# Book a coaching session

As of September 1, 2024, it's super easy to **book a session online** with one of the coaches via **MS Bookings**.

### Step 1 Go to our one-to-one coaching website.

## **Einzel-Coaching**



Wenn du ein persönliches Anliegen hast oder dich einer **Herausforderung** gegenübersiehst, bei der du dich überfordert fühlst und die **dein Studienleben beeinflusst**, kannst du dich beim Student Counselling Team melden und einen Termin für ein Einzelcoaching vereinbaren.

### +++ NEU +++ Online Termine buchen ab 1. September 2024



#### Student Counselling

Team Student Counselling

Peergroups für Studierende

Einzel-Coaching

DIY-Werkzeugkiste

Aktivitätenkalender Wintersemester 2024

#### KONTAKT

Library & Learning Center (LC) | Ebene +2 Welthandelsplatz 1, 1020 Wien

Mo - Do | 09:00 - 12:00 Tel: +43-1-31336-3553 E-Mail: counselling@wu.ac.at

#### Berufs- & Karriere-Fragen?

Das ZBP Career Center bietet bei Karrierethemen 🗗 Trainings und Einzelberatung.

# **Step 2 Decide** whether you would like an **in-person or** an **online appointment**.

Then click on the respective booking calendar page:

Book in-person coaching Book online coaching **Step 3 Choose** the **weekday** when you'd like your coaching session and select the respective service.



**Step 4** You have the **option to select** who you'd like to book your appointment with.



# **Step 5 Click on the day** and **select** an **available time slot** when you'd like your coaching session

|    | DATE |       |      |       |    |    | ТІМЕ     |          |          |
|----|------|-------|------|-------|----|----|----------|----------|----------|
| <  | >    | Septe | embe | r 202 | 4  |    | 10:00 AM | 11:00 AM | 12:00 PM |
| S  | М    | Т     | W    | т     | F  | S  |          |          |          |
| 1  | 2    | 3     | 4    | 5     | 6  | 7  | 1:30 PM  | 2:30 PM  |          |
| 8  | 9    | 10    | 11   | 12    | 13 | 14 |          |          |          |
| A  | 16   | 17    | 18   | 19    | 20 | 21 |          |          |          |
| 22 | 23   | 24    | 25   | 26    | 27 | 28 |          |          |          |
| 29 | 30   |       |      |       |    |    |          |          |          |

(i) All times are in (UTC+01:00) Amsterdam, Berlin, Bern, Rome, Stockholm, Vienna



① All times are in (UTC+01:00) Amsterdam, Berlin, Bern, Rome, Stockholm, Vienna

### **Step 6** Enter your personal data:

- First and last name
- Student ID number
- Reason why you'd like to book a session

| ADD YOUR DETAILS   |
|--|
| First and last name *  |
| Jane Doe   |
| Email *  |
| jane.doe@s.wu.ac.at  |
| PROVIDE ADDITIONAL INFORMATION   |
| Student ID number   Matrikelnummer                                     |
| 24123456   |
| What's on your mind?   Welches Thema hast du fürs Coaching? (optional) |
| Stressed about upcoming exam in AMC2                                   |
|  |
| Book   |

**Step 7** Press "**Book**" and **enter** the **6-digit verification code** you receive by email.

| ADD Y            | OUR DETAILS             |                  |               |         |  |
|------------------|-------------------------|------------------|---------------|---------|--|
| First and last i | name *                  |                  |               |         |  |
| Jane Doe         |                         |                  |               |         |  |
| Email *          |                         |                  |               |         |  |
| jane.doe@s.v     | vu.ac.at                |                  |               |         |  |
| PROVI            | IDE ADDITIONAL INFO     | RMATION          |               |         |  |
| Student ID nu    | mber   Matrikelnummer   |                  |               |         |  |
| 24123456         |                         |                  |               |         |  |
| What's on you    | ur mind?   Welches Them | a hast du fürs ( | Coaching? (op | tional) |  |
| Stressed abo     | ut upcoming exam in AM  | C2               |               |         |  |
|                  |                         |                  |               |         |  |
|                  |                         |                  | Book -        |         |  |
|                  |                         |                  | K             |         |  |

If you have any further questions, drop us an  $\underline{email}$ .