

EARLY CAREER FOUNDATION™

FROM GRADUATE TO WORKPLACE- READY PROFESSIONAL

A structured development and coaching program that builds the mindset, skills, and professional maturity to thrive in today's workplace.

Not just prepared to get a job.

Prepared to make an impact.

PROFESSIONAL
GROWTH.
MEANINGFUL
IMPACT.



PROFESSIONAL IDENTITY

Build self-awareness and a strong foundation of values, purpose, and professional mindset.



WORKPLACE CONFIDENCE

Communicate with clarity, collaborate effectively, and build meaningful professional relationships.



DECISION RESPONSIBILITY

Think critically, take initiative, and own decisions that create value and drive results.



PROFESSIONAL CREDIBILITY

Develop habits of reliability, accountability, and excellence that earn trust and open doors for growth.

JEFFREY ROSALES, GMBA

Professional Coach | Leadership Developer | University Educator | Corporate Leader

Developing the next generation of professionals who lead, contribute, and create impact.

LETTER FROM COACH JEFF

Preparing Graduates for Their Most Important Transition

Graduating from university is a significant milestone, but entering the workplace requires a different set of capabilities.

Organizations today expect young professionals to communicate effectively, adapt to change, exercise sound judgment, collaborate with others, and demonstrate professionalism from their very first day. These expectations extend far beyond academic knowledge.

Throughout nearly two decades in corporate leadership and more than eleven years in higher education, I have observed that many talented graduates possess strong technical knowledge yet struggle with the realities of professional life. Success is often determined not by intelligence alone, but by one's ability to take ownership, communicate with confidence, build relationships, and consistently demonstrate professional maturity.

Early Career Foundation™ was created to bridge this gap.

The program combines structured learning, coaching, guided reflection, and practical workplace application to help participants transition confidently from university into professional life. Rather than preparing graduates simply to secure employment, it equips them to become trusted contributors who continue to grow throughout their careers.



Jeffrey L. Rosales, CMBA
Professional Coach

EXECUTIVE SUMMARY

The Transition That Defines a Career

The transition from university to the workplace is one of the most significant periods in a person's professional life.

During this stage, graduates are expected to adapt quickly to unfamiliar environments, communicate professionally, collaborate with diverse teams, exercise sound judgment, and take ownership of their responsibilities. While universities provide technical knowledge and academic preparation, many graduates enter the workforce without the practical capabilities required to thrive in professional environments.

Early Career Foundation™ closes this gap by developing the professional behaviors, mindset, and self-leadership that organizations consistently expect from early-career professionals.

This is not resume coaching. This is professional maturity development.

THE GRADUATE-TO-PROFESSIONAL TRANSITION

Graduation marks the beginning of a new chapter, but earning a degree is only the first step toward becoming a successful professional.

The workplace demands more than technical knowledge. New professionals are expected to communicate effectively, adapt to changing environments, collaborate with diverse teams, exercise sound judgment, and take ownership of their work from day one. These expectations often come as a surprise because they are rarely taught explicitly in the classroom.

The transition from student to professional is not simply a change in environment—it is a change in identity. Success requires developing new habits, stronger self-awareness, greater emotional maturity, and a mindset focused on responsibility, initiative, and continuous learning.

Early Career Foundation™ is designed to help participants navigate this transition with confidence by developing the capabilities that enable them to become trusted contributors from the very beginning of their careers.

WHY PROFESSIONAL READINESS MATTERS

Organizations consistently identify professionalism, communication, emotional intelligence, adaptability, accountability, and collaboration as essential qualities of high-performing employees. These qualities often determine whether graduates are able to earn trust, integrate successfully into teams, and sustain long-term career growth.

While universities provide valuable academic knowledge, professional success also depends on behaviors and mindsets developed through deliberate practice and reflection. Graduates who understand how to manage themselves, communicate effectively, build relationships, and take ownership of their work are better prepared to contribute meaningfully and grow within their organizations.

Professional readiness is therefore not about securing the first job—it is about building the foundation for a successful and sustainable career.

Early Career Foundation™ develops these capabilities through structured learning, coaching, reflection, and practical workplace application, preparing participants not only to enter the workplace but to thrive within it.

INTRODUCING EARLY CAREER FOUNDATION™

Purpose

To prepare graduating students and early-career professionals for a successful transition into professional life by developing the mindset, behaviors, and workplace capabilities required to become credible and effective professionals.

Vision

To become a leading career readiness and professional development program that empowers graduates to thrive in the modern workplace.

Mission

To develop self-aware, emotionally intelligent, and workplace-ready professionals who contribute meaningfully to their organizations and communities.

Program Philosophy

Professional success begins long before leadership titles or promotions.

It begins with developing the discipline, mindset, communication, judgment, and personal responsibility that enable individuals to earn trust and create value in every workplace.

THE GROW™ CAREER FRAMEWORK

Early Career Foundation™ is built around the **GROW™ Career Framework**, a structured approach to helping graduates navigate the transition from student to professional.

G — Gain Self-Awareness

Develop a deeper understanding of your strengths, values, motivations, personality, and career aspirations.

R — Ready Yourself

Build the professional mindset, emotional intelligence, communication skills, and workplace habits required to succeed.

O — Own Your Growth

Take responsibility for your professional growth through intentional planning, continuous learning, and purposeful decision-making.

W — Win at Work

Apply practical strategies for collaboration, performance, adaptability, and long-term career success.

THE PROGRAM JOURNEY

A structured path from self-discovery to career success.



Your journey. Your growth. Your future.

We equip you with the mindset, skills, and plan to thrive in your first job and beyond.

LEARNING OUTCOMES

Upon completion of the program, participants will be able to:

Develop Professional Identity

- understand personal strengths and development needs;
- establish a stronger sense of professional identity;
- clarify career direction and purpose.

