10 to learn about coaching sessions to help you create a winning Resume, LinkedIn & Cover Letter, conduct an effective job search, and convert interviews into job offers.)

Typical Career Clarity Coaching Process

While many people have struggled for months (and sometimes years) to identify the best alternate jobs and careers for them, I have developed an efficient Career Clarity coaching program that typically enables people to identify the best choices for them in 2 coaching sessions.

Here's a description of the typical Career Clarity Breakthrough coaching process.

First Career Clarity Coaching Session: Career Design

To help you identify good job options, we must first identify the 'essential elements' of the right career for you, such as your best skills, weakness, motivations, interests, and personal style. I call it Career Design.

The focus of our Career Design session is to identify and discuss the essential job & career ingredients for you, so by the end of our first coaching session I will have the information I need to do my research and identify alternative job and career options that we will discuss in our second Career Clarity coaching session.

So both of us can be prepared for our first session, please complete the Career Clarity Assessment no later than the night before our session.

Here's a quick summary of the assessment forms:

- About You: Quick questions that will help me understand your situation and what you'd like to get from our work together.
- Skills Assessment: When you choose a career that uses your strongest and favorite skills, you're much more likely to enjoy your job and excel in it. Complete this exercise and worksheet to identify your best skills, the skills you'd like to develop, as well as the skills you don't want to use at work.
- Interests & Hobbies Assessment
- Industries and Subindustries: Complete this assessment of more than 800 industries and Subindustries to help us identify career fields that are (or might be) appealing to you.
- Your Career Ideas Assessment: I like to learn about any job and career ideas you have (if you have any) as well as any ideas that you have considered in the past and have ruled out.

Second Career Clarity Coaching Session: Job & Career Ideas and How to Research Them

In your first coaching session, we complete the first step of Career Choice Clarity Coaching program: identifying the 'essential elements' of the right job and career for you.

In the second coaching session, the focus of our work together is to discuss alternate job and career ideas... and how to evaluate them so you make a good choice.

Many of my clients have told me this session was eye opening for them - it helped them to see there are more (and different) possible job and career paths than they realized.

The benefits of this coaching session - and subsequent research homework assignments I'll send after the session - include:

- We'll summarize key markers of a job and career that 'fit' you.
- You'll learn about the potential jobs and careers that I think could be interesting to you - and I'll explain what those options are and why I think they could appeal to you.
- You'll get an overview of each job and career idea – and the nuances between them.
- You will identify the skills and experience typically sought by employers for each preliminary job and career idea, and you will begin to see how you can best position yourself for your career transition.
- When researching the ideas we discussed, you can discover other appealing job and career ideas.
- I'll give you my professional and unbiased opinion about any job and career ideas you have – so you can learn if they are good fit or not for you.

The all-inclusive fee for this two-session Career Clarity Coaching package is \$380 (clients pay \$190 for each session. If a client opted to not have a second session for some reason, they would not pay for the second session). The fee includes:

- The Career Clarity Breakthrough Assessment

- My time to review your Assessment and resume before our session
- A first 50-minute coaching session to Identify Key Ingredients of the right job & career for you
- My time to research and identify alternate job and career options that could be a good match for you based on the information on the assessment and what we discuss in our first coaching session.
- A second 50-minute coaching session to discuss alternate job and career ideas and how to research them.
- My time to prepare your Job & Career Idea Research homework assignment to help you move forward.
- 120-day access to training modules I have created to will help you research and evaluate each alternate job and career idea

Optional 3rd Career Clarity Coaching Session

Many clients know the new type of job / career they want to pursue after researching alternate job and career ideas following the second Clarity Coaching Session. Depending on a client's research findings & their individual decision-making style, some clients opt for a 3rd Clarity Coaching Session to:

- Discuss their job & career research and hone in on the best option...
- Get more job and career ideas
- Discuss how to make their transition, including any education options to position you for a new career

The fee for a third Career Clarity Coaching session is discounted 50% - it's just \$95. This fee includes:

- A 10-minute Planning Session by phone to review where you're at with your research assignment and to give me the information I need to prepare for our session.
- My time to prepare for our session.
- A 50-minute coaching session.
- 120-day access to any supplemental resources I have developed related to the topics we discuss in this coaching session.

