



INSTITUTIONAL CAREER DEVELOPMENT SERVICES

Programs, Training, Transition Support, and Partnerships for Organizations.

Career strategy that strengthens people, practitioners, and programs.

AdnohrDocs

Rhonda Douglas Charles, Founder & Chief Strategist

AdnohrDocs partners with organizations to strengthen career-development services through participant programming, practitioner development, career-transition support, and customized institutional partnerships.

FOUR WAYS WE SUPPORT ORGANIZATIONS

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| 01 Workforce Programming | 02 Career Advisor Training |
| 03 Outplacement & Career Transition | 04 Organizational Partnerships |

WHO WE WORK WITH

AdnohrDocs works with organizations that invest in career development, workforce mobility, professional growth, and stronger transitions from education or training into employment.

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| <ul style="list-style-type: none">• Colleges, universities, and continuing-education programs• Vocational, technical, and certificate programs• Healthcare and allied-health training programs• Nonprofits and community-based organizations• Professional and trade associations | <ul style="list-style-type: none">• Chambers of commerce• Libraries and community learning organizations• Employers, HR, and talent-development teams• Government contractors and organizations delivering funded workforce programs |
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WHY ORGANIZATIONS CHOOSE ADNOHRDOCS

Organizations choose AdnohrDocs when they need career-development support that is practical, tailored to the population being served, and grounded in real career-services and workforce experience.

- More than 25 years across career services, workforce development, employer engagement, and professional education.
- Experience building and upgrading career-services departments in career schools and allied-health training environments.
- Direct experience supporting participants and practitioners, including students, professionals, career changers, and internationally experienced job seekers.
- Experience supporting people from more than 100 countries across multiple industries and career stages.
- Programs and partnerships tailored to audience needs, industry context, organizational goals, and appropriate outcome measures.

MEET RHONDA DOUGLAS CHARLES

Rhonda Douglas Charles

Career Strategist | Career Services & Workforce Development Professional | Educator

Rhonda Douglas Charles is a career strategist, career-services and workforce development professional, educator, and founder of AdnohrDocs. For more than 25 years, she has worked across career services, workforce development, education, employer engagement, placement, and professional development.

Her experience includes building and upgrading career-services departments in career schools and allied-health training environments, leading career services and placement initiatives, developing employer relationships, and helping people translate education, training, experience, and credentials into employment and career advancement.

Her work spans both sides of career-service delivery. She has worked directly with job seekers and professionals on career direction, resume and LinkedIn strategy, job-search planning, interviewing, networking, professional positioning, and career transition. She also understands the systems, staff practices, employer relationships, and program structures required to deliver career services effectively.

As a first-generation immigrant who has navigated the U.S. education, employment, and professional landscape herself, Rhonda brings additional perspective to work with immigrant and internationally experienced professionals, particularly where experience, credentials, and professional value need to be translated for a different market.

Her work is practical, candid, and designed to leave people and organizations with clearer direction, usable tools, and a stronger way forward.

25+ Years Experience	100+ Countries Represented	Career Services Department Building	Employer Engagement	Multi-Sector Experience
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01 WORKFORCE PROGRAMMING

Participant-facing career development

AdnohrDocs partners with workforce, education, training, and community organizations to embed practical career-development programming into the services they already provide. Programs help participants translate experience, education, training, and credentials into clearer career direction, stronger professional positioning, employer-ready materials, and more effective job-search decisions.

WHO IT CAN SERVE

- Career changers and displaced workers
- Training and certificate-program graduates
- Early- and mid-career professionals
- Immigrants and internationally trained professionals
- First-generation professionals and people re-entering the workforce

WHAT AN ENGAGEMENT CAN INCLUDE

- Workshops and intensives
- Multi-session cohort programs
- Embedded career support and office hours
- Individual strategy touchpoints within a cohort
- Career-development curriculum and participant tools

DIRECT PROGRAM OUTCOMES

- Clearer occupational targets and job-search strategy
- Completed or substantially improved resume, LinkedIn, and related materials where included
- Stronger articulation of experience, skills, and credentials
- Improved interview preparation and career decision-making
- Documented participation, completion, and feedback measures

ILLUSTRATIVE PROGRAMS

From Credential to Career • GPS Career Sprint • Career Advancement in Healthcare • Interviewing With Confidence

02 CAREER ADVISOR TRAINING

Professional development for the people who deliver career services

AdnohrDocs helps career advisors, workforce counselors, coaches, resume professionals, case managers, and program staff strengthen the frameworks, tools, and advising practices they use with clients and participants. The focus is practitioner capability, not direct job-seeker service.

DELIVERY FORMATS

- Professional development workshops
- Practitioner cohorts and intensives
- Train-the-trainer and facilitator development
- Toolkits and licensed curriculum
- Team training or focused practitioner mentorship

POTENTIAL OUTCOMES

- Greater consistency across an advising team
- Stronger skill in positioning, resume strategy, interviewing, and career decision-making
- Shared frameworks and language for client work
- More responsible and effective use of AI within career-service workflows
- Greater internal capacity to deliver career-development programming

ILLUSTRATIVE PRACTITIONER DEVELOPMENT

- Ethical AI for Career Practitioners
- Advisor Intensive
- Framework Fluency
- Trainer Toolkit
- GPS Method Practitioner Training

AdnohrDocs does not currently represent these offerings as formal professional certification or approved continuing-education credit. Those structures may be developed separately where appropriate.

