

## Personal and professional assessment for employees

### WHY PERSONAL AND PROFESSIONAL ASSESSMENT?

A long-term and successful cooperation with your employees is based on the match of their career and development goals, and your needs as an employer. In personal and professional assessment, I work with your employees on their career interests and goals, as well as on their awareness of their personal capabilities and strengths. Once the coaching is finished your employees are able to express their goals and needs, and therefore are able to actively participate in a discussion concerning a professional future together. Your advantage is that you can keep valuable know-how in your company and at the same time invest in the targeted development of your employees. In the long run if the match is not there, your employees will think about alternatives in good time and this will make an unavoidable separation much easier for both sides. Personal and professional assessment for employees in times where this is a lack of specialists contributes actively both to retention management and to a responsible culture of separation.

### CONTENT

#### Topics

My personal and professional assessment is based on the idea of a strategic career planning which is related to personal strengths. People who build their career on their strengths will achieve above average performance with a reasonable use of energy – also when he/she grows older. The centre of consideration is your employee with his/her personality, inclinations and needs. These are very often unconscious factors. The goal of the personal and professional assessment is to make them aware so that these

factors can be integrated in the shaping of their careers. A personal and professional assessment helps to recognize and further develop their personality. As a result, your employee sees his/her professional focus; they know their preferred job content (What do I like to do? What I am strong in?) as well as the working conditions which allow them to feel comfortable and to achieve optimal performance (How am I? What do I need?). Furthermore, they know their professional and personal challenges and shortcomings they can further work on.

#### Methods

In the personal and professional assessment, I stimulate the self-reflection of my clients. This is why I don't like to use personality and aptitude tests. My simple and comprehensible exercises enable my clients to get to know and understand themselves better, and to recognize their needs. They learn to structure their ideas and to increase awareness of their unconscious personal affinities and interests. Clarity and determination to shape the professional future can only be gained by new findings which have been self-developed. My approach asks for the readiness of my client to continue to work on the topics between our meetings. The exercises I use also encourage my clients to have a closer and careful look at their future professional situation, because personal and professional assessment is a lifelong task for everyone. The good thing about it is: Fundamental questions regarding the shaping of a successful career stay the same over time.

#### ARTICLES ON THE TOPIC

- Dreams do not always want to be realised
- Do you know your transferable skills?
- Yes, it's all about hocus-pocus strengths

# PETER NÄF

## karrierecoaching

### PROCEDURE

#### Briefing free of charge

Success in the personal and professional assessment achieved with your employees is based on working together. In the centre of our collaboration there is the relationship between your employee and me in the role of a coach. Therefore, I offer your employee a 30-minute briefing free of charge. This gives him/her the opportunity to get to know me and my working style. For the information of your employees about the personal and professional assessment please find the information document on my homepage.

#### Duration

The personal and professional assessment takes 4 meetings of 90 minutes over a period of 1-2 months.

#### Follow-up work

For follow-up work with the applied concepts, the participants will need a total of around 6-8 additional hours between the meetings (this means around 2 hours per meeting). The larger the effort of your employee between the meetings, the more results he/she will achieve.

#### Evaluation and feedback

In the last meeting I evaluate the whole coaching process with my clients. My feedback to you as the sponsor of the personal and professional assessment only covers the coaching process. Your employee will give feedback on the content of our collaboration and the findings thereof directly to the sponsor (line manager or HR). If desired, an evaluation of the personal and professional assessment in a three-way conversation between principal, coachee and coach is also possible.

#### Quality assurance

As part of the cooperation, it is important for me to work with an agreed contract and verifiable objectives. I evaluate the coaching with my clients and I discuss my – if needed – work with my own personal supervisor and coach as well as with my coaching network.

### TERMS / CONTACT

If you have any questions or if you would like to discuss a specific project, please feel free to contact me by phone on 076 223 97 88, e-mail, WhatsApp or Threema.

I would be very happy to send you my actual terms and conditions for a personal and professional assessment for employees by e-mail.

