

MANAGING A CAREER CHANGE STRATEGICALLY

Career Analysts' Anne Fulton explains how to manage a career change successfully.

Changing jobs is one thing, launching into a completely new field or industry is another. As you consider what roles to apply for, have a think about the following.

1] Be prepared for...

- a reduction in income.
- a change of status, responsibility and prestige.
- a change in lifestyle.
- relocation.

2] Create a bridge for change...

Are you gaining qualifications that are necessary for the new type of work you'd like to do?

3] Focus on your transferable and marketable skills.

Look at the skills you have and how transferable they are to other occupations and industries

- Be creative in finding ways that your knowledge, interests, skills and experience can be applied to

- Investigate whether or not particular qualifications are actually necessary - but don't rule out the need for part-time study to expand your knowledge and create the bridge.
- Try and do some work observation, work shadowing or work exploration to determine realities of the new kind of work.

5] Find allies to assist the transition.

- Work your dissatisfactions and decisions through with a career coach or a mentor outside your work setting, or keep your feelings of dissatisfaction to yourself.
- Talk to others who have made career transitions and how they

another field.

- Convincing an employer of your ability to change into a new field or job takes preparation. Demonstrate to prospective employers your enthusiasm, flexibility, self confidence, capabilities, persistence and commitment to making a career change.
- Do your research and be prepared.

4] Create your own opportunities.

- Keep building your network and your image.
- Join organisations and clubs to extend your network.
- Research industries and organisations, and write proposals.
- Have resume fliers ready to hand out and send to potential employers.

>> KEEP BUILDING YOUR NETWORK AND YOUR IMAGE



made them. Their examples may provide solutions to your predicament

- Gain the support of your "significant others".

6] Check out other areas of your life aside from work: relationships, leisure and challenge.

- All of these, not just work, contribute to your satisfaction with life.
- Consider the importance of relationships at work and the impact of work on relationships. Look at all the combinations.

7] In public, speak well of your current/previous profession, boss and co-workers.

- Your work relationships and the quality of your work there are the keys to your future employment.

8] Look at each job as a building block in your long term employment path.

- Let go of the idea that you are committed to your current employer or your industry for forty years and consider other options.

9] When you retire will you look back and say "I wish I'd made this career move or taken that job"?

- Keep evaluating your likes and dislikes over your employment years. Overcome fears of the unknown or fears about success and failure that might be standing in the way of making career moves.

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>> Career Analysts on 0800TALENT or www.careeranalysts.co.nz.