



2025

**GOLDEN KEY**  
**CAREER SUMMIT**

**HANDBOOK**

—— 8th - 12th September, 2025 ——

# SESSIONS

A video **WELCOME ADDRESS** from Golden Key CEO Melissa Leitzell

## WEBINARS

Beyond the CV: How AI and psychometrics are redefining talent fit and culture alignment  
with **Rene Schreuder**

What to Consider When Joining a Career in the Helping Professions  
with **Coreetha Entzminger**

Turning Fear Into Fuel: Rewiring How We Grow in Our Careers  
with **Emily Hariri**

How to use AI to grow your career  
with **Rehman Raymond Chaudry**

LinkedIn for High Achievers  
with **Sue Ellson**

The importance of grit in your career  
with **Chantelle van Zyl**

From Pivot to Power Moves: Mastering Career Transitions with Confidence & Clarity  
with **Aisha Scott**

Mental health + Work/Life balance  
with **Shannin Jones**

Navigating Career Development in a Complex Landscape  
with **Matthew Byrne**

From Productive to Promoted: Your Guide to Career Acceleration  
with **Dr Ricardo Smart**

EmpowerHER: Scatter Cushions  
with **Bianca Wilters**

Managing your time + energy while unlocking your potential  
with **Lonnie Mitchell**

How getting F.I.T. could transform your career  
with **Pearline Sturdivant**

Navigating Workplace Systems  
with **Dr LaShonda Fuller**

Negotiate Like a Pro: Strategies for Today's Fast-Changing World  
with **Kate Lalak**

AI2AI: Accessible Introduction to Artificial Intelligence  
with **Kevin Wright**

A video **CLOSING ADDRESS** from Golden Key CEO Melissa Leitzell



**Remember**

All of the webinars and workshops will be recorded, so if you can make it live due to a schedule clash or time zone issue, you can watch the video at a later date. All videos will be uploaded here <https://academy.goldenkey.org/gkhs25/> and will only be available to people who purchased access to the summit.

# BEYOND THE CV: HOW AI AND PSYCHOMETRICS ARE REDEFINING TALENT FIT AND CULTURE ALIGNMENT

with **Rene Schreuder**

Worksheet



Rene Schreuder is the Co-Founder and Director of Flink Recruitment, a platform that streamlines hiring through smart automation and psychometric insights. With a BCom Honours in Labour Relations (2009) and over 16 years in HR and recruitment, she began as an Industrial Relations Consultant before rising to Regional Manager by 2013. In 2020, she co-founded Flink to address the need for efficient, science-based recruitment. Today, Rene drives strategy, client consulting, and business development, helping organisations hire faster and more accurately.

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## ABOUT THE WEBINAR:

This session explores how forward-thinking organisations are transforming their hiring strategies by integrating AI and psychometric assessments to go beyond surface-level qualifications. We'll uncover how data-driven insights into aptitude, culture fit, and potential can significantly improve hiring success and long-term retention. Real-world examples and case studies from Flink Recruitment will showcase how this approach is reshaping recruitment for the modern workforce.



## **Beyond the CV: How AI & Psychometrics Are Redefining Career Readiness & Talent Fit**



Students who complete psychometric assessments early are 24% more likely to land their first role faster.

### **DESIGN YOUR FUTURE CAREER FIT**

1. Know Yourself -What are your real strengths? List them:

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Action: Take a psychometric assessment to uncover your potential

2. Build Your Profile- Would your CV impress an employer? List the keywords that are important in your industry:

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Action: Create a standout CV and online profile.

3. Find the Right Fit: Are you searching smart – or just scrolling? What job titles would you search:

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Action: Use AI tools to match with ideal jobs faster.

4. Nail the Interview -Can you prove you're the perfect fit? What type of work culture are you looking for:

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**Tip: Circle one action you will take this week to set yourself up for success.**

# *flink*<sup>®</sup>

## Recruitment

### FURTHER LEARNING: VIDEOS, PODCASTS & ARTICLES

How to Stand Out in a Competitive Job Market

Why: Career tips and insights for graduates

LinkedIn Global Talent Trends 2025

Why: Understand what employers are really looking for today.

The Job Search Podcast

Why: Practical strategies for students entering the workforce.

Harvard Business Review: How to Nail the Culture Fit Interview

Why: Helps candidates prepare for culture-fit assessments.

5 AI Tools Every Job Seeker Should Be Using!



Kick Start your  
Career Sign-up  
today!



[illegible]

# WHAT TO CONSIDER WHEN JOINING A CAREER IN THE HELPING PROFESSIONS

with **Coreetha Entzminger**

Worksheet



Coreetha Entzminger is a doctoral candidate in clinical psychology and a therapist at a private practice in California. She has presented at several workshops through a non-profit organization called Togetherwell. Coreetha holds both a bachelor's and master's degree in psychology

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## ABOUT THE WEBINAR:

This webinar will inform attendees of the factors to consider when joining a career in any helping profession. Attendees will learn about the advantages of joining the profession and how to keep a healthy work-life balance while assisting others. Attendees will also learn about the issue of burnout and why it occurs so often in these fields.

# WHAT TO CONSIDER WHEN JOINING A CAREER IN THE HELPING PROFESSIONS

with **Coreetha Entzminger**

Worksheet

## Key Take-Aways:

- Finding a balance between helping others and caring for yourself is vital.
- There is no job too small in the helping profession.
- Give yourself grace to learn what you do not know already.
- Remain humble at all times.
- Remember you are human.
- Do not wait to get involved in helping others, you can start now.
- Remember your “Why.”
- Practice flexibility in your perspective of others.
- Be ready to pivot when necessary.
- It is lifechanging work for you and for the ones you are helping.

## Extra Resources:

1. <https://www.princetonreview.com/quiz/career-quiz>

I recommend this career quiz by The Princeton Review as a good resource because it is a 24-item questionnaire that helps to estimate your career interest. This is helpful for individuals who are leaning towards working in the helping profession.