03 OUTPLACEMENT & CAREER TRANSITION

Sponsored support for people navigating employment disruption or change

AdnohrDocs partners with employers and organizations to provide structured career support for people navigating layoffs, restructuring, role elimination, career change, or other employment transitions. Services help individuals understand their options, position their experience for the market, strengthen job-search materials and strategy, prepare for interviews, and move toward their next opportunity with greater direction.

WHO MAY SPONSOR IT

- Employers managing layoffs, restructuring, or role elimination
- Professional associations and unions supporting members through disruption
- Nonprofits and community organizations supporting job loss or sector change
- Benefits, EAP, or partner organizations incorporating career-transition support

DELIVERY MODELS

- Individual transition support
- Group or team transition programs
- Hybrid group plus individual support
- Time-bounded 30-, 60-, or 90-day engagements
- Virtual or on-site transition office hours

SUPPORT MAY INCLUDE

- Resume, LinkedIn, and job-search materials development
- Career positioning, target-market clarification, and networking strategy
- Interview preparation and practice
- Salary and offer-negotiation preparation
- Career-direction work for participants considering a change of field or function

SCOPE BOUNDARY

AdnohrDocs does not guarantee placement, interviews, offers, or a timeline to reemployment and does not provide legal, mental-health, financial, tax, benefits, or insurance advice.

04 ORGANIZATIONAL PARTNERSHIPS

Designed scopes for needs that span programs, populations, or service areas

AdnohrDocs works with employers, workforce organizations, educational institutions, professional associations, and community partners to design career-development solutions around the people and programs they already serve. Partnerships may combine participant programming, practitioner training, career-transition support, curriculum, tools, and ongoing strategic support depending on the organization's goals.

A PARTNERSHIP MAY BE THE RIGHT FIT WHEN

- Career support needs to be embedded into an existing training, workforce, or member program.
- Participants need programming and staff also need professional development.
- An organization is launching a new initiative and needs the career-development component designed.
- The need spans multiple populations, sites, service types, or a longer period of delivery.
- The organization wants an ongoing career-services partner rather than isolated workshops.

PARTNERSHIP MODELS

Custom Program Partnership

A defined program designed and delivered for a specific organizational need.

Embedded Career Support

Ongoing career support integrated into an existing training, workforce, employee, or member program.

Capacity-Building Partnership

Participant services combined with advisor training, curriculum, tools, or train-the-trainer support.

Strategic Career Services Partnership

A longer-term engagement across multiple services, populations, or program objectives.

Every partnership remains anchored in AdnohrDocs expertise in career strategy, participant programming, practitioner development, transition support, and career-services design.

WHAT ENGAGEMENTS CAN LOOK LIKE

Engagements can be designed as focused sessions, multi-session programs, staff development, or ongoing support, depending on your goals, audience, and scope.

Workshops & Intensives

Focused sessions addressing a defined participant or practitioner-development need.

Cohort Programs

Multi-session programs designed for deeper learning, application, and participant support.

Staff Development & Capacity Building

Practitioner training, facilitator development, train-the-trainer support, curriculum, and tools.

Embedded & Ongoing Support

Career services integrated into an existing workforce, education, employee, or member program.

Programs may be delivered virtually or in person and can include workshops, webinars, conference sessions, office hours, individual support, multi-session series, and other formats appropriate to the engagement.

SELECTED PROGRAMS & TOPICS

Programs can be tailored to the audience, career stage, industry, and goals of the organization.

From Credential to Career

Translate education, training, credentials, and experience into clearer career direction and stronger positioning.

GPS Career Sprint

Apply Ground, Position, Shine to clarify direction, strengthen presentation, and move into purposeful action.

Ethical AI for Career Practitioners

Use AI in advising and career-services work responsibly, effectively, and with professional judgment.

Career Advancement in Healthcare

Position experience, credentials, and accomplishments for advancement, leadership, and new opportunities.

Interviewing With Confidence

Prepare strategically and communicate experience and value clearly without relying on rehearsed answers.

The Modern Job Search

Understand how positioning, targeting, networking, visibility, and adjustment work together in an effective search.

Professional Presence and Personal Brand

Understand how professional reputation is formed and communicate value and expertise with greater intention.

Navigating Workplace Culture and Communicating Your Value

Navigate unfamiliar professional environments and communicate contributions clearly to decision-makers.

Let's Talk About What Your Organization Needs

Whether you are strengthening an existing program, supporting participants through transition, developing your career-services staff, or building something new, the first step is a conversation about the people you serve and the outcome you are trying to create.

NEXT STEPS

1. Review this overview with your planning committee, leadership team, or program partners.
2. Schedule a 20-minute Organizational Discovery Conversation.
3. Discuss your audience, goals, timeframe, current services, and the type of support you are considering.
4. If there is a fit, AdnohrDocs will recommend the appropriate scope and next step.

[Discuss a Program or Partnership](#)

AdnohrDocs

Institutional career-development services for organizations.

Website: adnohrdocs.com/organizations

Email: info@adnohrdocs.com

Discovery: calendly.com/adnohrdocs/organizational-inquiry

A NOTE ON FIT

AdnohrDocs has defined expertise in career strategy, workforce programming, practitioner development, career transition, and related career-services design. When an organization's need crosses those areas, the scope can flex while the expertise stays anchored.