



# YOUTH CAREER COACHING STARTUP KIT

**For Advocates, Coaches, Counselors,  
Workshop Speakers**

Subject areas include: Resume, Cover Letter, Thank You  
Note, Interviewing, Branding, Goal Setting, Vision,  
Networking, etc. **\*\*BONUS\*\*** Business Start Up Tools

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**A PUBLICATION BY THE YOUTH CAREER COACH INC.**

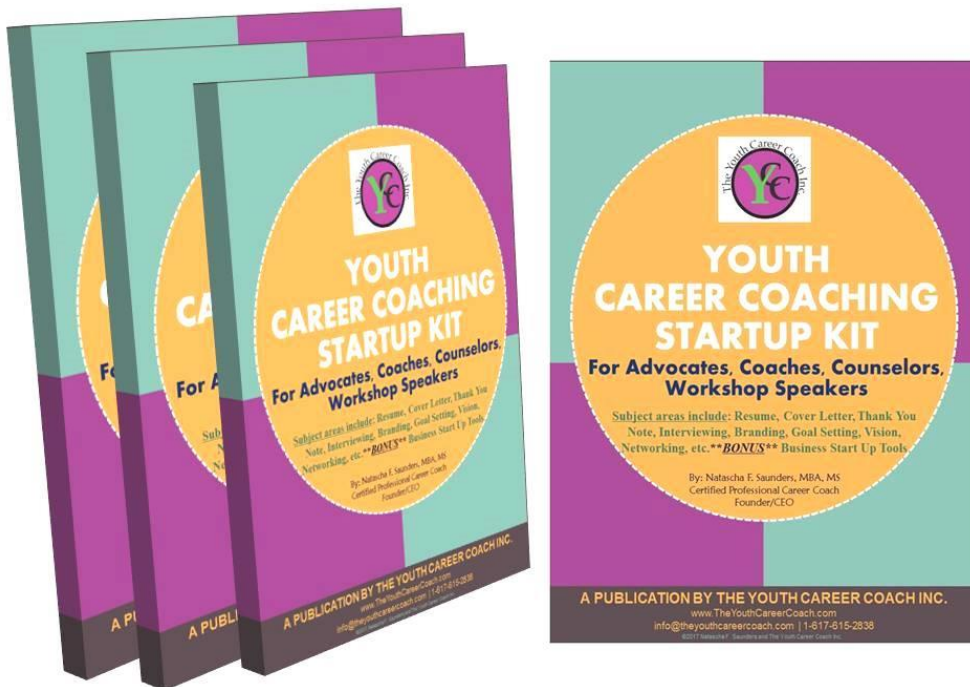
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# The Youth Career Coach Inc. Starter Kit

Value \$497 | Your Investment **\$247**



## ***STARTER KIT INCLUDES***



- ✓ ALL Curriculum Materials Listed Below
  - ✓ PLUS Business Start Up Tools
- ✓ Two (2) One on One Coaching Calls with Natascha
- ✓ Opportunity to upload your articles in The YCC Inc. Social Media Groups (LinkedIn, Facebook, etc.)
- ✓ Opportunity to submit your articles for The YCC Inc. Blog & Website
- ✓ Listed on The Youth Career Coach Inc. website as an Affiliate Youth Coach with links to your business
- ✓ Become part of our cohort of feedback coaches

**Materials included on YCC Inc. cloud that you will have immediate access to download.**



**Topic #1:      **Interviewing, Thank You Notes, References****  
Lesson Plan (Class Objectives, Procedures, Expectations, Activity, etc.)  
PowerPoint Presentation  
Extra PowerPoint on Marketing for The Interview  
Informational Interview Assignment  
Mock Interviewing Scoring Rubric  
Do You Know How You Interview Test  
Interviewing & Selling Yourself Podcast Worksheet  
Peer Interview Template  
Thank You Note Template  
Reference Template  
Interview Preparation Checklist  
*Article: Before, During & After the Interview*

**Topic #2:      **Personal Branding****  
Lesson Plan (Class Objectives, Procedures, Expectations, Activity, etc.)  
PowerPoint Branding Version I  
PowerPoint Branding Version II  
Quiz Personal Branding Version I  
Quiz Personal Branding Version II  
Quiz Personal Branding Version III  
Student Biography Template  
Writing Your Professional Biography Assignment

Personal Branding Pop Quiz Assessment  
M.I.C.R.O.© Personal Branding Assignment  
What Does Image Stand For

**Topic #3:**

**Networking**

Lesson Plan (Class Objectives, Procedures, Expectations, Activity, etc.)

PowerPoint Presentation

Networking Exercise

Networking Homework

Sample Sound Bite / Elevator Pitch

Crafting Your Elevator Pitch Lesson

Elevator Pitch Rubric

Demystifying Networking Myths

**Topic #4:**

**Character Development and Personality**

Lesson Plan (Class Objectives, Procedures, Expectations, Activity, etc.)