2. <https://www.careeronestop.org/>

I recommend this website by Career One Stop because it contains a lot of information regarding career options, schools, job search tips and videos related to one’s professional interest. This provides a great guide to getting started on learning more about your professional interest and what steps it will take to get there.

3. <https://positivepsychology.com/compassion-fatigue/>

I recommend this page on positivepsychology.com because it describes the issue of compassion fatigue in detail. This website delves into the signs of compassion fatigue and provide tips and exercises that one can do to combat compassion fatigue, especially while serving in the helping profession.

4. <https://positivepsychology.com/burnout/>

I recommend this page regarding burnout on positivepsychology.com because it describes the issue of burnout and provides tips on how to identify and manage it. There are also exercises that are available to download and use as a guide.

5. <https://www.mezzolutions.com/mental-health-resources/self-care-essentials-for-helping-professionals>

I recommend this page on self-care for helping professionals by Mezzo Solutions because it explains the various dimensions of self-care and why it is important to tend to each aspect.



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# TURNING FEAR INTO FUEL: REWIRING HOW WE GROW IN OUR CAREERS

with **Emily Hariri**

Worksheet



Emily Hariri is a career strategist, speaker, and founder of Hariri Coaching. With over a decade of experience in leadership development, product strategy, and personal growth, she combines psychological insight with actionable tools to help individuals navigate career transitions with clarity and confidence. Emily's approach is rooted in Industrial/Organizational Psychology, career coaching, and psychometric assessment. Her work supports professionals in moving from burnout and confusion to alignment and long-term impact. She is the creator of the upcoming Revival Framework, which helps individuals turn fear into self-trust and navigate their careers with internal alignment.

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## ABOUT THE WEBINAR:

This is a transformative session designed for students, job seekers, and professionals navigating uncertainty or self-doubt in their careers. Instead of treating fear as a barrier, attendees will learn how to reframe it as a guide toward meaningful growth and aligned action. This session blends psychology, self-reflection, and practical strategy to help individuals move forward even when clarity feels out of reach. Participants will leave with actionable tools to navigate fear, reclaim their confidence, and take career steps rooted in internal clarity — not external pressure.



## Resistance Map Survey

This survey is an adapted module of the Hariri Resistance Management Assessment (RMA™) a framework for mapping signals, patterns, and choice points.  
Developed by Hariri Coaching

### Instructions:

Resistance is not random: it rises at meaningful thresholds. Use this map to capture where resistance shows up, how it signals itself, and what it may be pointing toward.  
This is a qualitative exploration, not a performance test. Treat it as personal data for your own awareness.

Age: \_\_\_\_\_

Region: ☐ North America ☐ South America ☐ Europe ☐ Africa ☐ Asia ☐ Australia/Pacific

Field/Profession: \_\_\_\_\_

Status: ☐ Undergraduate ☐ Graduate ☐ Recent Grad ☐ Alumni ☐ Faculty/Staff ☐ Other

Dimension	Question (Answer in your own words or place a check mark in the option that applies)
I. Context	Where does resistance reliably appear in your career or life? (Examples: interviews, presentations, leadership decisions, networking, writing applications)
II. Signal	How does resistance show up in your body or behavior? (Examples: racing heart, tight chest, procrastination, over-preparing, intrusive self-doubt)
III. Default Path	What choice do you usually make at that checkpoint? <input type="checkbox"/> Retreat to Safety → avoidance, delay, withdrawal, over-analysis? <input type="checkbox"/> Small Step Into Growth → taking action despite discomfort, speaking up once, sending the draft, “winging it”?
IV. Compass Reading	What does this resistance reveal about what matters most to you? (Examples: value of excellence, fear of visibility, desire for belonging, pursuit of impact)
V. Intensity	How strong does the resistance feel? <input type="checkbox"/> Mild → noticeable but manageable <input type="checkbox"/> Moderate → disruptive, pulls focus <input type="checkbox"/> Strong → consistently blocks or delays action

# TURNING FEAR INTO FUEL: REWIRING HOW WE GROW IN OUR CAREERS

with **Emily Hariri**

Worksheet

## EXTRA RESOURCES:

These resources expand on the neuroscience, psychology, and practical strategies discussed in the keynote. Each one was chosen to help attendees deepen their understanding of resistance, stress, and growth - and to provide practical tools for applying these ideas in both career and life

**1. Why Zebras Don't Get Ulcers** - Robert Sapolsky (2004)

**Why:** A classic on the biology of stress and survival.

**2. Thinking, Fast and Slow** - Daniel Kahneman (2011)

**Why:** Explains the brain's dual processing systems (fast vs. reflective thinking). Reinforces the neuroscience of resistance as a signal and helps attendees understand reflex vs. choice.

**3. TED Talk: How to Make Stress Your Friend** - Kelly McGonigal (2013)

**Why:** A highly accessible 15-minute talk based on Jeremy Jamieson's research (2012). Demonstrates how reframing stress as readiness improves performance - the heart of "Resistance as a Signal."

**4. The Upside of Stress** - Kelly McGonigal (2015)

**Why:** Expands on the science of reappraisal and stress physiology.

**5. Mindset: The New Psychology of Success** - Carol Dweck (2006)

**Why:** Introduces growth vs. fixed mindsets. Supports the "Choice Point" idea of retreat vs. stepping into growth.

**6. Flow: The Psychology of Optimal Experience** - Mihaly Csikszentmihalyi (1990)

**Why:** Explains how challenge just beyond comfort creates engagement and meaning. Bridges the reframing of resistance into practical momentum.

**7. Daring Greatly** - Brené Brown (2012)

**Why:** Explores vulnerability and courage as essential for growth.

**8. The War of Art** - Steven Pressfield (2002)

**Why:** Defines resistance as the universal force against meaningful work. Reinforces motivational checkpoint framing: resistance is proof of significance.

