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## GETTING STARTED

**Initial Meeting:** Before working with every client, I conduct an initial meeting to see if working together would be possible. This process is accomplished by meeting together in-person for an hour, one-on-one session. During this time you can express your current situation and your career development needs. I can explain and answer any questions you might have about my background, training, and my process. If we find that working together might not be possible, I can provide you with alternative resources or referrals in order to make sure that your needs are taken care of.

- I want to make sure that you are getting the assistance and support you need. I do charge my full hourly rate for this initial visit of **\$150.00**.

### **What Happens Next?:**

- After the Initial Meeting, I will send you home with the below pricing and a copy of the Professional Disclosure Agreement (also available on my website) in which, should you become a client, will need to be signed before we begin our work together. Please read through it carefully. Typically, I work with clients in packages (anywhere from 6-10 sessions). I understand that not everybody's needs fits into these packages and therefore, can collaborate on a plan that works for the both client and practitioner.

### **CANCELLATION POLICY**

I make every effort to accommodate as many clients as I can during my work week and as a result, ask that you consider our meetings very important. Here is an explanation of my cancellation policy.

**Please let me know 24 hours before our next session (Initial Meetings included).** A phone call and a message on my voicemail (if I am unavailable) is all that is necessary. Otherwise, your required fee for that time slot will be billed to you. [medical emergencies, sickness & inclement weather are exceptions] For scheduled sessions, if you have not arrived within fifteen minutes of the scheduled appointment and there has been no ability to connect with an outreach attempt, the session will be treated as a cancellation without 24-hour notification.

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### **CONFIDENTIALITY**

In addition, all of our correspondence, Initial Meetings, and sessions are strictly confidential. The state laws and the rules of the ACA require me to keep what you tell me confidential. However, if what you are disclosing to me gives an indication that you are going to harm yourself or another person, I have the right to break this confidentiality. Also, if I believe or suspect you or another person is abusing a child, an elderly person, or a disabled person, I will have to contact the appropriate authorities.





## A. EXPLORATION, MARKETING, ASSESSMENT SERIES & JOB SEARCH PREPARATION

CLARIFICATION & FUTURE POSSIBILITIES	EXPLORATION OF POSSIBILITIES & JOB SEARCH ASSISTANCE
<ul style="list-style-type: none"> <li>✓ <b>CareerCycles Narrative Assessment™:</b> This holistic evaluation is aimed towards discovering your career and life possibilities, formulating a Career Sketch, establishing a Career Statement, and generating a Possibility and Exploration Plan™.</li> <li>✓ <b>YouScience Ability Battery®:</b> This online assessment evaluates aptitudes - covering math, interpersonal skills, &amp; language ability.</li> <li>✓ <b>Knowdell Career Values Card Sort™:</b> Given in session, this assessment that assists you in understanding your values, further enhancing your career clarification. Appropriate for every age and stage.</li> <li>✓ <b>Gallup's StrengthsFinder®:</b> This online inventory evolved via the positive psychology movement, which will move you further in operating from your strengths versus your deficits.</li> <li>✓ <b>Comprehensive Career Counseling Services:</b> Individualized assessment review coupled with insights gained from our sessions about your future career and life direction.</li> </ul>	<ul style="list-style-type: none"> <li>✓ <b>Networking Possibilities &amp; Job Search Strategy:</b> Use Informational Interviewing as a vehicle to connect with professionals in the field, research positions, and uncover hidden job opportunities.</li> <li>✓ <b>Interviewing Preparation:</b> one-on-one simulated interview practice, constructive feedback, and improvement counseling.</li> </ul> <div style="border: 1px dashed black; padding: 10px; margin-top: 10px;"> <p style="text-align: center; color: #4a90e2; font-weight: bold;">OUTSOURCED COLLABORATION</p> <ul style="list-style-type: none"> <li>❖ <b>Resume Development Service:</b> Comprehensive and custom resume design by a Certified Professional Resume Writer (CPRW).</li> <li>❖ <b>Cover Letter Design &amp; Implementation:</b> Industry focused design ensured to highlight your strengths, skills, abilities, and achievements.</li> <li>❖ <b>LinkedIn® Profile Consulting:</b> Maintain a strong digital presence in today's age. Increase your visibility and maximize your marketability 24 hours per day.</li> </ul> </div>

### EXPECTED PROGRAM OUTCOMES

- ★ Enhance your marketability through Professional Resume/ LinkedIn® Design by a CPRW
- ★ Gain clarity around your Strengths and Values & Abilities, learn how to leverage your assets, maximize your networks, and uncover hidden organizational opportunities
- ★ Hone your interviewing skills and increase your chances of landing a role
- ★ Learn proactive job search techniques, i.e. informational interviewing and Employment Outreach procedures

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## A. EXPLORATION, MARKETING, ASSESSMENT SERIES & JOB SEARCH PREPARATION

**Brad Graham, M.Ed., LPC** is a career counselor who is dedicated to helping his clients find clarity, self-awareness, purpose and intention. He believes that this is the driving force behind any great career decision. He is passionate about career development and uses brief, future-focused and strength-based counseling models that move people forward.

He is a Licensed Professional Counselor for the State of Colorado and holds a Master's degree in Counseling and Career Development from Colorado State University.

