

THE CAREER TRANSITION POCKETBOOK

By Keith Corbin *Drawings by Phil Hailstone*

"This pocketbook provides a systematic and pragmatic approach to career transition.
A must for anyone, at any stage or turning point in their career."

Joan Porter-Butler, Employee Relations Manager (UK), Gap

"An excellent book, comprehensive and concise – ideal for readers looking for tips and guidance
as they progress their careers."

Colin Dalby, Head of Human Resources, Thomas Cook

"Over 30 years I have recruited a great number of people and conducted far too many interviews.
I wish all my applicants had read this book and followed Keith's advice."

Len Tunnicliffe, Account Director, Teradata, a Division of NCR

"At last, a concise and clear guide to career transition. A must have book
for anyone considering a new challenge."

Simon Leach, Market Development, Travelex PLC

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STEP 2 - SET YOUR GOALS

YOUR CAREER DECISION-MAKING PROCESS



1. Define your challenge
2. State it clearly
3. List the initial alternative solutions
4. Collect information and expand the list of alternatives
5. Compare several alternatives
6. Choose one alternative
7. Take action on your choice
8. Review
9. Make a new decision



STEP 2 - SET YOUR GOALS

YOUR CAREER DECISION-MAKING PROCESS



1. Define your challenge

Think of this as your *dream* challenge.

I want to:

- Get promoted
- Change jobs
- Find a job
- Work from home
- Work part-time
- Find a job in Europe
- Work in the *Not for Profit* sector
- Start a business
- Retire

STEP 2 - SET YOUR GOALS

YOUR CAREER DECISION-MAKING PROCESS



2. State your goal clearly

What outcome do you want from the challenge?

- I want to be promoted to a higher grade in the next six months, with at least a £1,500 increase in salary
- I am unhappy in this job; I want to change jobs by July of this/next year
- I want to return to work now that Matthew is eighteen months old
- I want to give something back to society so I am going to start looking for work in the *Not for Profit* sector in the South East
- I want to apply to 25 large companies (more than 200 employees) within 30 miles of Rugby that might be looking for trainee accountants

STEP 2 - SET YOUR GOALS

YOUR CAREER DECISION-MAKING PROCESS



3. List your initial alternative solutions

Think about your contingencies should your goal not work out.

If I am not successful at gaining promotion I can:

- Try again for the same in six months
- Leave the company
- Try for a different type of job in three months
- Find a coach/mentor to help me succeed
- Complain to the union/my boss
- Do nothing



STEP 2 - SET YOUR GOALS

YOUR CAREER DECISION-MAKING PROCESS



4. Collect information and develop the list of choices

I am unhappy in this job; I want to change jobs by July of this/next year.

1. What kind of information do you need?

- What have I got to offer?
- What jobs are out there now?
- Where are they?
- What are these employers looking for?

2. Where can you obtain it?

- Networking
- Newspapers and other media
- Internet job sites
- Recruitment agencies

3. Is it relevant to the problem?

- Yes, it is relevant to what I want to happen
- I can start doing something

STEP 2 - SET YOUR GOALS

YOUR CAREER DECISION-MAKING PROCESS



5. Compare and think seriously about your choices

- What you know about yourself, ie: your values
 - Have I done all the self-assessment?
 - Do I know my skills, values, achievements, etc?
 - Can I do this job?
- Your commitments to others involved in the change
 - Who else will it affect (eg: partner, children, parents, friends)?
 - What impact will it have on them (eg: if we move then the children will have to change schools)?
- Your resources
 - Can I/we afford the change, ie: the cost of houses in the new area?
 - Can I cope with commuting three hours every day?
- Your constraints
 - Is the timing right?
 - Will the children want to move?
 - Will it mean a move?
 - Will Sam find a job when we move?

STEP 2 - SET YOUR GOALS

YOUR CAREER DECISION-MAKING PROCESS



6. Choose one alternative

- I am going to apply for the job I saw in the newspaper today

7. Take action on your choice

- Analyse the job
- Update your CV
- Draft the letter of application
- Research the job
- Prepare for the interview

8. Review

- Review your actions frequently

9. Make new decisions if necessary

- If you are not going to be offered an interview then start again



About the Author

Keith Corbin, BA (Hons), MCIM

Keith has been employed as a freelance Career Coach and management trainer for the last seven years. He is now currently in his third career, having spent 15 years as an engineer in the Royal Navy and sixteen years in a variety of HR roles with the Thomas Cook Group. He is particularly proud of project managing the most comprehensive change management programme undertaken by the Thomas Cook Group in its history (The People Like Us - PLUS Programme).



Keith has gained over 24 years' experience of Human Resource and Organisation Development consulting and since leaving Thomas Cook has applied those skills in a variety of business sectors, eg: travel, food manufacturing, automotive, financial services, retail fashion, electronic engineering, the civil service and local authorities.

He is particularly keen on the use of computers in business, and sees the internet as a major force for change especially in relation to career transition. A CD ROM on all aspects of career transition is available as an additional resource to this pocketbook.

Contact

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