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# HOW TO USE AI TO GROW YOUR CAREER

with **Rehman Raymond Chaudry**

Worksheet



Rehman (Raymond) Chaudry is a Data Scientist with a strong background in machine learning, natural language processing, and cloud technologies. He holds a degree from Virginia Tech and has worked on AI-driven solutions in both corporate and research environments. Raymond is certified in Security+, Network+, Linux+, Pentest+, Cloud+, and AWS Cloud Practitioner, equipping him with a well-rounded understanding of technology and its practical applications. His passion lies in helping others harness the power of AI to accelerate their personal and professional growth. Drawing from his own journey, he offers relatable, real-world guidance on using AI as a tool for career development.

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## ABOUT THE WEBINAR:

Artificial intelligence isn't just changing the way we work—it's transforming the entire job market. In this practical and interactive webinar, you'll learn how to harness AI to advance your career. Discover strategies to boost your productivity, enhance your resume, and position yourself for the most in-demand roles. Designed for students and professionals alike, this session offers real-world examples, actionable tips, and free resources to start using AI immediately. By the end, you'll have a clear roadmap for integrating AI into your career growth strategy—so you can stay ahead of the curve and future-proof your professional journey.

# HOW TO USE AI TO GROW YOUR CAREER

with **Rehman Raymond Chaudry**

Worksheet

## Key Definitions

Artificial Intelligence(AI) Machine	The ability of machines to perform tasks that normally require human intelligence.
Learning (ML) Data Science	A subset of AI that enables systems to learn from data and improve over time.
Data Science	The practice of analyzing and interpreting data to inform decisions and create predictive models.

## Reflection Questions

- 1.What skills do I currently have that overlap with AI/ML or data science?
- 2.What is one career area where AI could amplify my impact?
- 3.What resources or certifications would help me strengthen my career in this space?

## Activity: AI in My Career Path

Think of your current role (or desired career). Identify two areas where AI could help:

1. \_\_\_\_\_

2. \_\_\_\_\_

Next, write one concrete action you can take in the next month to learn more or apply AI:

Action Step: \_\_\_\_\_

## Key Takeaways from the Session:

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## Notes:

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# HOW TO USE AI TO GROW YOUR CAREER

with **Rehman Raymond Chaudry**

Worksheet

## EXTRA RESOURCES:

### Videos / Talks

**Andrew Ng's "AI for Everyone" (Coursera)**

Beginner-friendly course explaining AI in plain language, with a focus on real-world applications.

**TED Talk: "The Wonderful and Terrifying Implications of Computers that Can Learn" by Jeremy Howard**

A powerful talk highlighting both the promise and risks of machine learning.

### Articles / Reports

**"The Future of Jobs Report" (World Economic Forum)**

Explains which jobs are expected to grow, decline, or transform as AI adoption increases.

**McKinsey's "The State of AI" Annual Report**

Data-driven insights on how businesses are adopting AI and where career opportunities are emerging.

**Harvard Business Review: "Reskilling in the Age of AI"**

Practical advice on how professionals can upskill to stay competitive in the AI-driven workplace.

## Notes / Reflections:

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# LINKEDIN FOR HIGH ACHIEVERS with Sue Ellson

Worksheet



Sue Ellson is an Independent LinkedIn Specialist, author, educator, practitioner and consultant. She is also a gigster, a person who uses technology to attract aligned gigs and former banker. Sue provides teaching, training, speaking and consulting services to individuals, small, medium and large businesses, corporates, schools, universities, associations and government in Australia and overseas. She is the author of five non-fiction books on the topics of LinkedIn, Careers, Business, Hyper Local Marketing and Gigsters and her next two books will be poetry books. Since completing her university studies, she has been attending up to four events every week to keep herself up to date. Sue is also the Founder of Newcomers Network. After hours, Sue enjoys catching up with family and friends, walking and dancing.

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## ABOUT THE WEBINAR:

Apparently 95% of LinkedIn profiles are not optimised which means that people are missing out on opportunities, promotions and offers. If you are not achieving more than 100 views per 90 days and more than 50 appearances in search results in seven days, your LinkedIn profile is not working for you. How can you optimise LinkedIn for your values, purpose, goals and objectives? Find out in this practical workshop and learn how to showcase your Golden Key membership too.

# LINKEDIN FOR HIGH ACHIEVERS with Sue Ellson

Worksheet

## TRACK YOUR LINKEDIN STATISTICS

CATEGORY	WHERE TO FIND INFO	CURRENT STATISTICS
People in your Network	<a href="https://www.linkedin.com/mynetwork">https://www.linkedin.com/mynetwork</a>	
Followers	<a href="https://www.linkedin.com/mynetwork/network-manager/people-follow/followers">https://www.linkedin.com/mynetwork/network-manager/people-follow/followers</a>	
Profile Views last 90 Days	<a href="https://www.linkedin.com/dashboard">https://www.linkedin.com/dashboard</a>	
Search Appearances 7 Days	<a href="https://www.linkedin.com/dashboard">https://www.linkedin.com/dashboard</a>	
Sharing Tracker	<a href="https://www.linkedin.com/dashboard">https://www.linkedin.com/dashboard</a>	
Skill Endorsements	<a href="https://www.linkedin.com/in">https://www.linkedin.com/in</a>	
Recommendations	<a href="https://www.linkedin.com/in">https://www.linkedin.com/in</a>	

### Backup:

1. Save to PDF (from LinkedIn Profile)
2. Get a copy of your data: <https://www.linkedin.com/mypreferences/d/download-my-data>

### Extra Tools:

1. Google Advanced Search: [https://www.google.com.au/advanced\\_search](https://www.google.com.au/advanced_search)
2. My Future – Information by Occupation, Career Assessment and more: <https://myfuture.edu.au>