# PETER NÄF

## karrierecoaching

### ABOUT ME



*«For more than 20 years I have been advising my clients about their careers. Since 2008 I do personal and professional assessments with technical specialist and managers of different levels and industries. I offer these personal and professional assessment within outplacement processes, for private individuals as part of their career planning and for employees, offered by the company as part of their talent development.»*

Peter Näf

Master of Arts University of Zurich  
Executive Master of HR Management

QR Business card



### Professional experience

- Since 2008 working as a self-employed career coach
- 11 years as a head hunter and partner with a personnel consulting company in Zurich; consulting and placement of professionals above all in the financial industry; handling direct search mandates for companies in the banking and insurance industry
- 4 years as an assistant to the management and head of administration with a portfolio management company
- 3 years as a partner of a company and shop for import and sale of Asian art and craft
- 1 year as an assistant in auditing

### Education

- Master of Arts University of Zurich (Economy) (1992)
- Coaching diploma, ias Institute for Applied Social Sciences, Bad Ragaz (2007)
- Executive Master of HR Management, University of Applied Sciences, Olten (2001)
- Further regular training

### Languages

- German
- English

### My company

#### COMMERCIAL REGISTER

PETER NÄF karrierecoaching is an individual company registered in the Commercial Register of the Canton Zurich.

(Company no.: CHE-114.254.808).

#### VALUE ADDED TAX

VAT no.: CHE-114.254.808 MWST

#### RETIREMENT INSURANCE (AHV)

SVA Sozialversicherungsanstalt Kanton Zürich

Account no.: FC0.983

(Confirmation of self-employment)

# PETER NÄF

## karrierecoaching

### BUSINESS POLICY AND GENERAL TERMS AND CONDITIONS

#### Business policy

##### A ONE-MAN-SHOW

PETER NÄF karrierecoaching is an individual company registered in the commercial register of the Canton of Zurich. This means that you always work with the boss himself.

##### CONSISTENCY IN COOPERATION

A successful professional relationship, as well as trust and confidence, develop from successful collaboration over an extended period of time. The advantage of my business model is that you will always deal with the same person and will be able to build on former collaboration.

##### NETWORKING AND INDEPENDENT

I am connected, but not bound to any network partner. If I consider myself not competent in a subject, I recommend the best alternative known to me.

My independence means that I neither pay for clients I refer nor do I accept anything in return for referrals. The focus is on the needs of my clients.

##### TRANSPARENCY

A high degree of transparency in working with my clients is important to me. That is why I work with comprehensible methods and, for example, abstain from personality tests when assessing people. I explain methods that are more difficult to understand, so that my clients feel safe and in control at all times.

##### EXPERTISE OUT OF SPECIALIZATION

People gain deeper understanding by doing the same things time and again and experience them in a new way. For more than 20 years I have been working in the field of career counselling and there is still a lot to discover.

#### Terms and conditions

##### DURATION OF A SESSION

Normally coaching sessions last 60 or 90 minutes. Unless we have agreed otherwise or agree during the meeting, any extra time spent at the meeting will be at my expense.

##### FEES

The prices for services rendered are based on the current hourly rate at the time the order is placed. I charge by the hour unless we have agreed otherwise. The hourly rate covers the consulting session as well as its preparation and post-processing. The billing of additional expenses will be agreed upon separately. The consulting service is subject to the full VAT rate applicable at the time the service is rendered.

##### ONLINE CONSULTING ABROAD

I charge the same hourly rate for online consultations across borders. Invoicing is done in Swiss Francs. The VAT is not charged. For an inexpensive transfer of the invoice amount I have an account with Wise ([company information](#)).

##### PAYMENT

I invoice my services after having finished the cooperation. For long-term mandates we agree upon part payments. Invoices are to be paid within 30 days without discount.

##### BRIEFING

I offer a non-binding 30-minute briefing free of charge so that your employees get the possibility to get to know me and my working style, and decide whether I am the right person for them.

##### APPOINTMENTS

Appointments are binding on both sides. In case of prevention, the cancellation is made 24 hours in advance, so that the session does not have to be charged. In case of cancellations or postponements less than 24 hours before the start of the agreed appointment, I charge half the

agreed fee, in case of unannounced absence  
the full fee.

## PREMATURE TERMINATION

A coaching cooperation is a mandate according to Code of Obligations Art. 394 to 406. The cooperation can be terminated anytime by either side. In such a case, a closing session will take place.