



Student Training Resource

Table of Contents

INTRODUCTION.....	1
UPDATING YOUR DETAILS	1
MY PROFILE.....	1
ACCOUNT	1
<i>Account Info</i>	1
<i>Communication</i>	1
COACHING RELATIONSHIP.....	2
FIND A COACH	2
REQUEST A COACH	3
<i>How to write a Coach Request Message</i>	3
CURRENT CONNECTION	4
<i>What to do once a Coach accepts your request</i>	4
<i>Scheduling a meeting</i>	4
<i>Log an interaction</i>	5
<i>Ending the coaching relationship</i>	6
<i>Feedback</i>	7
CONTACT US.....	7
OTHER PROGRAMS	7

Introduction

Thank you for joining eCareerCoach, we hope that you will find the experience rewarding.

It is very important to us that you find a job once you've graduated, but it's even more important that it's in a field that you love! Our coaches will help you understand the field you are considering and give you advice on how to be prepared to enter the industry prior to graduation.

Updating your Details

To update your details visit the 'My Profile' (click your profile picture) or 'My Account Settings' links as shown below.

My Profile

Within 'My profile' you will find the answers you provided at registration. On this page you can also choose to edit these details by using the 'Edit' button in the top right.

Account

Account Info

Within this tab you can update your password and also connect via LinkedIn.

Communication

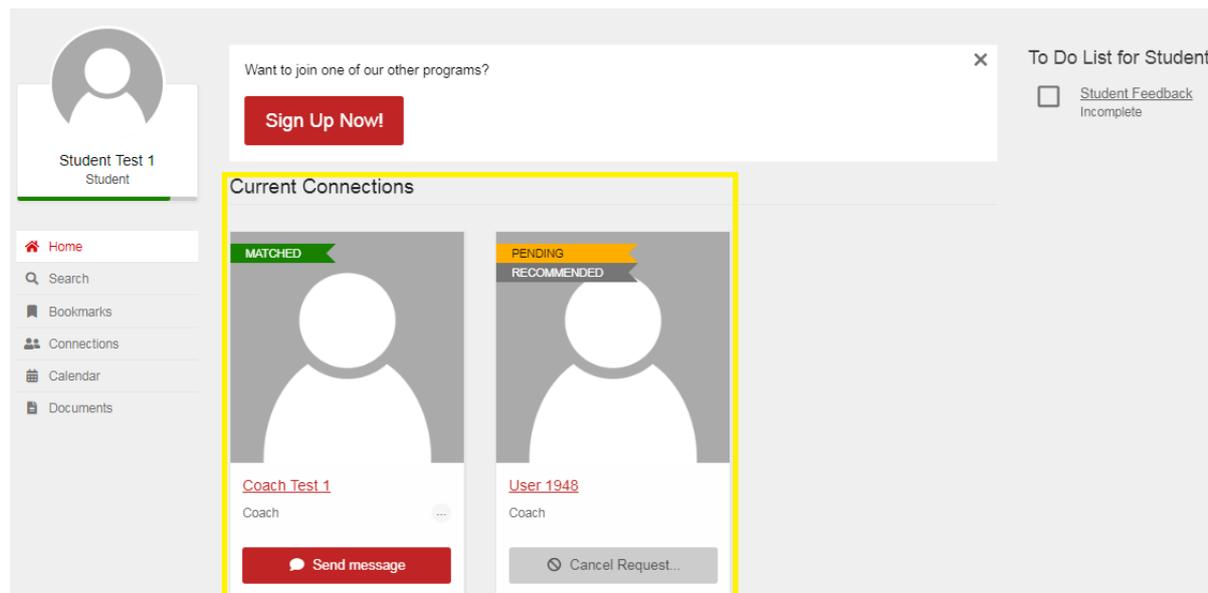
You can update your phone, skype name and time zone here.

Coaching Relationship

You can find your connections on your home page.

Below, you can see that the connection of the left is a coach that you are already connected with. On the right is a coach you have requested, but they have not yet accepted or declined the invitation.

Prior to connecting the coach's name will be hidden and will show up as "User___." After you are connected you will see their name. This is the same for you in the coach system.



