
Career Transition 3 Month Program

3 _ Month Career Transition Program

Overview

The aim of this program is to assist you to manage the change and facilitate the next step in your career.

A senior career transition consultant will be appointed to work exclusively with you over the three-month period to address the emotional and practical elements of a successful transition process.

Introductory Meeting

An initial discussion will be held with your consultant to understand your priorities and to recommend an appropriate action plan based on your specific needs.

Following your introductory meeting, your program includes these practical steps:

_ Step One: Understanding & Managing Change

Your consultant will help you explore life issues and emotional awareness resulting from the change, combined with implementing managing change strategies through:

- Identifying where you are in the transition process
- Awareness of transition coping strategies
- Understanding the importance of maintaining a healthy routine
- Sound financial planning

_ Step Two: Evaluating Essential Building Blocks

This element will provide you with the essential building blocks to enhance your knowledge of the decision-making process. This includes evaluating values, career drivers and motivators, skills and competencies that provide a broad understanding of the key considerations relevant to an effective career and lifestyle fit.

_ Step Three: Identifying & Analysing Future Career Options

Your consultant will work with you to review previous jobs and employers and combine this with expert knowledge of the world of work to brainstorm future career options together with research assistance and advice regarding education and training choices if required.

_ Step Four: Practical Coaching in Advanced Job Search Skills

This step will equip you with practical self-marketing techniques, skills and documents including how to effectively approach the employment market. Key elements include:

- A high impact resume that powerfully markets you for today's employment conditions.
 - Identifying and understanding the sources of jobs
 - Responding to job applications (print and online).
 - Direct Marketing.
 - Strategic networking including professional online networking
 - Dealing with recruiters.
 - Interview techniques including coaching on assessment centres
 - Negotiating Offers
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