



Duke Professional and Personal Development Program

*"Making a difference in your work, family and life"*

# *Career Coaching Services*

*"Working with you to maximize your potential"*

**Uncertain about the next step?**



**Come to Duke PPDP for Career Coaching**

## **Career Coaching includes:**

- **Career development**
- **Layoffs and transitions**
- **Work/life balance**
- **Maximizing performance**
- **Career strategic planning**
- **Return to work concerns**
- **Pre-retirement planning**

## **We assist you with examining your:**

- **Skill set**
- **Values**
- **Interests**
- **Personality style**
- **Resume**
- **Cover letter**

To learn more about this service contact Elaine Hughes or Melissa Dement at 919-286-1244 or 1-800-336-3853 to schedule a career coaching session.

Browse our website at [www.dukeppdp.com](http://www.dukeppdp.com)