Find a coach

Please see the image on the following page to see where the following buttons are located.

To find a coach click 'search' in the left hand bar.

You can search by many different categories. We suggest using 'keyword' as it will pick up their job, degree and also their career fields. We have asked the coaches to specify their career fields as they job may state Event Manager, but their job could include marketing, sport management, social media etc.

Please be aware that when you search each user will have slightly different categories come up, depending on what you have searched for. In the example below (image on next page) we searched for 'event'. One coach has listed event management as a career field and previous work experience, however the second coach has these two fields as well as having completed a degree in the area. Therefore when you search, the categories that have your keyword will be shown in the results.

If you choose to search by keyword please try keep your search words general. For example if you do not find a coach with 'economic development' try 'economic' instead as this will widen the search pool.

Request a coach

To request a coach simply click the 'request coach' button in the search results (see below).

If you have found a few coaches you are interested in but aren't sure if you want to connect, you can bookmark them but clicking 'more' and then 'Bookmark profile' as shown in the image below. These bookmarked profiles can be found in the side panel under 'bookmarks.' You can then request the coach from there rather than having to search for them again.

The screenshot shows a search interface for finding coaches. At the top, there's a search bar with a dropdown menu set to 'Keyword' and a search criteria dropdown set to 'Very Important'. A red 'Search' button is to the right. Below the search bar, a sidebar on the left contains navigation options: Home, Search (highlighted with a yellow box), Bookmarks (highlighted with a yellow box), Connections, Calendar, and Documents. The main content area displays 'Results (19 discovered)' with pagination controls (1, 2, Next, Last). Two search results are visible:

- User 1969** (Coach):
 - WHAT CAREER FIELD/S WOULD YOU CLASSIFY YOUR JOB AS? **Event management, Marketing and Administration**
 - WHAT CAREER FIELD/S WOULD YOU CLASSIFY YOUR JOB AS? **Marketing and Event Assistant/Orientation Coordinator (Undergraduate)**
 - PLEASE LIST YOUR OTHER PREVIOUS WORK EXPERIENCE. **Event Operations - Sanctuary Cove Boat Show, Customer Service/Concierge - Westfield Garden City, Brisbane International (Tennis) - Player Services volunteer**
 - Buttons: **Request Coach** (green), More (grey dropdown)
 - Text: User 1969 is available for mentoring. You'll be asked to write a message when you request.
- User 1973** (Coach):
 - DEGREE **B Business - Sport and Event Management**
 - WHAT CAREER FIELD/S WOULD YOU CLASSIFY YOUR JOB AS? **Event Management, Communications, Marketing**
 - PLEASE LIST YOUR OTHER PREVIOUS WORK EXPERIENCE. **Cancer Council Victoria - Fundraising Coordinator, Australia's Biggest Morning Tea, Essentially Group - Athlete Management and Client Relations, Tennis Australia - Australian Open, Event Operations and Accreditation Supervisor**
 - Buttons: **Request Coach** (green), More (grey dropdown), Full Profile, **Bookmark Profile** (yellow box)
 - Text: User 1973 is available for mentoring. You'll be asked to write a message when you request.

How to write a Coach Request Message

When you click 'request coach' you will get a pop up box to write a message before the request email is sent to the coach.

Please ensure you introduce yourself, or put your name at the end of this message, otherwise the coach will not know who you are. In this message you also need to state what you would like to discuss with them and if you wish can include some simple opening questions. Remember that the coach has not yet accepted your request and therefore this message needs to be polite and concise. Click [here](#) if you need some help drafting a request message.

You will be sent an email when the coach accepts or declines your connection request.

Current Connection

What to do once a Coach accepts your request

Once a coach has accepted your connection request it is your responsibility to contact them. Please ensure you firstly thank them for agreeing to coach you.

The program is mainly based via email, however the coach may offer to meet in person, via skype or on the phone. If you coach offers one of these options it would be in your best interest to accept as it may allow you to have a more detailed and in-depth conversation.

Scheduling a meeting

If you and your coach decide to meet in person, over the phone or Skype you can choose to schedule a meeting within the system.

