



# SHARON JEFFERIES

Coach & Trainer

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human resources | training | coaching | recruitment | change



I am professional, motivated and committed with extensive experience in career and personal development coaching working one on one as well as group settings within corporate, tertiary and not for profit settings.

Passionate about working with people with a strong background in careers development using a strengths-based approach. I work in an open and honest way utilising a range of coaching tools to allow clients to develop, grow and make changes to unlock their potential.

I have a diverse background of experience working with large consultancy firms and corporates in London for 10 years, and I have successfully operated my own business, in the careers space, for over 15 years. I have also worked for 6 years in the tertiary setting as a careers development coach and advisor and more recently in supported employment within the not for profit sector.

Building and developing relationships with clients and businesses is what I enjoy, through effective communication and interpersonal skills, I value the opportunity to collaborate.

I have gained a Diploma in Career Guidance and Diploma in Business Management, Professional and Personal Coaching Certificate, Mentoring and Supervision Training, certified by the NZ Psychological Society for Self-Directed Search and I am an accredited MSCEIT (Mayer-Salovey-Caruso Emotional Intelligence Test) practitioner.

## Sharon's areas of expertise include:

- **Coaching:** One on one and group coaching across a range of areas – careers, performance development, redundancy and small business coaching. Coaching for transformational change, using a variety of coaching tools and techniques.
- **Training:** Facilitating a range of training workshops around career planning, time management, networking, leadership development and team building.
- **Career Development:** Qualified and experienced practitioner who has worked with a diverse client base, providing professional services and using a range of tools including self-assessments, career anchors, CV development, cover letter support, interview preparation and job search strategies.
- **Communication:** Exploring the differences between people and finding ways to bring about understanding and increase collaboration.
- **Self-Leadership:** Working with clients to gain a sense of who they are, what they can do, where they are going, combined with the ability to influence communication, emotions and behaviours to reach goals.
- **Relationship Building:** Effective communicator with the ability to build professional networks across business, community, not for profit, government and education sectors.



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