PowerPoint Presentation

Character Development Homework

Character Development Activity

Character Rubric

Questions Students Should Ask When Making Decisions

Lesson Activities Examples of Ethical Dilemmas

Jung Typology Personality Assessment Tool

Jung PowerPoint Presentation

Jung Personality Assignment

## **Topic #5:**

### **Communication and Time Management**

Lesson Plan (Class Objectives, Procedures, Expectations, Activity, etc.)

PowerPoint Presentation

List of Code Switch Videos

How Well Do You Plan Quiz

Communication & Time Management Quiz

Communication Homework

Let's Look At Your Day Planner Activity

10 Week Planner Template

Time Schedule Template

Additional Resources (Article Link, Video Link)

*TIP* Search the Internet for helpful infographics such as the following: Common Non-Verbal Mistakes Made , The Digital World of Teens

## **Topic #6:**

### **Job Applications and Job Search**

Lesson Plan (Class Objectives, Procedures, Expectations, Activity, etc.)

PowerPoint Presentation (Job Applications)

PowerPoint Presentation (Keys to A Successful Job Search)

Worksheet: Career Research

Cool Job Search Videos

Tips for Completing Job Applications

Sample Job Application Template

Researching the Company & Industry Checklist

Make a Job/Career Fair Work Checklist

Job Application Facilitator Teaching Template

Teens and Young Adults Job Search Resources for Facilitators

List of 25 Job Search Apps

*TIP* Search the Internet for helpful infographics, but the following are included: 11 Vocational Skills, Bachelor's Degree & Income, Bachelor's Degree and Income, Highest Paying Jobs That Don't Require a Degree

**Topic #7:**

**Self Esteem**

Lesson – Self Esteem

Self-Esteem Quiz

Stress Story for Students

Self-Esteem Journal Guide

Tascha's 7 Ways to Handle Low Self-Esteem

**Topic #8:**

**Cover Letter | Resume | Thank You Notes | References**

*Cover Letter*

Cover Letter Rubric

Cover Letter Template Instruction

Make the Match Activity

*Resume Resources*

In Class Resume Activity

Power Verbs for Resume

Action Verbs for Resumes

The Youth Career Coach Inc. Resume Guide (PDF Sample)

The Youth Career Coach Inc. Teen Resume Guide (MS Word)

Writing a Resume, Objective, Profile

*Thank You Notes and References Resources*

PowerPoint Presentation

Thank You Note Videos

**Topic #9:**

**Vision and Goal Setting**

PowerPoint Template for Vision

10 Commandments for Goal Setting

Goal Setting Student Journal with Categories

Goal Setting Record

Goal Setting Journal with Logo

Vision & Goal Setting by The YCC Inc.

Student Vision Statement and Goal Setting

**Topic #10:**

**Finances, Budget, Negotiation, Salary**

Budget Worksheet

Budget Worksheet II

Negotiation Resources List

PowerPoint Assessment Your Financial Self

Salary Negotiation Worksheets

Sample Budget Worksheet

Steps to Landing a Promotion and Negotiation

**Additional Workshop Tools:**

**General Career Resources (Additional Topics:  
Personal Advisory Board, Continuing Education,  
Facebook, Finances, Goal Setting, and more)**

Online Portfolio Videos & Websites

Suggested Readings

Job and Career Resources for Teenagers

Career Portfolio Content Handout

Additional Book Recommendations

7 People You Need on Your Personal Advisory  
Board

Continuing Your Education: PowerPoint:

Continuing Your Education: Tascha's Notes Outline

PowerPoint: Facebook Career Webinar

PowerPoint: Assess Your Financial Self: The Fundamentals

PowerPoint: Professionalism

### **Transitional Checklists**

Worksheet Career Planning List

Sample Topic Rubrics and Check Lists

(Interviewing, Branding, Networking, Character Development, Communication, Job Applications, Job Search)

### **Business Start-Up Tools:**

Accountability Form

Business Plan Outline

Facebook Cover Photo Templates

Monthly Coaching Topics Outline

Pre-Sized Social Media Covers

Resources for Solopreneurs

Sample Blog Editorial Calendar Using Excel

Sample Service Agreement

Sample Service Contract

Sample Speaker Flyer / One Sheet

Sample Speaker Flyer II / One Sheet

Sample Business Tri-Fold Brochure

Small Biz Goals Template of NS

Small Biz Plan Template of NS

Speaker / Workshop Request Form

Student Query Form

Workshop Evaluation Form



**THANK YOU FOR YOUR PURCHASE! I AM CERTAIN YOU WILL BE ABLE TO UTILIZE THIS CONTENT TO HELP GROW YOUR BUSINESS AND YOUR BRAND!**



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