

MATT WALDRON

PERSONAL DETAILS

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CAREER OBJECTIVE

"To encourage, inspire and practically equip people to unlock their potential and bring their best game to life"

EMPLOYMENT SKILLS & EXPERIENCE

- Over 15+ years experience working with in a variety of professional development industries offering leadership consulting, professional training and PD coaching services to NGO's and private businesses in the ACT & NSW.
- 7+ years experience running a successful life/career coaching, training and leadership consulting small business
- Strong skills in leadership, team building, strategic planning, career coaching, executive coaching, case management & mentoring.
- Experienced group trainer/facilitator of accredited and non-accredited courses.
- A working understanding of the core life coaching techniques - Neuro-Linguistic Programming (NLP), Reality Therapy, Quantum Shift Coaching, Solutions Focused Therapy (SFT) and a number of the other coaching modalities.
- Helping professionals, families & young people to succeed from a variety of leadership, management, case management & coaching/mentoring type roles.
- An excellent understanding of the issues facing families and young people today in the community.
- A working understanding of the current community sector and labour market.
- Ability to build rapport quickly with clients, corporate partners & work colleagues as I have a friendly and easy going nature.
- Excellent communication, problem solving, conflict resolution & negotiation skills.
- Able to accept and cope with high levels of pressure and responsibility
- Able to be entrusted with a project until completion
- Honest, trustworthy, dependable and very hard working
- Excellent time management skills & motivated to work autonomously.
- Ability to maintain client files, case notes in a confidential manner.
- A working understanding of the Job Services Australia framework
- Competent in Microsoft Office suite, intranet & Internet.
- An understanding of the code of practice, client privacy & confidentiality issues within a framework of case management.
- A good working understanding of the workplace OH&S issues.
- Drivers Licence & reliable motor vehicle
- Current working with vulnerable people card.

EMPLOYMENT HISTORY

- **SHIFT Coaching | Training | Leadership** - small business owner. - Personal leadership Coach, Career Coach, Trainer & Leadership Consultant - www.shifflifecoaching.com.au
 - Commenced business February 2009 to current.
 - Small business leadership & systems management.
 - Coaching and Training Services:
 - Executive Leadership & Career Coaching private clients
 - Various training contract work – accredited and non accredited
 - Facilitating Personal and Professional Topical Group-shop Training
 - Programs:-
 - LAUNCHU Talent Development – Personal leadership and skills development program
 - PULSE Advantage Leadership – Emerging Leaderships coaching and mentoring program
 - "Back In The Game" – Career and workplace coaching

- **Auswide Colleges Professional trainer** – October 2013 – 2015.
 - Developing, delivering and Assessing - Certificate II in Business
 - Service provided to Salvation Army Employment Plus Clients

- **Senior Life & Career Coach** - Frazer, Holmes & Associates - September 2011 – Contractor (Current)
 - Life /career coaching Job Services Australia clients
 - Supervising & mentoring new coaches
 - Marketing produces to new service provides regionally
 - Opening coaching programs to new Job Services Australia Hubs.
 - Qualified to run the following Program:
 - H.O.P.E Coaching 6 week program for Stream 4 JSA Clients
 - POWER Coaching – 4 week program to Stream 2 & 3 JSA Clients
 - ENERGY Coaching – 6 week Program to Colleges and High School students in the ACT

<http://www.frazerholmes.com/coaching/>

- **Regional Manager for the ACT Gambling Counselling Support Service – Mission Australia** – (8 month part-time leadership consulting contract position)
 - September 2012 to May 2013 – part-time role – 4 days a week
 - High level strategic leadership role working closely with ACT Gaming and Racing Commission.
 - Lead a team of 8 professional counsellors, psychologists and administration staff
 - Public presentations in various organisations and education bodies to promote the program
 - Quarterly quantity and qualities program reporting

- **Executive Program Manager for the Connections Program** – Volunteering ACT - Mental Health Mentoring Program.
 - September 2010 to September 2012.

