

## Career Transition: Life Skills to Shape Your Future

Career change is an inevitable result in today's changing organisational structures, evolving personal aspirations or pre-determined career termination. All these factors can trigger the need to think about and initiate steps towards career transition. Any organisation or department who wishes to create the right environment and support for its employees career progression and aspirations needs to equip staff with the necessary career transition skills, knowledge and networks and encouragement to make them take a pro-active stance in their own present and future career direction and management.

Through a blend of presentations, case studies and group discussions this one-day course will provide delegates with the necessary tools and motivation to review their present and future options including any future employment avenues and aspirations, NED roles, portfolio careers, working in the charity sector and starting your own business.

### **Aim**

To provide participants with a clear understanding of:

1. Shaping your aspirations
2. Taking stock - reviewing your current skills and experience
3. Identification of feasible career goals
4. Closing the gap - building the right tools for successful transition
5. How to write a 'stand out' CV and covering letter
6. Sources of job opportunities

7. Networking and accessing unadvertised jobs
8. Running your own business
9. Getting the best out of Career Consultants and Executive Search companies.
10. Becoming an NED
11. Interview technique
12. Transition to the charity sector
13. Salary negotiation.

## Methodology

The training approach to be used, which governs the design and delivery of the training is based on the following principles:

- To actively involve the participants throughout the training
- To enable participants to share their thoughts and enquiries
- The training is designed based on the needs and expectations of the participants that are reflected in the pre-training questionnaire

## Workshop methods and tools

In order to achieve the objectives of the training, the following tools and methods will be utilised:

- **Presentations:** presentations will be used in order to provide the background of each subject and create discussion and questions.
- **Discussions:** throughout the training, participants will be encouraged to contribute to discussions and share their experiences and thoughts with the rest of the group. The discussions will be facilitated and coordinated by the facilitator in order to maintain the focus in the key areas of interest

- **Case studies:** case studies will be used so as to facilitate and trigger discussion, as well as allow external benchmarking so as to achieve competitiveness
- **Group work:** group work will be used in order to facilitate practical understanding of the issues and in order to enhance team working, team building and cooperation amongst participants

## Sample programme

### 10.00 **Welcome and Introductions**

- Aims and learning objectives of the day. Participants' aims and experience.

#### **Taking stock**

- Current critical skills/experience
- Shaping your aspirations
- Route to your future – Job Change or Career Transition?

#### **Planning for Transition**

- Identification of feasible career goals
- Gap analysis
- Filling the Gaps

Refreshment Break

#### **Finding & Winning your new Job**

- Writing a 'standout' CV & covering letter
- Attacking the market
- Networking
- Getting the best out of Executive Search companies and Career Consultants
- Interview technique
- Salary negotiation

Lunch

#### **Running Your Own Business**

Refreshment Break

**A role in the Charity Sector**

**Becoming an NED**

17.00      Close