



# 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

By: Natascha F. Saunders, MBA, MS  
Certified Professional Career Coach  
Founder/CEO

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

[www.TheYouthCareerCoach.com](http://www.TheYouthCareerCoach.com)

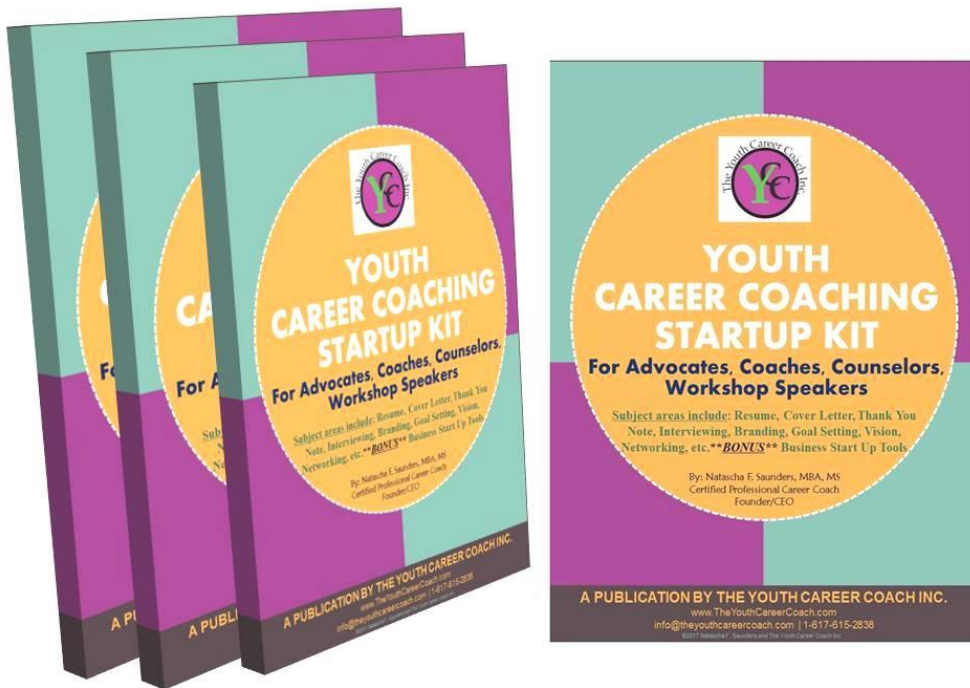
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# The Youth Career Coach Inc. Starter Kit

\*This curriculum is good for youth (students) and very low-resourced adults.

**ONLY \$347 | REGULAR \$497**



## ***STARTER KIT INCLUDES***



- ✓ ALL Curriculum Materials (*including*: 10 Modules, Business Start-Up Tools, Extra Career Resources)
- ✓ Documents, templates, samples, tools, assessments, presentations, handouts, homework, resources, quizzes
- ✓ One on One Coaching Call with Natascha F. Saunders CEO/Founder
- ✓ Community of other Youth Career Coaches
- ✓ *Plus*: Opportunity to become a Certified Youth Career Coach ONCE our program launches at a deeply discounted rate!

**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  
Networking BINGO Activity

**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 Ethnical 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  
*Extra:* Communication Activities With Online Link Sources

**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

*Mid-Career Resume Tips*

**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

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

Accountability Form  
Business Plan Outline  
Facebook Cover Photo Templates  
Monthly Coaching Topics Outline  
Pre-Sized Social Media Covers  
(*Facebook, Twitter, Google+, etc.*)  
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  
Sample Invoice