# LINKEDIN FOR HIGH ACHIEVERS with Sue Ellson

Worksheet

## Extra Resources:

1. [Webinars and recordings](#) (no login) - various topics related to LinkedIn
2. [Short LinkedIn Videos](#) - less than 60 seconds with links to more information
3. [Download all five books](#) (no login) - 'LinkedIn for me' is a step-by-step guide
4. [LinkedIn Learning](#) (free access with a local library card)
5. [Other micro credentials](#)

## Three Things to do next:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

## More about Sue Ellson:

<https://sueellson.com/>

[sueellson@sueellson.com](mailto:sueellson@sueellson.com)

<https://www.linkedin.com/in/sueellson>

<https://www.linkedin.com/newsletters/6869552819440099328>

## Notes / Reflections:

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# THE IMPORTANCE OF GRIT IN YOUR CAREER

with **Chantelle van Zyl**

Worksheet



Chantelle is a Social Entrepreneur who has over 2 decades of experience working with people. She owns a Research and Learning Development Business and she has been a Golden Key member for 23 years.

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## ABOUT THE WEBINAR:

In today's fast-paced and challenging work environment, success often depends on more than talent or skills—it requires grit. But what exactly is grit, and how can it shape your career journey? Join us as we take a closer look at grit—the combination of perseverance, determination, stamina, and motivation—and explore why it's a critical resource for overcoming obstacles and thriving in your professional life. This session will provide actionable strategies you can use to cultivate grit, helping you stay resilient, focused, and motivated no matter what challenges come your way. Whether you're starting out or seeking your next career milestone, this webinar offers insights and practical tools to help you harness grit for long-term success.

# THE IMPORTANCE OF GRIT IN YOUR CAREER

with **Chantelle van Zyl**

Worksheet

## Grit definition:

A combination of perseverance, determination, stamina and motivation.

## Grit development 'road map'

1. What challenges are you currently facing in your career? If you are facing a specific one currently, write down the problem in as much detail as you can.
2. List all the aspects of yourself that you are proud of, really take some time to answer this. Once completed always keep a copy of this list available to refer to and yes over time add to! By doing this you have just established the most powerful tool which can help you overcome the obstacle!
3. Now reframe the problem/obstacle/challenge you are facing into an action plan asking the who, what, why and when questions:
  - \*Who do I know that can assist me with this problem?
  - \*What do I need to do?
  - \*Why do I perceive this as an obstacle - can I learn anything about myself from this situation?by when do I want to achieve the outcome?

All the above will lead to your how! At any point if you feel doubtful or demotivated - refer back to your list of what you are proud of and remember to keep adding to it!

## List of Readings:

Robin Sharma - **The Monk who sold his Ferrari**  
Robin Sharma - **The Greatness Guide**  
Steven Covey - **7 Habits of Highly effective People**  
Malcolm Gladwell - **David and Goliath**  
Sun Tzu- **The Art of War**

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# FROM PIVOT TO POWER MOVES: MASTERING CAREER TRANSITIONS WITH CONFIDENCE & CLARITY

with **Aisha Scott**

Worksheet



Aisha Scott is a certified Training Instructor, ICF Life Coach, MBTI & LCP practitioner and HR professional whom holds a Masters of Science degree in Psychology focused in Industrial/Organizational Development. Aisha takes pride in creating an individualized approach with each clients that will lead to generating thought-shifting perspectives. She utilizes her first-hand experience in Human Resources and Organizational Development along with her acquired knowledge of cognitive leadership theories to create strategically engaging career and personal development experiences. She often references the "zigs and zags" of her own career journey as what drives her passion to assist others with developing how to navigate their personal and professional aspirations.

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## ABOUT THE WEBINAR:

This session is for career professionals preparing for (or currently navigating) career transitions to include recent graduates stepping into corporate for the 1st time or seasoned professionals making a career shift. Attendees will walk away with knowledge and techniques on identifying transferrable skills when applying for job and updating resumes, best practices to prepare for the infamous behavioral interview questions, and showcasing your brand to navigate networking with intention.



## Preparing to Pivot with Transferrable Skills

### Workshop Handout

### What are Transferrable Skills?

- Core competencies that you have acquired from your personal and professional journey that assist with demonstrating your ability to drive results as an individual contributor – within any industry.
- A bridge between your previous experiences that can highlight your future potential.
- If communicated correctly, Transferable Skills can effectively connect the dots for the hiring manager on how your past experiences can add value to the job.

### Examples of Acknowledging your Transferrable Skills:

- Training or Coaching: Have you ever designated as the subject matter expert to provide anyone with information that assisted them with learning a new process or task?
- Data-Informed Decision Making: Has there ever been a time when you held a position that required you to make a decision based on your knowledge of any type of data?
- Project Management: Have you ever led or assisted with or taken the lead on any type of process that created a change to a process?
- Leadership Experience: Remember, you do not have to have the title of a leader to be able to share about relevant examples that highlight your leadership qualities.

### How to prepare for the interview while highlighting your Transferable Skills?

*Create a chart similar to the one below and focus on details from the job posting.*

<b>*Select a Position-Specific Competency from the Job Posting*</b>	
<b>*Specific Scenario*</b> <ul style="list-style-type: none"> <li>• Be able to provide a <u>very</u> specific scenario that aligns with the question.</li> <li>• Acknowledge if it is similar to the question being asked, but an experience encountered in a different industry.</li> <li>• Paint a detailed picture, but be succinct.</li> </ul>	<b>*Specific Actions*</b> <ul style="list-style-type: none"> <li>• What steps did <u>you</u> take? This is a time for you to share what you bring to the table.</li> <li>• Remember, the interview is about sharing what <u>you</u> bring to the table.</li> <li>• Providing we experiences may not always highlight <u>your</u> strengths.</li> </ul>
<b>*The End Result*</b> <ul style="list-style-type: none"> <li>• What was the positive impact made to the Customer/Co-Worker/Organization?</li> <li>• Were there any specific metrics? Ex: fiscal, % scores, survey results.</li> <li>• Were there any professional lessons learned? Be Prepared to share (if asked) what lessons you learned from the situation and how it improved your KSAs (knowledge, skills, abilities).</li> </ul>	

