



Career Coaching Programme for IOs/NGOs

A message from the Founder - Wiola Stasieluk

I created IO Ready after years of trial and error, attempts and failures, until I got 'IN' and started understanding how getting a job in international organisations ACTUALLY looks like.

After I worked at the EU, UN, OECD, I realised that the information about the recruitment and employment at IOs was inaccurate! I was shocked to realise that the world of IOs has its own internal processes, unspoken, political, hidden, that candidates do not know about....

I became determined to bring this knowledge to make sure that everyone has an equal chance of getting their dream job in IOs/NGO!

That's when I decided to build up my career coaching programme for international organisations. In each session, I combine sharing my knowledge and examples from my own experiences from working at the EU, UN and the OECD and give you exercises to reflect/practice the skills that we have discussed in a session.



Programme Structure:

5 sessions in total each a building block for the next

- **Your Career Goals**

Identify career path, research IOs/NGOs, create a concrete career plan.

- **Your Skills**

Analyse existing skills, identify skills to develop, create a skills development plan.

- **Your Networking**

Improve networking skills, build a network, establish a reputation in IOs/NGOs.

- **Your Job Application**

Craft CV and motivation letter, review from recruiter's perspective, implement lessons and receive feedback.

- **Your Strategy**

Understand job market, develop career strategies, explore job sources, and undergo a recruitment process simulation.

Session Details

- Format: Hybrid (pre-recorded videos + live coaching)
 - **Pre-session:** 2-6 hours of videos and exercises
 - **Live session:** 1-hour one-on-one coaching
 - **Post-session:** 1-2 hours of homework
- Intensity: Flexible scheduling (most popular: 1 session per week)
- Engagement: Full dedication required (4-6 hours per session)





Career Coaching Programme for IOs/NGOs

Sessions breakdown

Session 1: Your Goals

Structure: Online Course + 1-1 Coaching Session

Get clarity on your short-term, mid-term and long-term goals!

Through visualisation, worksheet exercises and individual work, we explore your immediate - and far-away work objectives.

Videos:

- Introduction to Session 1: Your career goals
- Visualisation exercise
- Exercises explanation

Documents

- List of IOs and NGOs
- Finding jobs
- Worksheet - Your Career Goals
- Template - Dream jobs
- Homework

"I loved the visualisation exercise! It was a perfect introduction to the sessions (almost like an ice-breaker) and it is a creative way to make you think about the future without being overwhelmed. It also adds a diverse touch to the session, making them more interactive."



"I really enjoyed when Viola spoke about how to "sell your skills". The structure of the session was intuitive and smooth. The exercises flowed well and helped support the final goal: identifying the priority list for skills development."

Session 2: Your Skills

Structure: Online Course + 1-1 Coaching Session

What does MEAN to have your dream job and what does it take to perform well in your dream job?

We explore these questions by looking at concrete examples. We create a skills development strategy and a practical skills development plan.

Videos

- Introduction to Session 2: Your skills
- Why are skills important?
- Exercises explanation

Documents

- List of skills for IOs/NGOs
- Core competencies in IOs/NGOs
- Skills development plan
- Worksheet - Your Skills
- Homework

Session 3: Your Network

Structure: Online Course + 1-1 Coaching Session

Why is networking important? What is your networking style?

We discuss the step-by-step process of building relationships in line with your character and preferences.

Videos

- Welcome to session 3: Your Network
- What is networking?
- Networking in practise - How I got my job at the OECD?
- Why is networking important?
- How to network?
- Building your reputation
- Exercises explanation

Documents

- How to network?
- Your presentation and reputation
- Worksheet - Networking
- Template - Tracking your network
- Homework



“Viola is an expert in networking. She structured the benefits of how to go about it, shared insightful personal stories of how networking helped her in her career and prepared great templates (as always) to work with.”



“The value of the session comes mainly from the fact that the materials and explanations offered something new even if the topic of the session is one of the most talked about in career-related pages. (...) there is a methodology behind the CV and cover letter writing process, which can be followed as many times as needed after the session.”

Session 4: Your Job Application

Structure: Online Course + 1-1 Coaching Session

You have probably seen a thousand of tips on how to write your CV and motivation letter. In the session, I give you an IO recruiter's perspective on what is relevant. I share excerpts of my own CV and motivation letters. I guide you on how to organise your job applications in the most efficient manner.

Videos

- Welcome to Session 4: Your job application
- Finding jobs and your job application
- Understanding the job application process
- The importance of networking before your application
- Your recruitment portal
- Strategising your CV
- Strategising your motivation letter
- Applying before the deadline
- Exercises explanation

Documents

- Understanding the job application process
- Strategising your CV
- Strategising your motivation letter
- Worksheet - Your job application
- Template: Job search Excel sheet

Session 5: Your Strategy

Structure: Online Course + 1-1 Coaching Session

In session 5 all truths about the job market in IOs/NGOs are revealed - I don't hold back in preparing you for what's coming! We go through the realities of your first steps in IOs/NGOs. I share some extra tips on where to find jobs, and finally, I share the different steps of the recruitment process (and what skills each of them analyses!).



Videos:

- Introduction to Session 5: Your Strategy
- Strategising... but what?
- Characteristics of the IOs/NGOs industry
- Steps of the recruitment process
- How does it look like to work in an IO?
- Benefits and challenges of working in IOs/NGOs
- Using where you are right now to the fullest
- Exercises explanation

Documents:

- Characteristics of the job market
- Supporting material: Finding Jobs
- Recruitment Process
- Worksheet - Your strategy

Last 30 minutes of the session focus on the topic of YOUR choice. Previously, IO Ready community members explored the following topics:

- Opportunities at the EU
- Presentation Skills
- Improving your confidence
- First 3 months at an organisation
- Entry points for jobs connecting international development and international security
- Differences between working in project management and policy analysis

Summary.

The programme is designed to transform your understanding and approach to career development in IOs/NGOs, ensuring you are well-equipped and confident in pursuing your dream job.

