

ONLINE

01 JAN 2025 - 31 DEC 2025

Career Coaching for General Service staff – Three Sessions (2025)

Career advancementManagementLeadership
Administration and Operational Excellence**LANGUAGE**
English**DURATION**
180 minutes**ENROLL BY**
31 Dec 2025**PRICE**
935 USD**LOCATION**
ONLINE**TARGET**
UN Only **CONTACT** act@unssc.org

Career growth and transitions are common challenges in the UN system, often involving complex shifts such as moving between field and headquarters roles, pursuing promotions, or making strategic lateral changes. Navigating these changes while staying aligned with long-term goals, personal values, strengths, and aspirations, alongside organizational priorities, can be both demanding and deeply meaningful. Increasingly, professionals are also exploring transitions beyond the UN system, seeking roles in other sectors where their experience and skills can have impact in new ways.

In today's evolving professional landscape, such career changes require clarity, confidence, and a thoughtful approach. Coaching can play a critical role in helping individuals reflect on their direction, identity, transferable strengths, and take intentional steps toward growth, wherever their next move may lead.

Introduction

This coaching package is composed of three individual coaching sessions of one hour each and is designed to support your career development. Through these sessions, you will receive:

- Personalized support for career planning, skill enhancement, and professional growth, helping you gain clarity on your next steps and identify opportunities that align with your values and strengths;
- Tailored guidance on navigating inter-agency mobility, shifting between field and headquarters roles, exploring cross-function transitions, or moving into new sectors, including non-UN or private sector pathways;
- Support in aligning your professional goals with evolving priorities, global trends, and making informed decisions during times of transition or structural shifts within your organization;
- Assist in identifying and articulating transferable skills, especially during lateral or sectoral shifts, to strengthen your positioning in competitive recruitment processes;
- A confidential, judgment-free space to reflect on challenges, aspirations, and what a meaningful and sustainable career path looks like for you;
- Support in preparing for interviews, updating CVs, and refining personal narratives, tailored to both internal and external roles.

Objectives

Through the one-on-one coaching sessions, you will:

- **Clarify your career direction:** Understanding where you are in your professional journey and identifying where you want to go can be more complex than it seems. Coaching provides a structured and confidential space to explore your values, strengths, and aspirations, helping you define meaningful and realistic career goals as a foundation for moving forward;
- **Develop a personalized career development plan:** With coaching, you can build a focused plan that gives you a clear sense of purpose and direction. This may include assessing your strengths and transferable skills, refining your career search strategy, and receiving feedback on your CV or application materials to ensure they align with your goals;
- **Strengthen your visibility and networking approach:** Building genuine, professional relationships are essential for career progression. Coaching can support you in developing a strategic networking approach, increasing your visibility, and engaging meaningfully with colleagues, mentors, and potential employers within and beyond your current sector;
- **Prepare confidently for interviews and transitions:** Whether you're applying for a new position, transitioning across roles, or exploring opportunities outside your organization, coaching can help you prepare. Through mock interviews, personalized feedback, and tailored support, you'll build confidence and sharpen your ability to clearly articulate your value and experience;
- **Navigate change and uncertainty with resilience:** Career transitions, especially in today's evolving professional landscape, can be emotionally and strategically complex. Coaching provides tools and guidance to help you manage uncertainty, adapt to change, and take intentional steps toward your next opportunity.

Course methodology

UNSSC coaching services are delivered by highly experienced and credentialed coaches who work in our programmes and specialize in career coaching guidance. You can benefit from tailored one-on-one coaching sessions, to discuss and find meaningful learning while working to reach your goals and vision.

- If you have already worked with one of our coaches, you are welcome to request to work with the same one. If this is your first coaching experience, we will contact you after your enrolment has been approved in order to pair you with one of our coaches, according to your specific needs.
- The UNSSC Career Coaching for General Service Staff - Three-Session Package offers three sessions of one hour each.
- The coaching sessions are completely individualized for you, confidential, and delivered online (Teams, Zoom, telephone, etc.).

Course contents

Please be aware of our coaching policy on scheduling, rescheduling, cancellation and no-show of sessions:

Procedure and scheduling of the coaching session:

- The time of the coaching meetings will be determined by the coach and client based on a mutually agreed upon time.
- Coaches will make a minimum of two attempts in writing to communicate with the client to schedule the session.
- If the coaches' efforts do not successfully result in the scheduling of the session, UNSSC will make contact with the client and advise on a deadline for the replying and scheduling of the session in order to avoid forfeiting a session.
- If the above efforts do not result in a coaching session being scheduled and completed within the agreed time frame, the client will forfeit a coaching session.

Cancellation of sessions and no-shows

- Coachees must give their assigned coach 24-hour cancellation notice prior to their scheduled session.
- Coachees are allowed a maximum of two cancellations per coaching session.
- In the event that participants have exhausted the allowance of re-scheduling their sessions, or they no-show or cancel their session with less than 24 hours' notice, the coachee will forfeit a session.
- Exceptional circumstances will be dealt with on a case-by-case basis by the coach and coachee.

Target audience

This activity is open to any General Service staff member from across the UN.

In order for us to better tailor the coaching offer to your needs, kindly reply to these questions in the "Motivation" field when you enrol online:

- Have you ever been coached before?
- If you have been coached before as part of one of our programmes, would you like to be assigned the same coach?
- What is your preferred language for coaching?
- What is your preferred time zone for the coaching?

Cost of participation

The activity fee is \$935 for three sessions of one hour each.