

## A Career Assessment Service in view of an Internal Orientation



*“May your life be a dream; and may your dream become a reality.”  
A. de Saint Exupéry*

## Invest in a complete individual support, leading to a successful concrete result

**Crossroads Manuela Forno offers her skills and experience to provide a complete career assessment service in view of an internal orientation.**

Your staff may feel fragile when arriving at a crossroad in their professional career or facing a delicate situation at work: “should I stay or should I go” ? as the song would say. Regardless of the answer to this question, your staff must understand and be conscious of:

- why such a question or situation suddenly pops up ?

- what would make him/her stay or go ?

- where should he/she eventually go to ?

### ***First step: “Understanding my professional career path”***

Before taking any decision, the individual must consciously understand what brought him/her to this crossroad. What is the value he/she wanted to give to his/her professional career, what were his/her choices made of. A thorough analysis of his/her choices, motivation, key-function and skills acquired will help him/her to give a meaning underlying his past/present and future endeavors.

### ***Second step: “Validation of my skills and motivations”***

A wide panel of personality tools, adapted to the individual and his/her situation, will help validate his/her preferences, whether in terms of professional environment, function, role and/or motivation.

### ***Third step: “Designing my future”***

Based on the results of our sessions, the individual feels free to design his/her own future and development plan, if necessary. A closer look will be taken at the reality he/she is facing within his/her own company in order to ensure the feasibility of his/her new project.



# Who are we ?

## Manuela Forno



Further to an MA in German and English Literature obtained at the University of Geneva in 1989, Manuela Forno spent **15 years in the Human Resources departments of major multinational companies** (SGS, Hewlett Packard, Capital International) where she developed a wide range of skills in the following areas : recruitment, training, employees' relations, mediation and conflict resolution.

In 2002, she founds her own company, *Crossroads-Professional Guidance*, mainly specialized in career assessment, talent development, professional orientation, and HR counseling.

Her services are geared mainly towards:

- individuals who question themselves in terms of career development;
- employees who need to be re-oriented and/or have to find new professional opportunities outside their company;
- individuals who are momentarily suffering from a personal or professional life crisis impacting their everyday performance at work;
- individuals who experience an important life and career change.

Manuela Forno also continues to offer her experience to companies in terms of HR Counseling, especially in the creation of a talent pool within large organizations, identifying the talents of each member of the management and integrating them in the dynamics of the company.

Manuela is also regularly publishing HR articles in various professional publications such as Success & Career.

She is officially accredited and certified for the following assessment tools: **MBTI**® (Myers Briggs Typological Indicator), **HBDI**© (Hermann Brain Dominance Instrument), and **Pulsions**© (personal behavior indicator).



### *Credentials:*

*For more than 7 years, we have supported quite a number of companies based in the Geneva region, like large multinationals, banking and financial institutions, distribution companies and large editing groups.*



*"You must be the change you wish to see in the world."*

*Gandhi*

## Our specific difference...

**The best of our skills and experience for a customized transition:** personal and professional assessment and skills validation, personal coaching.

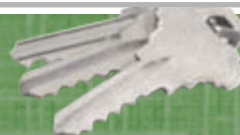
**A long concrete professional experience** acquired within companies.

**A customized and human approach** adapted to each individual.

**A complete approach of career assessment**, in order to ensure a continuous success and motivation within the company.

**A wide panel of assessment and coaching tools**

**Reasonable costs** for a complete and global high level support



## An example for an internal orientation program

**Working sessions** last between **90 to 120 minutes**.

Before starting a program, all individuals benefit from a first pre-meeting, allowing them to take their decision based on our methodology and their level of comfort with the consultant.

The standard duration of our internal orientation program lasts approx. **2 months** and includes:

- 6 individual working sessions
- support **material**
- a **written and confidential synthesis** sent to the individual.

### **FIRST STAGE: UNDERSTANDING MY CAREER PATH** *Tools used*

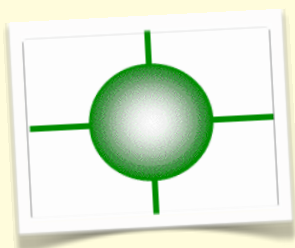
Understand my career path : my role, my motivations, my values, my aspirations.	1st and 2nd sessions
Through an intensive dialogue, we will revisit the professional career of the individual. The tool called "Remembering" helps the individual gather what is essential within him/her, what makes him/her unique in his/her life and professional approach. Values, skills, motivations are tackled and will give way to a deeper analysis in the next sessions.	The Remembering

### **SECOND STAGE: VALIDATING MY SKILLS AND MOTIVATIONS**

Validate and build on my skills acquired so far	3rd session
Based on the career management tools of Lynch and Kordis, the individual will retain the most essential skills he/she has developed so far and the ones he/she would like to enhance and expand.	The Strategy of the Dolphin
Validate and build on my central motivations	4th session
Depending on the needs of the individual, the most appropriate tool will be selected in order to give him/her insight on the drivers of his/her professional life. For more information on the tools, please refer to our website ("Tests & Méthodes")	Psychometric Tool: Either MBTI or HBDI or Pulsions

### **THIRD STAGE: DESIGNING THE FUTURE**

Clarify what is it I want now	5th session
Behind all rationale, we already have the answer inside of what we want. This exercise aims at contacting our deepest voice and make abstraction of our fears and blocks, in order to express what we want to do next.	The Tree of Life
Synthesis and recapitulation	6th session
This last session will recap all the possibilities, based on the skills, motivations and aspirations of the individual as well as the existing working context. A development plan will be drawn if needed.	



## To know more...

**Do not hesitate to contact us** for more information and schedule a first meeting so as to better understand our approach and methodology.

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