Career Clarity Coaching Session Satisfaction Guarantee

I offer two Satisfaction Guarantees:

First Career Clarity Coaching Session Guarantee:

Over the years, I've put together and polished a Career Clarity Coaching Program that has helped thousands of people to identify the best job and career options for them. That said, I know everyone is different. Personally, I've hired a number of coaches over the years to work with me. All of them were highly regarded and far more expensive than me. Some of those coaches were great fits for me. A few weren't. I realize that the coaches who were not able to help me had a system that worked for many people, but it just wasn't a good match for me. None of those coaches ever offered a refund to me. I understand why not – they put their time into working with me - though I still felt I didn't get the value I expected.

I treat my clients the way I want to be treated: If, after the first Career Clarity coaching session, you feel I or my Clarity Coaching program are not right for you, just request a refund by email before you schedule your second Career Clarity coaching session and I'll happily (and instantly) issue a full refund of fees you've paid, and we will end our work together as friends.

Likewise, once in a while during the first coaching session I realize that I don't have the specific knowledge of the workplace to support my client's career success. When that happens, I explain the situation to the client and provide a refund for the first session. While it may be disappointing (both the client and I will have invested time in preparation and session – and I'll have given up the fee for my time), I believe it's the right way to do business.

2nd Career Clarity Coaching Job and Career Idea Guarantee

As explained above, it takes two or three coaching sessions to identify the best job and career ideas for a client. It takes me a lot of time to identify potential job and career ideas for the 2nd and 3rd Career Clarity coaching sessions, so I do not offer payment refunds for those coaching sessions. But I do offer this guarantee:

If we have not identified appealing job and career options for you after the 2nd Career Clarity coaching session, I will give you up to two additional Career Clarity Coaching sessions (your 3rd and 4th Career Clarity coaching sessions) for \$95 per session. These additional Career Clarity coaching sessions are 50-minutes, in my office or by phone choose).

Here's the fine print on this offer:

- To receive the 3rd and/or 4th Career Clarity Coaching sessions at \$95 each, you MUST complete and return to me a Job & Career Idea Assessment form for each job and career idea I have suggested in our

work together in previous coaching sessions. This form helps me to understand what you like and dislike about the job and career ideas that I have proposed and you didn't choose. The reason I require this information is because without it, there's no way I can come with better job and career ideas for you. Make sense?

- These additional, very low fee Career Clarity Coaching sessions must be about helping you to identify potential job and career ideas. In other words, these deeply discounted coaching sessions are to continue our work together to help you identify the right job and career direction. These sessions can not be used to discussed preparing a resume, job search, interviewing, etc. I can certainly help you with these action steps, but they are not included in the Career Clarity Coaching Program.

To the best of my knowledge, these are the most complete and fairest guarantees offered by any Career Coach – and I offer them because I believe in the effectiveness of my Career Clarity program, and I believe it's important to be fair to both the clients and the coach.

Coaching Session Protocol

- Career Clarity Coaching sessions are 50 minutes. I respect my clients' time and begin each coaching session on time.
- Because I have a limited number of appointment times available each day – and because I spend a considerable amount of time preparing for a session - I require clients to pay for each coaching session at the time they schedule it.
- After a quick recap of what we want to achieve in the coaching session, we'll do our work together.
- Homework is an important part of the coaching session and process because it will enable you to make more progress between coaching sessions. Towards the end of each coaching session (around the 40 minute mark), we'll discuss the action step(s) you need to take after the coaching session to help you move forward based on what we discussed in that coaching session.
- I recommend that you take notes during our sessions. If we use Zoom, I can record the session for you.
- Please email your completed assignments to me (Jeff@NewCareerBreakthrough.com) the night before we meet (of course, you can always email it to me earlier). I'll review your homework the day we meet so it's fresh in my mind for our coaching session.

