

**Career Transition Programme**

The Career Transition Programme helps individuals who are at a crossroads in their careers. Clients may be returners to work, changing careers or looking at the market afresh after redundancy where support from a career transition coach is vital to that success. The programme supports a range of staff across different industries at whatever stage in the process a client may be at.

**What are the vital elements of the Career Transition Programme?**

* Initial meeting to introduce the programme and gain an insight into the clients journey/expectations
* A six months unlimited service programme to help an individual find and transition into a new role.
* Psychometric profiling and ability test access
* A variety of topics to choose from (some compulsory others at your own discretion)
* One to one coaching sessions, either face to face or via Zoom/Facetime/Teams
* Job Search
* Interview practise

**Topics covered in the programme:**

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| The perfect cv | Presentation Skills |
| Interview preparation | Networking and how to optimise contacts |
| Linked in | Start your own business |
| Job search productivity | Career strategy and planning |
| Application Success | Your first 90 days in your new job |
| Marketing your skills | Negating Nerves |
| Dealing with Change | Personality profiling and feedback |

**How does it work?**

On engagement the objective is to set up a structure to:

* Operate within an action learning culture, promoting excellence always
* Develop Action Plans for each client and agree a timetable of events
* Set up working agreements at the start of the programme at the initial meeting
* Understand your strengths and how we can highlight these in the marketplace
* Provide a range of information in various formats to reflect on the different learning styles
* Challenge and coach individuals to realise their potential whilst dissipating limiting beliefs
* Highlight opportunities through regular job search activities on the client’s behalf
* Take feedback from you – essentially, we work as a team

**Elements of the Programme**

Each programme is tailored to specific needs – clients being able to select from a range of topics. Below illustrates the typical journey a client may take to reach the end goal of a new role/company start up.