To schedule a meeting go to your homepage, click the coach's name and then click the 'scheduler' tab (see below). Then click 'propose appointment' and fill in the details. This appointment request will be sent to the coach, where they can accept, decline or suggest an alternative time. If your coach proposes a meeting you will have the opportunity to accept, decline or suggest an alternative time also.

The screenshot displays a user interface for a mentoring relationship. At the top, there are profile cards for 'Student Test 1' and 'Coach Test 1'. The coach's profile includes the email 'gbs-alumni@griffith.edu.au'. A navigation menu on the left lists 'Home', 'Search', 'Bookmarks', 'Connections', 'Calendar', and 'Documents'. The main content area shows a status message: 'You are currently matched in a mentoring relationship with Coach Test 1.' Below this is a 'Scheduler' tab, highlighted in yellow. The 'Current and Proposed Appointments' section features a '+ Propose appointment(s)...' button. A blue banner indicates the current time zone is 'Brisbane'. Three meeting cards are shown: two 'Finalized' meetings on August 15 and 16, 2016, and one 'Tentatively in - Waiting for response' meeting on July 18, 2017. Each meeting card includes a title, date, time, and calendar integration options for iCal/Outlook and Google Cal. A 'Delete' button is visible at the bottom of the third meeting card.

As you can see in the image above, the finalised meetings are the ones which have been accepted by either you or the coach. The meeting at the bottom of the page is awaiting the coach's response.

You can also add your meetings to your personal Google or Outlook calendar but clicking the button below the specific appointment.

Log an interaction

If you choose to meet with your coach in person, over the phone or via Skype you are able to log the interaction within the program as a way of recording what you discussed.

The simplest way to do this is by clicking on the 'Interactions' tab in the coach's profile. Then click 'log interaction.' If you choose to meet with the coach again you are able to check your notes to see what you discussed in your last meeting and the details of when and where the meeting was held.

The screenshot shows a coaching profile for 'Coach Test 1' (Coach) and 'Student Test 1' (Student). The profile includes a 'Full Profile' button and a 'More' dropdown menu. A navigation sidebar on the left contains links for Home, Search, Bookmarks, Connections, Calendar, and Documents. The main content area displays a message: 'You are currently matched in a mentoring relationship with Coach Test 1.' Below this, there are tabs for Messages, Interactions (highlighted with a yellow box), Scheduler, Documents, and Goals. The 'Interactions' section shows two entries: 'You proposed some meeting times to Coach Test 1.' (dated 12 May 2017, 1:31 PM) and 'Coach Test 1 met with you' (dated 14 August 2016, 11:32 AM, for 30 min). A '+ Log Interaction' button is highlighted with a yellow box in the top right corner of the Interactions section.

Alternatively you can also click on the 'Calendar' button on the left, and choose 'log interaction' next to the specific meeting.