Scheduling Your First Clarity Coaching Session

The easiest and fastest way to schedule your first clarity coaching session is to go to

<https://newcareerbreakthrough.as.me/schedule.php?appointmentType=1581090>

The online scheduling system is always up-to-date and lets you immediately find and schedule a good day and time that works for you. We'll both get email confirmations that you scheduled a coaching appointment.

While you could send an email to me and ask for future appointment times, by the time you see my email with several choices... and I see your response... there's a decent chance the day and time you choose will no longer be available. I highly recommend using the online calendar system for fast, easy and accurate appointment scheduling!

Rescheduling / Cancelling A Coaching Session

To remind you of an upcoming coaching session, my online appointment scheduling system will email an appointment reminder to you about 72 hours before our session.

I understand that there are times when a client must reschedule or cancel an appointment due to emergencies or unexpected obligations for work or family. There is no fee to cancel or reschedule a coaching appointment more than 48-hours before that appointment's start time.

When a client cancels or reschedules a coaching session with less than 48 hour notice, it is very difficult for me to refill the coaching session, because other clients don't have enough time to prepare for a last-minute session.

Appointments cancelled or rescheduled with less than 48 hours notice typically go unfilled, delaying other clients from getting help they want and causing me to lose the entire session fee, a costly expense for a small business like mine.

I ask clients to be sensitive to this situation when they schedule and change their appointments.

There is a \$37 fee to reschedule or cancel a coaching session appointment with less than 48-hour notice before the session begins. The fee for a missed coaching session is \$97. There is no fee if a session must be cancelled or reschedule due to inclement weather and unsafe travel conditions.

To reschedule or cancel a session more than 48 hours in advance of our session start time, go to www.CareerCoachingAppointment.com

To reschedule or cancel a session with less than 48 hour notice in advance of the session's scheduled start time, please email me directly at

Jeff@NewCareerBreakthrough.com (the online calendar doesn't allow appointment changes with less than 48 hour notice).

Fair is fair... If I need to reschedule / cancel your coaching session and I give you less than 48-hour notice... I'll give you a credit of \$37 toward your next coaching session. (As an aside, I think I've only needed to do that 3 or 4 times in more than ten years of coaching.)

Quick Question Consultations (Advice Between Sessions)

If you have a 'quick question' or want some quick advice without having to wait till our next coaching session or without having to schedule (or pay for) a full 50-minute coaching session... a 12-minute Quick Question Consultation is a great way to get the immediate support and answers you need for a reduced (prorated) fee of \$37.

Quick Question Consultations are extremely effective when you have a specific question, such as:

- How to handle a specific issue on your resume (such as how to handle a gap on your resume)
- How to handle a specific situation that came up during a job interview (such as the best way to follow up after the interview or handle an objection that was raised during the interview).

Quick consultations are offered by telephone, so they are convenient and easy for both of us.

Quick Question Consultations ARE NOT effective for broad questions (such as how to prepare a resume, look for a job, or prepare for an interview!) or full document reviews (such as reviewing an entire resume or LinkedIn profile).

To keep the fee low for Quick Question consultations, I don't do any pre-call preparation, post-call follow up, or distribute any of my coaching product materials for these consultations.

To schedule a Quick Question Consultation, go to www.QuickQuestionCoaching.com

I'm confident you'll find our coaching together is an excellent and effective way to get experienced and unbiased insight, guidance and structure to help you move your career forward.

I look forward to starting our working together.

Jeff Neil
Founder, New Career Breakthrough

Coaching Services And Products

Over the past 10+ years of working with thousands of clients, I have created a series of high-quality and affordable coaching products and services to help my clients make their career transition faster and easier.

These include:

- Preparing an effective resume and cover letter that pique interest and win interviews
- Preparing a LinkedIn profile that gets found by HR and recruiters
- Using job search strategies that can get interviews as fast as one to two weeks
- Interview preparation and strategies to convert interviews into exciting job offers

My services and products differ from most other career coaches in two important ways:

- **Fairness:** I **do not** require clients to purchase an expensive coaching package. I believe coaching packages offered by many career coaches are unfair because (1) most people will never use all of the services included in the package and (2) the fees for top coaches very expensive (typically \$2,000 to \$5,000 for a complete A to Z package of coaching services).