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| **Elements of Programme** | **Detail** |
| The Initial Meeting | The initial meeting allows the client and the coach to discuss the journey to this stage and the elements involved in the career transition programme   * Receive outline of services provided and service level agreements * Complete the initial meeting paperwork including contact details * Understand your allocated coaches style and background/career history * Review current cv * Identify areas of job satisfaction for the future * Define individual goals and initial career action plan * Timetable a programme for future coaching sessions |
| The Start of Your Journey | This session focuses in on the whole change process during a change in the career journey. Elements include:   * Personal Change and the Change Process * Understanding Self and the stages of change * Self limiting beliefs and barriers to overcome * The Circle of Influence * Building blocks to a new future |
| Application Success | Focuses on successful applications from both a CV and application format;   * Essential elements of a cv and structure * Understand the importance of relevant competences to job success * Highlighting achievements * Creating the master cv and customisation for different job applications * Understanding how to master the application form * Bringing out your strengths aligned to job competences * Actions from Session - completion of cv and issue to coach for review. |
| Linkedin 1 | This online session focuses on how to promote your skills via linked in. How to differentiate your skills from your completed cv:   * Understanding what needs to be in your profile * Building a winning executive summary * The difference between endorsements and recommendations * Contacts strategy * Time Management and understanding vital competencies |
| Linkedin 2 | Following on from the first online learning on linked in we look at:   * Making vital connections * The art of networking * Building your profile and brand * Target companies * Building a networking campaign online |
| Marketing Self | This workshop looks at how to market yourself and create the right opportunities through targeted marketing campaigns as well as applying to ‘known’ job applications. Elements cover:   * Creating cover letters * The marketing plan * Identifying your target market * The use of databases * Marketing Action Tracker * Bringing out the ‘hook’ as to why a company should interview you * The importance of follow up * Homework – identification of target market and cover letter completed. |
| Interview Pitch | How to have a successful interview and control your emotions using NLP:   * Interview elements * The competency based interview * Structuring an answer using C. A. R. (Circumstances, Actions, Results) * Controlling your nerves * Interview questions and practice answers * Follow Up |
| Presentation Presence | Expert advice on giving a perfect presentation, focusing on the key elements to ‘pack a punch’ and feel centred in that pitch.   * Presentation structure * Controlling the presentation * Using media * Anticipating questions and answers * Being seen as the expert * Negating nerves * Making it interesting   Candidates will be given a subject typically seen at interviews |
| Job Search Productivity | Diagnosis, review and generation of more effective plans to win that new job. During the programme a bimonthly list of jobs, networking seminars and job recruitment fairs will be issued for use. Typically the coach will meet to discuss progress and further strategy to win that new opportunity. |
| Starting your own business | Learn from an expert on how to start up your own business including business types, business planning, marketing, finance and accessing funding. Sessions will include:   * Overall strategy * Identifying potential clients * The Balanced Scorecard * The Sales Funnel |
| Personality Profiling | As part of the programme personality profiling is offered to focus on motivation, communication, team ethos, leadership, career preferences, learning and selling styles. This is based on the psychologist Carl Jung’s work and has been further developed by Myers and Briggs. Elements will give the client an understanding of themselves and visibility of what would typically be seen by a would-be recruiter in similar personality type testing at the recruitment and selection process.  An individual one to one session on completion of the psychometric would be arranged to ‘unpack,’ the information gathered from the psychometric for ongoing development. |
| 3I Ability Testing | Access to online ability testing facilities allowing the client to take part in two ability tests of their choosing and gain feedback on the results. Typical ability tests are as follows, verbal comprehension, logical reasoning, numerical skills, verbal reasoning, spatial awareness, error checking and accuracy. Choices will be made relevant to the type of job that the client is looking for and will be conducted online. |
| Your First 90 Days | This session focuses on your new role and the successful transition into your next position. Typical elements cover:   * Understanding your new environment * Communication Strategy * Promoting yourself – what do you want to be known for in your new role * Your career strategy in your new company. |
| Course Material | A range of materials will be provided including video coverage of presentation performance and audio recording of mock interview. Progress will be regularly reviewed with materials provided on each element of the programme. A list of book and media resources will be recommended for further reading. Clients will also be encouraged to use online media such as Skype often used for recruitment purposes.  At the start of the programme the client will be given a folder to store all the course materials and other materials from the career transition programme. |

**The Programme – what to expect**

This 1:1 coaching programme involves a minimum of 1 face-to-face meeting per month over a 6-month period. An option at the outset of the programme would be for the client to participate in a Talent Strengths Personality Questionnaire whereby individual strengths and behaviours will be highlighted, focusing on areas such as communication, leadership, team orientation and impact on others. The coaching programme will take the form of face-to-face meetings, with coaching calls being an option when a meeting is not possible. Meetings will be scheduled at a time suitable for the client.

**2. The Proposal**

The process will start by identifying the individual’s objectives and subsequent coaching sessions will move the individual forward through, reflection, challenging and a commitment to action. The session will focus on where the delegate is today and what needs to be done to move forward. While the coach provides feedback and an objective perspective the individual will be responsible for taking the steps to produce the results he/she desires.

The client will determine the objectives of the coaching programme and each session, however, possible areas for coaching may include: -

* Personal vision
* Identification of short and medium-term goals
* Skills Development
* Behavioural changes
* Personal strategies for development

**The Programme Structure**

This programme takes place over a period of six months, however the client has the option to stop the programme should he/she have mitigating circumstances that would prevent the programme continuing, circumstances could include:

* Change in personal circumstances(e.g. death in family, illness (self or partner), limited availability)
* Temporary work placement
* Holiday

The maximum period the programme can be extended would be another three months from the initial meeting.

**Coaching Sessions**

After the initial meeting, individual coaching sessions will typically last for an hour unless it has been agreed to have an extended session typically used when conducting feedback on psychometrics or providing mock interviews and feedback. A timetable of sessions will be agreed at the first session.

To start the programme contact [info@clearviewminds.com](mailto:info@clearviewminds.com) or phone the office number below on 01505 690093.