**Dave Martinez, CPRW** is a certified professional resume writer with a passion for helping others improve their current job status. He combines 18 years of recruiting experience, a human resource background and human elements when creating highly organized, strategically-designed resumes that maximize the recruiter's initial 5-7 second review. He focuses on the 4 items that all recruiters are looking for during this time, building a connection between the skills a recruiter is looking for in a candidate and the skills an individual brings to the table. His clients range anywhere from individuals entering the workforce to highly experienced, executive-level business people.

### PROGRAM INVESTMENT

➤ **A. Exploration, Marketing, Assessment Series & Job Search Preparation:**

**10 Sessions for \$1690** (credit card on file required for missed appt. charges)

**Service Formalities (please read)**

- Client can cancel at anytime and a refund will be issued for remaining unused sessions.
- Services must be paid in full at the time of client start date.
- Services must be used within 1 calendar year of client start date.
- All prices are good for a period of 6 months from Initial Meeting. Checks, Mastercard, Visa, Discover, Amex, and Paypal accepted. Service information updated 1/1/20. Services are not transferable.





**B. EXPLORATION & ASSESSMENT series**

**CLARIFICATION & FUTURE  
 POSSIBILITIES**

- ✓ **CareerCycles Narrative Assessment™:** This holistic evaluation is aimed towards discovering your career and life possibilities, formulating a Career Sketch, and establishing a Career Statement.
- ✓ **YouScience Ability Battery®:** This online assessment evaluates aptitudes - covering math, interpersonal skills, & language ability.
- ✓ **Knowdell Career Values Card Sort™:** Given in session, this assessment that assists you in understanding your values, further enhancing your career clarification. Appropriate for every age and stage.
- ✓ **Gallup's StrengthsFinder®:** This online inventory evolved via the positive psychology movement, which will move you further in operating from your strengths versus your deficits.
- ✓ **Comprehensive Career Counseling Services:** Individualized assessment review coupled with insights gained from our sessions about your future-career and/ or opportunities.

- ✓ **Possibility & Exploration Plan™:** This Inspired Action component serves to keep you organized and accountable as you explore future-career/ possibilities.

**EXPECTED PROGRAM OUTCOMES**

- ★ Gain clarity on your Strengths, Values, Abilities & Assets. Intentionally establish concrete ideas for future-potential careers and/ or educational opportunities, etc.
- ★ Uncover language through assessments to enhance your marketability to eloquently talk about yourself, your strengths and assets.
- ★ Research future-potential careers using a Possibility & Exploration Plan™ - learn about Informational Interviewing, i.e. covert networking.



**PROGRAM INVESTMENT**

➤ **B. Exploration & Assessment Series:**

**7 Sessions for \$1090** (credit card on file required for missed appt. charges)

**Service Formalities (please read)**

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**C. MARKETING & JOB SEARCH PREPARATION**

CLARIFICATION & FUTURE POSSIBILITIES	EXPLORATION OF POSSIBILITIES & JOB SEARCH ASSISTANCE
<ul style="list-style-type: none"> <li>✓ <b>CareerCycles™ Possibility &amp; Exploration Plan™:</b> This Inspired Action exercise will help you stay organized and determine a best-fit opportunity or future endeavor.</li> <li>✓ <b>Knowdell Career Values Card Sort™:</b> Given in session, this assessment that assists you in understanding your values, further enhancing your career clarification. Appropriate for every age and stage.</li> <li>✓ <b>Gallup's StrengthsFinder®:</b> This online inventory evolved via the positive psychology movement, which will move you further in operating from your strengths vs. your deficits.</li> <li>✓ <b>Comprehensive Career Counseling Services:</b> Individualized assessment review coupled with insights gained from our sessions about your future career and life direction.</li> </ul> <div style="display: flex; justify-content: space-around; align-items: center; margin-top: 10px;">     </div>	<ul style="list-style-type: none"> <li>✓ <b>Networking Possibilities &amp; Job Search Techniques:</b> Use Informational Interviewing as a vehicle to connect with professionals in the field, research positions, and uncover hidden job opportunities.</li> <li>✓ <b>Interviewing Preparation:</b> one-on-one simulated interview practice, constructive feedback, and improvement counseling.</li> </ul> <div style="border: 1px dashed black; padding: 10px; margin-top: 10px;"> <p style="text-align: center; color: #0070C0; font-weight: bold;">OUTSOURCED COLLABORATION</p> <ul style="list-style-type: none"> <li>❖ <b>Resume Development Service:</b> Comprehensive and custom resume design by a Certified Professional Resume Writer (CPRW).</li> <li>❖ <b>Cover Letter Design &amp; Implementation:</b> Industry focused design ensured to highlight your strengths, skills, abilities, and achievements.</li> <li>❖ <b>LinkedIn® Profile Consulting:</b> Maintain a strong digital presence in today's age. Increase your visibility and maximize your marketability 24 hours per day.</li> </ul> </div>

**EXPECTED PROGRAM OUTCOMES**

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- ★ Gain clarity on your Strengths and Values, learn how to leverage your assets, maximize your networks, and uncover hidden organizational opportunities
- ★ Hone your interviewing skills and increase your chances of landing a role
- ★ Learn proactive job search techniques, i.e. informational interviewing and Employment Outreach procedure

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## C. MARKETING & JOB SEARCH PREPARATION

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### PROGRAM INVESTMENT

#### ➤ C. Marketing & Job Search Preparation:

**6 Sessions for \$1090** (*credit card on file required for missed appt. charges*)

#### Service Formalities (please read)

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- Services must be paid in full at the time of client start date.
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