### When interviewing based on making a professional pivot try THIS vs THAT

<u>TRY THIS</u>	<u>vs THAT</u>
A Functional Resume	A Chronological Resume
Provide relevant examples as to how your personal & professional experiences can align with the core expectations of the job.	Not connecting the dots for the hiring manager. They may not be able to align your vision with their perspective of a perfect candidate.
Do your research to be able to talk the industry jargon of the new industry to show that you are familiar with some of the industry standards.	Randomly use industry jargon during the interview to <i>sound</i> like you are an expert in a field that your resume shows you are a novice.



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# MENTAL HEALTH + WORK/LIFE BALANCE

with **Shannin Jones**

Worksheet



Shannin Samorita Azaleah Jones is a passionate youth advocate, industrial-organisational psychology graduate, and founder of Sharing Stories By Shanz. With a background in student mentorship, community development, and academic support, she has worked closely with individuals navigating personal and professional demands. As a mental health ambassador, she brings both academic insight and lived experience to the conversation around balance and wellbeing. Her work focuses on empowering others to thrive holistically through purpose-driven learning, storytelling, and leadership development. Shannin is deeply committed to creating safe spaces where growth, resilience, and rest can coexist.

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## ABOUT THE WEBINAR:

This session explores the vital connection between mental health and maintaining a healthy work/life balance, especially in high-pressure academic and professional environments. Designed for students, young professionals, and leaders juggling multiple responsibilities, this webinar will offer practical strategies to manage stress, set boundaries, and prioritise personal wellbeing. Attendees will leave with a deeper understanding of how mental wellness influences performance and simple, evidence-based tools to create more sustainable daily rhythms. Let's unpack how balance isn't a luxury, it's a necessity for success.

# MENTAL HEALTH + WORK/LIFE BALANCE

with **Shannin Jones**

Worksheet

## Session Objectives

- Understand the link between mental health and work-life balance
- Identify unhelpful thought patterns that increase stress
- Practice simple CBT-based tools to reframe thoughts and find balance

## 1. Thought Awareness Exercise (CBT Tool)

Step 1: Write down a recent stressful work situation. Step 2: Identify the thought you had about it. Step 3: Challenge the thought and reframe it.

Situation (what happened)	Thought (what I told myself)	Challenge/Reframe (a kinder, balanced thought)
Eg, "My boss asked me to redo my report."	"I'm terrible at my job."	"This is feedback to help me improve; it does not mean I'm bad at what I do."

## 2. Stress Level Check-In

Circle your current stress level:

1	2	3	4	5	6	7	8	9	10
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Please Note: (1 = calm & balanced, 10 = completely overwhelmed)

**Action Step:** Write down ONE thing you can do today to bring this number down by at least one point:

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## 3. Boundary Mapping

Draw two columns and list:

- **YES SPACE:** Things you want to keep saying "yes" to (life-giving activities, priorities).
- **NO SPACE:** Things you need to say "no" to or delegate.

YES Space (Life-Giving)	NO Space (Energy-Draining)

# MENTAL HEALTH + WORK/LIFE BALANCE

with **Shannin Jones**

Worksheet

## 4. Gratitude & Joy Boost

List 2 things you are thankful for today:

1. \_\_\_\_\_
2. \_\_\_\_\_

## 5. Action Planning – My Balance Commitment

Write **one action step** you'll commit to this week to improve your work-life balance:

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## Extra Resources

1. **Book:** Boundaries by Dr. Henry Cloud & Dr. John Townsend

**Reason Why:** This book teaches us how to set healthy boundaries at work and in life to protect mental health.

2. **Podcast Episode:** The Happiness Lab – How to Be Happier at Work

**Reason Why:** This episode explores research-backed ways to find joy and meaning in your daily work life.

3. **Article:** Harvard Business Review – Manage Your Energy, Not Your Time

**Reason Why:** It offers practical strategies to improve productivity without experiencing burnout.

4. **Video:** Work-Life Balance Is a Cycle, Not an Achievement by Nigel Marsh (TEDx Talk)

**Reason Why:** It serves as a powerful reminder that balance needs continuous recalibration.

5. **App Recommendation:** Headspace or Calm

**Reason Why:** Great for guided meditations, breathing exercises, and stress management techniques.

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# NAVIGATING CAREER DEVELOPMENT IN A COMPLEX LANDSCAPE

with **Matthew Byrne**

Worksheet



Matthew Byrne is a University of Technology Sydney and Harvard graduate and works with the Australian Graduate School of Management as adjunct faculty and Program Director of the iconic General Manager's program. Matthew specialises in aligning personal strategies with corporate aspirations, equipping executives to envision and seize value through innovative leadership. He empowers leaders to navigate economic challenges proactively, optimising financial and human capital for enhanced organisational success. Matthew has been collaborating with Denis Jenkins for over 15 years in corporate education and helping dysfunctional corporations engage their people to better build corporate trust and move managers from process-thinking to strategic-thinking.

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## ABOUT THE WEBINAR:

In today's intricate work environment, advancing your career demands a fresh set of skills and a shift in mindset. This workshop will emphasize the impact of evolving worldviews and biases on professional growth. As we reimagine our leadership styles, it's essential to transition from transactional to relational trust. Success is no longer solely based on what you know, but on your ability to forge meaningful relationships with diverse thinkers—individuals who might challenge your perspectives or prove difficult to manage. Join us to explore strategies for building authentic connections and enhancing your leadership effectiveness in a rapidly changing landscape.