Strengthen Emotional Intelligence

- manage emotions effectively under pressure;
- demonstrate resilience and adaptability;
- respond constructively to challenges and feedback.

Build Workplace Communication

- communicate with confidence and professionalism;
- strengthen listening and interpersonal skills;
- collaborate effectively with supervisors and colleagues.

Demonstrate Professional Accountability

- manage priorities responsibly;
- exercise initiative and ownership;
- develop consistent professional habits;
- become reliable contributors within teams.

Navigate Early Career Success

- understand workplace expectations;
- build productive professional relationships;
- establish a strong foundation for long-term career growth.

PROGRAM MODULES

Module 1

Building Your Professional Identity

Participants develop self-awareness by exploring their strengths, values, motivations, personality, and aspirations while establishing the mindset required to transition successfully from student to professional.

Module 2

Thinking Like a Professional

Participants develop ownership, accountability, emotional intelligence, resilience, and professional discipline needed to manage themselves effectively in the workplace.

Module 3

Communicating with Confidence

Participants strengthen workplace communication by developing active listening, professional presence, constructive feedback skills, and effective interpersonal communication.

Module 4

Working Effectively with Others

Participants build trust, collaboration, emotional intelligence, empathy, conflict awareness, and relationship management to work successfully with diverse teams.

Module 5

Building Professional Credibility

Participants cultivate professional habits that strengthen reliability, initiative, accountability, time management, consistency, and personal effectiveness.

Module 6

Thriving During Your First 90 Days

Participants prepare for the realities of professional life by understanding workplace culture, managing expectations, building productive relationships, and creating a practical First 90 Days Success Plan.

THE COACHING EXPERIENCE

Professional development is most effective when learning is supported by reflection.

Each participant receives individual coaching that provides a confidential and structured space to explore personal challenges, clarify goals, strengthen self-awareness, and identify practical actions for professional growth.

Rather than providing advice, coaching encourages participants to think critically, take ownership of their development, and apply new insights within real workplace situations.

THE CAREER BLUEPRINT

Throughout the program, participants create a personalized development plan that serves as a practical guide for continued growth beyond the classroom.

The plan includes:

- Professional Identity Statement
- Personal Strengths and Development Priorities
- Professional Growth Goals
- Workplace Behavior Commitments

- Communication Development Plan
- Professional Habits Tracker
- First 90 Days Success Plan

LEARNING METHODOLOGY

Early Career Foundation™ integrates evidence-based learning approaches through:

- Interactive Workshops
- Guided Reflection
- Coaching Conversations
- Practical Workplace Simulations
- Group Discussions
- Peer Learning
- Action Planning
- Accountability Activities

Learning is designed not only to increase knowledge but to encourage meaningful behavioral change that participants can immediately apply in professional settings.

PROGRAM INVESTMENT

Individual Coaching

PHP 40,000

- Six weekly development sessions
- Six one-on-one coaching sessions
- Professional Readiness Assessment
- Participant Workbook
- Personal & Professional Development Plan
- First 90 Days Action Plan
- Certificate of Completion

Group Coaching

PHP 60,000 per cohort

4–6 participants

- Six facilitated workshops
- Two individual coaching sessions per participant
- Group discussions
- Coaching workbook
- Program certificate

University Cohorts

Starting at **PHP 95,000**

Customized for universities and graduate development initiatives.

Includes:

- Career readiness assessments
- Participant workbooks
- Facilitated workshops
- Coaching sessions
- Institutional summary report
- Certificates of Completion

WHO SHOULD ATTEND

Early Career Foundation™ is designed for:

- Graduating university students
- Fresh graduates
- Young professionals with up to two years of work experience
- Graduate trainee programs
- Universities seeking career readiness initiatives
- Organizations investing in early-career talent

WHY COACH JEFF



Jeffrey Rosales, GMBA, is an executive leadership coach with over 19 years of experience in corporate leadership, governance, commercial operations, and organizational performance. He has led strategic initiatives, strengthened operational discipline, improved commercial outcomes, and developed leaders in complex business environments.

In addition to his corporate career, Jeff has served for more than 12 years as a faculty member at the University of Asia and the Pacific (UA&P), where he teaches organizational behavior, self-leadership, and professional development. His work bridges executive practice and leadership education, equipping emerging managers with practical tools to lead people effectively and deliver measurable business

results.

Jeff holds a Global MBA from the University of Western Australia, a Postgraduate Diploma in General Management from the Asian Institute of Management, and is a professional coach and member of the International Coaching Federation (ICF).

He has coached and mentored professionals and students from the Philippines, Australia, Hong Kong, Taiwan, and the United States, helping them build the confidence, capability, and leadership effectiveness needed to succeed in today's workplace.

PARTNER WITH US

Early Career Foundation™ can be delivered through partnerships with universities, student organizations, graduate trainee programs, and organizations committed to developing early-career talent.

Whether preparing graduating students for employment or supporting newly hired professionals, the program provides a practical and structured approach to developing workplace-ready graduates who can contribute with confidence from their first day on the job.

CONTACT

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Professional Coach

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Available for:

- Individual Coaching
- Group Coaching
- University Partnerships
- Corporate Graduate Programs

EVIDENCE-BASED FOUNDATIONS

Early Career Foundation™ is informed by established research and internationally recognized frameworks, including:

- International Coaching Federation (ICF) Core Competencies
- National Association of Colleges and Employers (NACE) Career Readiness Competencies
- Gallup research on strengths and employee engagement
- Daniel Goleman's Emotional Intelligence framework
- Career Construction Theory (Mark Savickas)
- Positive Psychology (Martin Seligman)
- Adult Learning Theory (Malcolm Knowles)
- 70–20–10 Learning Model