- **Foster Care Case Manager**– Galilee Family Placement Scheme
 - November 2009 to October 2010.
- **Regional Program Manager** - The Smith Family - Learning For Life Program
 - November 2007 - October 2009
- **Personal Support Programme Consultant (counselling role)**
 - Mission Australia
 - July 2006 – November 2007
 - Job Services Australia
- **Recruitment Consultant / Reverse Marketer** – Quest Employment & Training Solutions
 - February 2004 to July 2006
 - Job Services Australia
- **Youth & Family Program Manager** - Grace Christian Fellowship
 - February 1999 to October 2004

EDUCATION BACKGROUND

- **Diploma of Management** – completed with Unity College Australia in 2011.
 - Managing Strategic Operational Plans
 - Project Management
 - Change Management
 - Facilitating Effective Staff Meeting
 - Developing a positive workplace learning environment
 - Ensure team effectiveness
 - Effective Communication through various Mediums
 - Program Reporting
- **Certified H.O.P.E., POWER & ENERGY Coach** – completed through Frazer, Holmes and Associates in 2012 & 2013.
- **Certificate IV in Training and Assessment TAE 40104** completed with Unity College in October 2010. Upgraded to TAE 40110 through Hospitality Institute of Australasia in 2014.
 - Plan & organise assessment
 - Plan & organise group-based delivery
 - Use training packages to meet client's needs
 - Work effectively in vocational education and training
- **Certificate IV in Life Coaching (People Development) and small business operations** with The Life Coaching Institution 2009.
 - Neuro-Linguistic Programming (NLP)
 - Reality Therapy
 - Solutions Focused Therapy (SFT)
 - Cognitive Behaviour Therapy (CBT) Basics.
 - Quantum Shift Career Coaching
 - Small Business Management & Development

- **Career Coaching and Health and Wellbeing Coaching** – Two Specialized Streams – The Life Coaching Institution 2010 & 2013
- **Certificate of Achievement** as qualified trainer – “Money Minded” financial skills course – ANZ Bank – March 2007
- **Certificate of Achievement** – Counselling men with sexual abuse workshops - Kinnections Counselling Centre – May 2007
- **Diploma of Theology and Community Studies** (studied at a Bachelor level) - The Canberra College of Theology – 1998
 - Communication
 - Basic Counselling
 - World Views
 - Apologetics
 - Business Ethics
 - Public Speaking/training
 - Community Development
 - Psychology
 - Coaching/Mentoring
- **Certificate IV in Food & Beverage Studies** - Reid CIT Tafe, Canberra– 1993
- **ACT Year 12 Certificate** - Stirling College, Canberra – 1990

SKILLS & SECTOR KNOWLEDGE DEVELOPMENT

- “Foundation Skills For Coaches” Training March 2015 – Frazer Holmes Coaching.
- Reporting Child Abuse and Neglect training August 2014 – Community Service Directorate
- Aboriginal and Torre Strait Islander awareness training June 2014 – Belconnen Community Services
- “Riding The Boundaries” professional boundaries in the workplace workshop – ACTCOSS April 2013
- Certified SMART Recovery Facilitator - March 2013
- Certificate of Attendance – “Raising The Standards” quality improvement seminar for the community services organization – ACTCOSS – May 2011
- Mental Health First Aid - 2010
- Certificate of Appreciation for valued volunteer work with the Connections Mental Health program with Volunteering ACT – 2010
- Certificate of Appreciation for valued volunteer - Brindabella Christian College, Canberra – 2004
- Certificate of Appreciation for supervision of work experience student - Marist College, Canberra – 2004
- Certificate of thanks from the National Youth Week Coordinators – 2003
- Developing and Designing a one year Internship Program for Youth Leadership through Grace Christian Fellowship, Canberra – 2002
- Certificate of Appreciation from Salvation Army Red Shield Appeal – 1995
- Certificate of thanks from Scripture Union ACT for volunteer contributions – 1995

INTERESTS & HOBBIES

Motor sports, health & fitness; music; mountain bike riding, coffee with friends.

REFEREES

Professional

Mrs Alex Boggs

Auswide Colleges – (RTO)
Training Coordinator
Ph: 0448 053 091

Mr Jaemin Frazer

Frazer Holmes & Associates - Life Coaching & Training Company.
Company Director
Ph: 0413 486 814

Mrs Merin Ahern

Belconnen Community Services
Youth & Family Service Program Coordinator
Ph 0432 322 214 Direct line: 6278 8109

Personal

DR Nick Thomson – (leadership & training Mentor)

Maxwell Consulting
Business Owner and Professional Trainer and Senior Leadership Consultant
Ph: 0419 232 709

Mr Trevor Kallmier – (Leadership Mentor)

WEC International
Previously Global Director
Ph: 0413 764 372