# NAVIGATING CAREER DEVELOPMENT IN A COMPLEX LANDSCAPE

with **Matthew Byrne**

Worksheet

List your values and ensure that your principles don't negatively affect these values

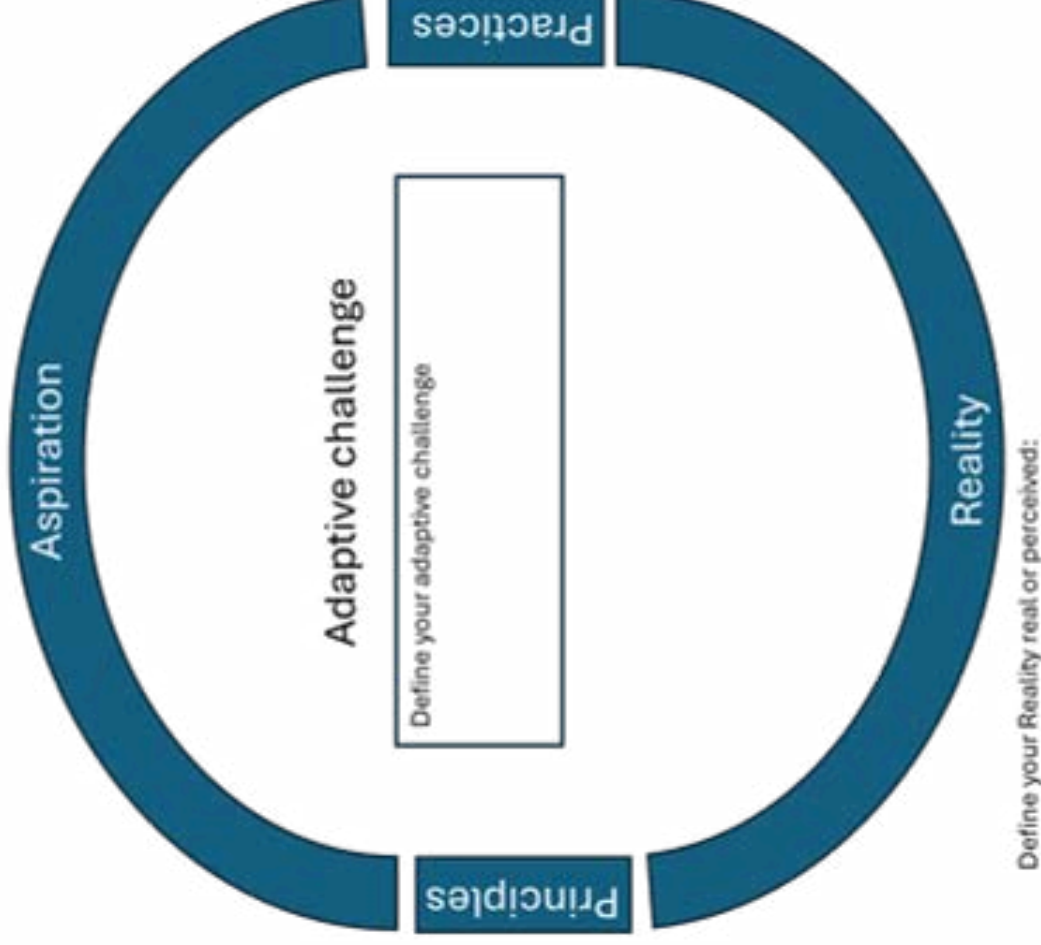
- 1)
- 2)
- 3)
- 4)

Notes

Useful principles that advances your work towards the aspiration

- 1)
- 2)
- 3)
- 4)

Notes



Define useful practices that enable the principles on the left

- 1)
- 2)
- 3)
- 4)

Notes

What capabilities and skills you need to improve to mobilise yourself and others into action:

The barriers that stop you from making progress

- 1)
- 2)
- 3)
- 4)

Notes

# NAVIGATING CAREER DEVELOPMENT IN A COMPLEX LANDSCAPE

with **Matthew Byrne**

Worksheet

## Extra resources:

Dan Ciampa - [The More Senior Your Job Title, the More You Need to Keep a Journal](#)

Jack Zenga and Joseph Folkman - [The 3 Elements of Trust](#)

Arnaud Chevallier, Frederic Dalsace, & Jean-Louis Barsoux - [The Art of Asking Smarter Questions](#)

Jack Zenga & Joseph Folkman - [What Great Listeners Actually Do](#)

Sylvia Ann Hewlett - [The New Rules of Executive Presence](#)

Jennifer Garvey Berger & Zafer Gedeon Achi - [Understanding the leader's 'identity mindtrap':  
Personal growth for the C-suite](#)

## Notes / Reflections:

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# FROM PRODUCTIVE TO PROMOTED: YOUR GUIDE TO CAREER ACCELERATION

with **Dr Ricardo Smart**

Worksheet



Dr. Ricardo Virgill Smart is a prominent figure known for his achievements in innovation, data analysis, and leadership. He won the Innovation at PPS #GrowThePie Campaign and works as a Technical Development Specialist - Data Analyst at PPS. In addition to his professional roles, he served on the International Leadership Council as a Golden Key Alumni Representative and has been recognized as one of Africa's Top 100 Brightest Young Minds.

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## ABOUT THE WEBINAR:

This webinar explores how a strategic approach to productivity can significantly accelerate career growth. It is designed for students, young professionals, and anyone seeking to enhance their work efficiency and achieve their career goals. Attendees will learn actionable, strategies and practical frameworks to increase their output, improve work-life balance, and leverage productivity as a tool for professional advancement.

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# EMPOWERHER: SCATTER CUSHIONS with **Bianca Wilters**

Worksheet



Bianca Wilters is a Chartered Accountant (SA) and Registered Auditor, and a Partner at Moore Infinity. She has built her career in audit and assurance, serving diverse clients while also leading on people, culture, and talent initiatives within the firm. Passionate about training and development, Bianca is committed to creating environments where professionals can learn through understanding and real-life experiences. As a working mom, she speaks candidly about work-life integration, empathy, and the “beautiful chaos” of balancing career and family. Her unique blend of professional expertise and personal authenticity connects directly to the theme of women transforming the workplace and embracing infinite possibilities.

