

Career Transition: Life Skills to Shape Your Future (Online)

Career transition is an inevitable result of the dynamic nature of the modern business world. For some, change can be foreseen well in advance but for others, it can be unexpected and occur at very short notice.

For organisations who wish to create the right environment of support for its employees, especially in difficult times where a high number of career transitions will be inevitable within a department, it is vital that ensure that staff are equipped with the necessary tools and skills needed to face a career transition or progression. This culture of support will help ensure that morale is kept up among team members and that the organisation will not suffer from a lack of employee motivation.

This course is suitable for all aspects of career progression; from those facing imminent career changes to those for whom career change still seems some way. It sensibly and constructively prepares attendees for a successful future by equipping them with the necessary career transition skills, knowledge, networks and encouragement to allow attendees to take a proactive stance in their present and future career.

Career Transition: Life Skills to Shape your Future is an online course within our [Professional Development Skills](#) series. At the [Civil Service College](#), we tailor our courses to each attendee's role and organisations, ensuring that each delegate gets the most out of the training. Our courses and trainers are continuously updated and evaluated to ensure that we are always delivering the best service possible.

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

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

Break

A role in the Charity Sector

Becoming an NED

17.00 Close