Instead, I offer my clients what feels to me like a very fair model – my clients choose only the coaching time and products they want from me.

- **Flexible and Affordable Coaching AND Products:**

Many coaches sell expensive coaching services but they do not also offer affordable, high quality products.

Other coaches offer coaching products (though few are high quality - I know, I've spent thousands of dollars checking them out), but they do not offer affordable coaching to answer questions that you have as you use their products. So you're left hanging.

I offer both - high-quality products at affordable prices AND affordable Quick Question coaching options to answer any questions you have as you implement those product strategies in your job search / transition. It's a powerful and extremely effective combination.

Career Clarity

Career Choice Breakthrough Coaching

There are three steps to discovering good career options: (1) Identifying the key 'ingredients' of the right career for you (skills, interests, motivators, etc.); (2) identifying job and career options that are a potential match (including options you don't know about or would not have thought of); and (3) investigating those options to get the accurate and unbiased information you need to have confidence that you are choosing the right new job and career choice for you. For most clients, it takes two or three 50-minute coaching sessions to identify good job/career options. You can learn more at www.CareerCoachNewYorkCity.com

Quick Question Session

If you have a 'quick question' or want some quick advice without having to schedule a full 50-minute coaching session... a Quick Question Session is a great way to get the immediate support and answers you need for a prorated fee.

Quick Question Consultations are extremely effective when you have a specific question, such as how to best handle a specific issue on your resume, job search or interview situation.

You can learn more at www.QuickQuestionCoaching.com.

Marketing Document Preparation (Resume, Cover Letter & LinkedIn)

When you prepare a resume the way I suggest:

1. Your resume will 'translate' your skills and reframe your experience so potential employers will clearly see the value you offer to them
2. You will be able to reduce or eliminate the 'gaps' you have for the type of job you are targeting

3. You will have an effective resume that lets you stand out from competitors
4. You will get more job interviews

Most job seekers who prepare their own resume without professional guidance choose the wrong resume format and they don't do a good job of 'positioning' themselves for the positions they are targeting. Unfortunately, hiring a professional resume writer usually doesn't work... I've seen hundreds of 'professionally' written resumes that cost \$150 to \$500 that were completely ineffective and a waste of money. Top resume writers typically charge \$1,500 to \$2,500, depending on the complexity of the resume, which is more than most job seekers want to pay for a resume.

I offer a 50-minute coaching session (in-person or online) to give my clients personalized and specific advice on how to build an effective resume, LinkedIn profile and cover letter for the types of jobs you want to target – so hiring managers can see your best qualifications for the jobs you are targeting. In this session I also teach my clients how to create a resume that scores as highly as possible with Applicant Tracking Systems.

Clients who complete a resume, cover letter and LinkedIn coaching session get complimentary access to my online library of supplement resume and LinkedIn resources.

If you use the strategies that I teach, you'll create a resume that is as good as a \$1,500 resume writer.

Job Search (\$180)

Most job seekers don't really understand how to find the right new job for them.

This package includes:

- One 50-minute coaching session to will teach you the key strategies to win more job interviews and land the job you want faster.
- Complimentary access to my extensive online library of step-by-step job search resources.

Interview Coaching (\$160)

One simple mistake during an interview can kill months of precious time searching for a job. Unfortunately, most job seekers don't know how to shine through the entire interview process... and they don't know the small or big mistakes they are making.

In one coaching session I can give you the elite-level interviewing skills & strategies you need to beat out the competition and turn your interviews into job offers.

This package includes:

- One 50-minute coaching session to practice & hone your answers to interview questions and discuss the most important interviewing strategies that you should use when you're making a career transition
- Complimentary access to my extensive online library of interview resources, including typical interview questions and sample answers, sample interview follow-up letters, and much more