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## ABOUT THE WEBINAR:

Sharing a journey of growth, leadership, and navigating the beautiful chaos of being a working mom in the accounting and audit profession. This session will explore how women bring innovation, empathy, and an entrepreneurial mindset into the workplace, while also balancing work-life integration with authenticity and flexibility. Golden Key members—whether studying, working, or juggling both—will benefit from hearing a real story of resilience and purpose. You’ll leave inspired by the infinite possibilities open to you when you embrace your journey with passion, courage, and a touch of creativity (and maybe even a few scatter cushions).

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# STOP. BREATHE. SUCCEED.: THE CAREER SECRET NO-ONE TELLS YOU

with **Lonnie Mitchell**

Worksheet



Lonnie is a confidence and leadership coach who takes a holistic approach to helping women heal burnout patterns, reclaim their energy, and lead with unapologetic confidence in every area of life. After experiencing burnout, she learned energy is the most important currency and learned how to reclaim not only her energy, but also her peace and power that she was giving away. Her work sits at the intersection of healing self-worth, energy, and leadership, helping women align with their highest selves so they can scale their income, impact, and inner peace. Lonnie's mission goes beyond balance—it's about building a life and business rooted in authenticity, freedom, and wellness-led power.

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## ABOUT THE WEBINAR:

In today's fast-paced professional world, the hustle never stops. If you feel guilty for taking a break, you're not lazy—you've just inherited a culture that glorifies exhaustion. That pattern didn't disappear when you started your career; it's now running your work life. In this masterclass, you'll learn how to unhook the guilt around rest, strategically recharge without losing momentum, and discover why intentional pauses make you sharper, more creative, and far more effective at work. Because here's the truth: if you keep running on empty, you might achieve every career milestone—but lose sight of yourself along the way. Walk away with actionable strategies to integrate rest into your career growth, reclaim your energy, and perform at your best—without burning out.

# STOP. BREATHE. SUCCEED.: THE CAREER SECRET NO-ONE TELLS YOU

with **Lonnie Mitchell**

Worksheet

## Extra Resources:

1. Free energy audit: This will help you identify where your energy leaks are that are causing burnout and overwhelm. Often just using mindset strategies and "positive thinking" places more stress on our nervous system and mind. With the energy audit, you get to the root of what's draining you to naturally take back your power and energy to not only feel more alive and peaceful, but also have the energy for your goals.

[Energy Audit | Lulubella Lifestyle](#)

2. The Weightless Warrior Podcast: a home for ambitious women on everything healing, self-growth, spirituality, and wellness to reclaim your power, energy and build confidence in your life, body and business. Episodes 113, 124, 130, 144 would be especially useful on this topic. Ep 127 Goes even deeper into shifting your identity out of "good girl" and into unapologetic authenticity and alignment.

[The Weightless Warrior® Podcast - A podcast on Spotify for Creators](#)

3. A free higher-self meditation for self-discovery, inner peace, and personal growth for aligned success without the burnout.

[Welcome to the community!](#)

4. A higher-self masterclass + meditation with the step by step method I guide my clients through for a full identity upgrade. Get clear on who you truly are (not who you think you are or need to be), identify the blocks keeping you stuck from embodying your next level, how to embody your next level self before you see the changes in reality, plus more.

[Higher-self Masterclass & Meditation - Lulubella Lifestyle](#)

5. Telegram power hour for taste of coaching. Get clear on goals, what's holding you back emotionally, mentally or spiritually, and a game plan to move forward

[Telegram Power Hour - Lulubella Lifestyle](#)

6. The Weightless Warrior Academy (full transformation identity course in mind-body-soul)

[Weightless Warrior Academy | Lulubella Lifestyle](#)

Coupon code: **LIBERATE**

Normally \$888, **only \$297 for GK members** with code until midnight Friday, Sept 12

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# HOW GETTING F.I.T. COULD TRANSFORM YOUR CAREER

with **Dr. Pearline Sturdivant**

Worksheet



Dr. Pearline Sturdivant is committed to empowering people. For over 30 years she has worked in various capacities where she learned, first hand, how imperative self care is. She believes in this statement that she created. It is as follows: Self care is top tier. If you don't care, be aware that your health is at risk.

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## ABOUT THE WEBINAR:

A successful career isn't just about skills or achievements—it's also about maintaining peace of mind and balance as you navigate your professional journey. In this webinar, you'll discover how getting F.I.T. (Fulfilling Internal Tranquility) can help you stay centered, focused, and resilient, even in challenging work environments. You'll learn practical strategies to cultivate F.I.T., enabling you to approach your career with calm, confidence, and clarity. Whether you're facing big decisions, managing stress, or seeking long-term fulfillment at work, this session will show you how internal tranquility can be a powerful career enhancer.



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# NEGOTIATE LIKE A PRO: STRATEGIES FOR TODAY'S FAST-CHANGING WORLD

with **Kate Lalak**

Worksheet



Kate Lalak is a speaker, facilitator, and founder of The Engine Room, with over 24 years of experience in corporate leadership, sales, and business coaching. She has negotiated multi-million-dollar deals and delivered hundreds of workshops to organisations ranging from global leaders like Microsoft to boutique businesses. Kate specialises in giving people easy, practical steps they can apply to any negotiation while shifting the mindsets and behaviours that drive real results. Her engaging, real-world approach empowers professionals at every career stage to communicate with confidence and get more of what they want.