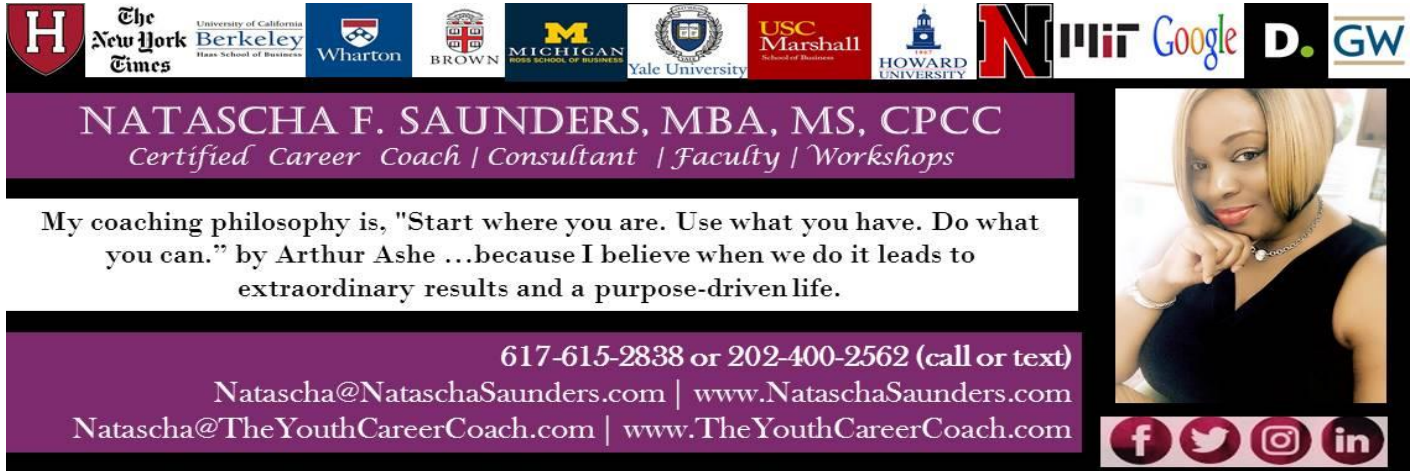
## **Extra General Resources:**

Developing Your Career Tool Kit includes tips on Virtual Interviewing  
Gen Z & Millennials in the Gig Economy PowerPoint  
What Goes Into a Career Portfolio  
Online Portfolio Videos & Websites  
Suggested Readings  
Top 10 Skills Needed to Land You a Job  
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)



**THANK YOU FOR YOUR PURCHASE! I AM CERTAIN YOU WILL BE ABLE TO UTILIZE THIS CONTENT TO HELP YOUR STUDENTS SUCCEED!**

**ADDITIONAL OFFERING:** If you'd like Natascha to record a session or provide a livestream workshop – please call 617-615-2838 or email [Natascha@theyouthcareercoach.com](mailto:Natascha@theyouthcareercoach.com)



**NATASCHA F. SAUNDERS, MBA, MS, CPCC**  
*Certified Career Coach | Consultant | Faculty | Workshops*

My coaching philosophy is, "Start where you are. Use what you have. Do what you can." by Arthur Ashe ...because I believe when we do it leads to extraordinary results and a purpose-driven life.

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Natascha@TheYouthCareerCoach.com | www.TheYouthCareerCoach.com

Natascha, known as Tascha, is a certified career coach for students, young professionals, and mid-career professionals. She is a strategic thinker who enjoys working through complex career problems while customizing her coaching to help individuals write a vision, map goals, establish their personal brand, and make social impact.

As a proud First GEN graduate, Tascha began her career in fashion and then financial services. After a few years, Tascha was encouraged to transition into human resources and education where she found her calling.

Following business school, she started The Youth Career Coach Inc. helping students navigate their careers. Additionally, she is creator of the 'Coaching Start-Up Kit' and the branding formula, M.I.C.R.O© which both have been used by coaches and educators across the globe to help improve career outcomes for low-resourced students.

Tascha has spoken for K-12 schools, colleges, Blue Cross, PwC, KPMG, YearUp, TRIO, Target, City Club, NAACP, Urban League, Harvard, and many, many more. She has coached c-suite executives, designed curriculum, managed large grants, and crafted hiring policies.

Tascha is Chapter 5 Author in the book, *Obama & Black Loyalty* focused on Youth Unemployment. She has contributed to media outlets such as the New York Times, InsideJobs, METRO, Washington Informer, Scholastic, and SheKnows.

Former Goodwill Ambassador to Gambia, West Africa, and Miss Black Rhode Island USA, the Women's Empowerment Convention HESA at Harvard named her a Woman of the Year, and Northeastern nominated her for Teaching Excellence.

Tapping into her educational background, she is a certified Career Coach by PARW/CC. She earned a Senate Citation from the Institute for Labor Studies (RI-LFAF), Certificate of Appreciation from the DIA: Federal Women, is a graduate of the FBI Citizens Academy, completed her executive education from Harvard Kennedy School in Leading Change, and MIT Sloan in Entrepreneurship, trained in HMP Mediation from Harvard Law, an MBA graduate of Johnson & Wales, BA holder from UMASS Amherst, and an MS degree holder and current Ed.D candidate in Organizational Leadership at Northeastern University.

Expertise: Career Coaching, Mentoring, Academic Advising, Curriculum, Human Capital, Digital Collaboration, Leadership, Public Speaking, Training and Development, First GEN, Social Policy

Her motto is, "Start Where You Are. Use What You Have. Do What You Can" by Arthur Ashe

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