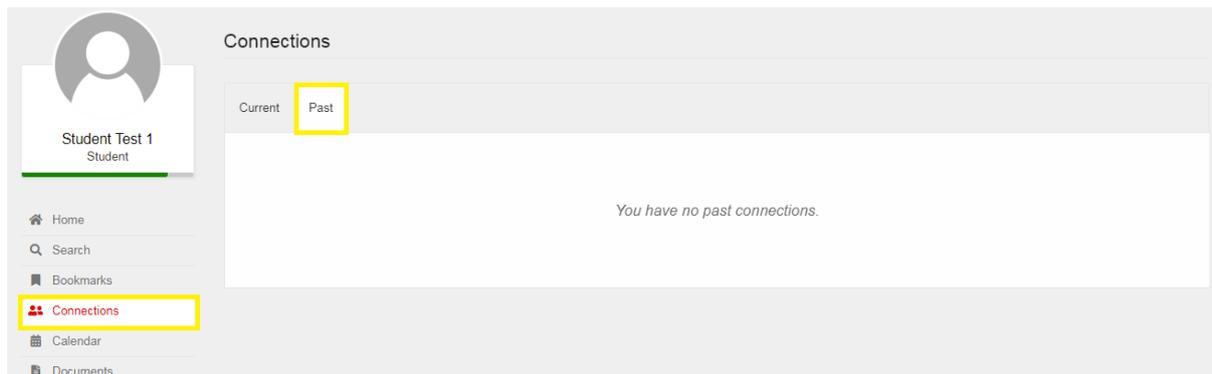
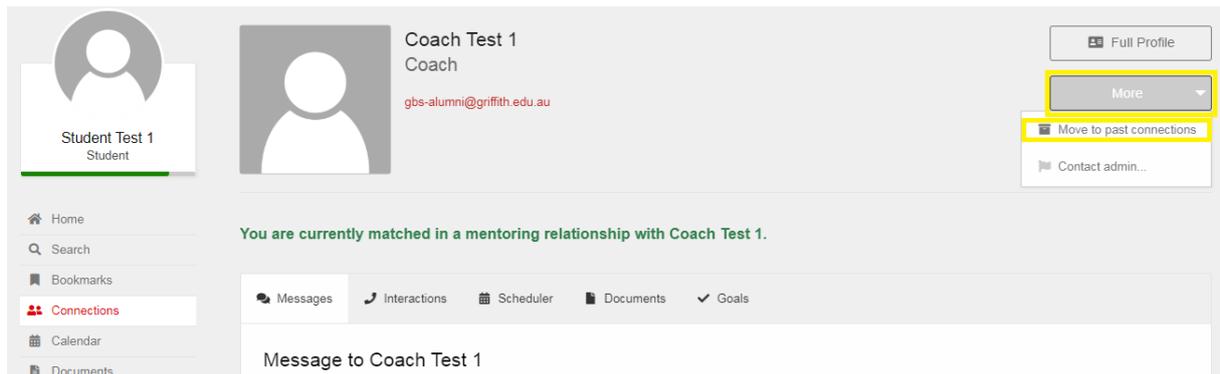
The screenshot shows the 'Calendar' view of the coaching profile. The navigation sidebar on the left is the same as in the previous screenshot, but the 'Calendar' link is highlighted. The main content area shows 'Proposed appointments' and 'Finalized appointments'. The 'Proposed appointments' section includes an appointment for 'JUL 18 2017' titled 'Meeting to discuss questions further' with a 'Delete' button and an 'Add to Calendar' dropdown. The 'Finalized appointments' section includes an appointment for 'AUG 14 2016' titled 'Meeting between Coach Test 1 and Student Test 1' with a 'Log Interaction' button (highlighted with a yellow box) and an 'Add to Calendar' dropdown.

Ending the coaching relationship

Once you have finished discussing your questions it is expected that you will 'release' the relationship.

Before you 'release' (or end) the relationship make sure you send your coach a thank you email. You never know if you may end up working directly or indirectly with them and therefore you need to ensure you conclude your relationship well. You can find templates [here](#).

To release the relationship go to the Coach's profile, click 'more' and 'Move to past connections'. You can find your past coaches in "connections' and the 'past' tab.



Feedback

After your relationship has been released you will be asked to complete the feedback form. You are only expected to complete this once, however you are able to choose to do it more than once. The link to the form will be emailed to you, or you can find it on your homepage under 'To do'.

The screenshot shows a user profile for 'Student Test 1' (Student). At the top, there is a notification: 'Want to join one of our other programs?' with a 'Sign Up Now!' button. To the right, a 'To Do List for Student' is visible, with a yellow box highlighting the item 'Student Feedback Incomplete'. Below this is the 'Current Connections' section, which displays two coach profiles: 'Coach Test 1' (MATCHED) and 'User 1948' (PENDING RECOMMENDED). The 'Coach Test 1' profile has a 'Send message' button, while the 'User 1948' profile has a 'Cancel Request...' button. A left-hand navigation menu includes Home, Search, Bookmarks, Connections, Calendar, and Documents.

Contact Us

If you have any questions please visit our [FAQ's page](#) or email us at ecoach@griffith.edu.au.

Other Programs

We hope that you will go on to participate in the Industry Mentoring Program after you have connected with your 3 coaches in eCareerCoach. If you would like to sign up for other programs we offer simply click on the notification at the top of your homepage.