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## ABOUT THE WEBINAR:

Whether you're chasing your dream job, navigating tricky team dynamics, or asking for that well-deserved pay rise, negotiation is the career superpower you can't afford to ignore. In this high-energy session, you'll learn real-world strategies to handle any negotiation with confidence — from job interviews and client deals to everyday conversations with colleagues. Packed with stories, practical tools, and proven techniques, you'll discover how to influence decisions, get more of what you want, and do it without the stress. No matter your career stage or industry, you'll leave ready to tackle your next negotiation like a pro.

# NEGOTIATE LIKE A PRO: STRATEGIES FOR TODAY'S FAST-CHANGING WORLD

with **Kate Lalak**

Worksheet

Use this worksheet to capture your reflections, practice activities during the webinar, and note your key takeaways and commitments.

## Baseline Check (Complete at the start)

1. On a scale of 1–10, how confident am I in my negotiation skills right now? → \_\_\_\_\_
2. What percentage of the time do I get what I really want in a negotiation? → \_\_\_\_\_ %
3. In one sentence, how would I define negotiation? → \_\_\_\_\_

## Skill 1: Preparation = Power

My must-have (non-negotiable outcome): \_\_\_\_\_

Why this matters: \_\_\_\_\_

## Skill 2: Framing the Conversation

Rewrite a weak opener into a clear, confident one:

\_\_\_\_\_  
\_\_\_\_\_

## Skill 3: Ask with Impact

Draft one clear, specific ask I could make:

\_\_\_\_\_  
\_\_\_\_\_

Why it matters: \_\_\_\_\_

## Skill 4: Handling Pushback

My go-to reframe line if I hear 'no': \_\_\_\_\_

## Skill 5: Closing with Confidence

My one-sentence summary close:

\_\_\_\_\_

## Reflection & Commitment

After today, my new definition of negotiation is: \_\_\_\_\_

My confidence score now (1–10): \_\_\_\_\_

One small, repeatable action I'll commit to is: \_\_\_\_\_

# NEGOTIATE LIKE A PRO: STRATEGIES FOR TODAY'S FAST-CHANGING WORLD

with **Kate Lalak**

Worksheet

## EXTRA RESOURCES:

### · **Never Split the Difference** – Chris Voss (Book)

Chris was an FBI hostage negotiator, and he explains negotiation in a way that's gripping and easy to use in real life. I love this because the stories stick with you, and the techniques work just as well for pay rises and client deals as they do for high-stakes situations.

### · **Getting to Yes** – Roger Fisher & William Ury (Book)

This is the original classic on negotiation. It's all about looking past positions and focusing on interests, so both sides walk away feeling they've achieved something. If you want a calm, structured approach, this is it.

### · **Ask for More** – Alexandra Carter (Book)

Alexandra has such a practical style - she focuses on the power of asking better questions. This book is great if you want to feel less like you're 'pushing' and more like you're creating real conversations.

### · **William Ury: The Walk from No to Yes** (TED Talk)

This short, powerful talk shows you how to turn a flat 'no' into possibilities. William explains it simply; with examples you can picture yourself using straight away.

### · **The Science of Negotiation** – Hidden Brain Podcast (Podcast episode)

This episode dives into why people say yes or no, and the psychology behind it. It's very easy listening - you'll recognise situations from your own work as you go.

### · **Negotiate Anything** – Kwame Christian (Podcast)

Kwame makes negotiation feel approachable. The episodes are short and practical, so you can pick up a tip in 20 minutes and try it the same day.

### · **Influence: The Psychology of Persuasion** – Robert Cialdini (Book)

This one isn't strictly about negotiation, but it explains why people agree to things. Robert outlines six principles of influence that are behind almost every negotiation you'll ever have.



THE ENGINE ROOM

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# PIVOT! MANAGING CAREER TRANSITIONS with Dr. Kevin Wright

Worksheet



Dr. Kevin Wright is an award-winning educator, racial equity consultant, and student affairs administrator who has successfully transitioned across multiple sectors, including higher education, nonprofit leadership, and tech. With over a decade of experience, he has guided individuals and organizations through culturally responsive leadership development, equity-centered transformation, and organizational change. As a TRIO alum and first-generation professional, Kevin understands the nuances of navigating identity, purpose, and pivoting across professional landscapes. His work is rooted in helping others realign their values and skillsets to sustain meaningful, mission-driven careers. Kevin brings both lived experience and strategic insight to conversations about career transitions, especially for those from historically marginalized backgrounds.

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## ABOUT THE WEBINAR:

Embarking on a new career path or transitioning between professions can be exciting, yet challenging. Whether you're seeking a fresh challenge, responding to changes in your industry, or exploring new avenues, navigating career transitions requires careful planning and strategic decision-making.

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# GKA

**Golden Key Academy**



# GKA VIDEOS

we think you might enjoy!

**NOTE:** You will need to be logged into Golden Key Academy as a member or subscriber to access.



Stand out and get hired  
- Julie Knox



Cracking the Hidden Job Market  
- Christopher Kong



Use of Recruiting Automation and AI  
- Telisha van der Merwe



Making the Most of your Money.  
- Rudi Bouwer



Insights into the Early Careers Market  
- Nicole Frankel



Collaboration as Future Skill  
- Nonceba Dhamini



# GKA ARTICLES

we think you might enjoy!

**NOTE:** you will need to be logged into Golden Key Academy as a member or subscriber to access.

<u>The transition from high school to university</u>	<u>Treating all conversations like an interview</u>
<u>How to use time more efficiently when job hunting</u>	<u>How to be succesful in the workplace</u>
<u>How networking can help you achieve your goals</u>	<u>Three ways to make social impact a part of your career</u>
<u>Tips for graduates getting into the corporate sector</u>	<u>Tips to navigate towards corporate career leadership</u>
<u>Three pieces of advice to help you succeed in your career</u>	<u>What to do and what not to do when networking</u>
<u>Three pieces of advice to help you succeed in your career</u>	<u>Entering the workplace culturally proficient</u>

