




Guide to Changing Direction in Your Working Life

At some stage in your working life you may choose to make a change: the reasons may be many and varied, however the time has come. Now, the decision is to what to do next. Finding out information is not always as easy as we would wish, friends might help, family might help, but what do they actually know about us and what we want. What could be the risks?




Understanding what makes us feel good about work, how we enjoy working with others, what achievements make a difference for us are important to know. Getting professional guidance and support at this critical time is a good thing to do.

Let us look at the steps that should be taken:

	Steps for Success	What to do
1.	<p>Finding Your Future</p> <p>Have I thought this through?</p>	<p>What is leading me to make a change?</p> <p>Work life balance: income, less responsibility, new challenges</p> <p>What do I want to do and what do I offer?</p> <p>New direction may need new skills or qualifications</p> <p>Maybe less hours or less responsibility: how do I explain this?</p>
2.	<p>Building the Bridge for the new Employer</p> 	<p>Identify the 'right' transferrable skills needed for your new role</p> <p>What skills and personal attributes do you bring with you</p> <p>Successes and experiences</p> <p>Achievements where you have worked in other parts of life could be of value</p> <p>What gives you satisfaction and enjoyment</p> <p>Be positive: do not focus on what you cannot do</p> <p>Show how well you can adapt: do not focus on the past</p> <p>Set out your value: do not use old job descriptions</p> <p>A thought in recruiting}</p> <p>Recruit the attitude < train the skills</p>
3.	<p>Alignment to market needs and attitudes</p>	<p>Consider the factors that need to be in place:</p> <p>Technical, people, equipment, product knowledge, service</p> <p>Do you believe that you can meet their needs and be clear as to how you do this:</p> <ul style="list-style-type: none"> ➤ Facts and evidence in achievements, positive phrases



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		<ul style="list-style-type: none"> ➤ Draw together their needs to align with your evidence ➤ Plan any to fill any knowledge gaps: training <p>What exactly is an ‘Older Worker’ and how to present evidence to offset any pre-conceived opinions</p>
4.	<p>Managing the challenges and build the Bridge</p>	<p>Are you:</p> <ol style="list-style-type: none"> 1. Downsizing hours and/or responsibility 2. Having less experience 3. Transferring from ‘City’ to ‘Local’ 4. You will be bored/not like it and leave <p>Openness: have your reasons set out, be clear and positive. Hold to them as it is what you want</p>
5.	<p>Build positive CV: Which format could suit me best?</p> <p>Clear, concise easy to read: 30 second guideline</p>	<p>Functional: skill based with less emphasis on employers and time frames</p> <p>Combined: use both Functional and Chronological to highlight your key points</p> <p>Use power words that match and underpin your offer</p> <p>Use bullet points to emphasise your achievements</p>
6.	<p>Write the CV and apply for jobs</p> <p>Then an Interview with a recruiter or employer</p> 	<p>Listen and learn form the market</p> <p>Adjust your CV to keep alignment on application</p> <p>Obtain feedback if not successful</p> <p>Adapt your CV to improve the message</p> <p>Now for Interview skills</p> 

Useful documents

[Wokingham Job Support Centre – WJSC \(wjscadvisors.org.uk\)](http://wjscadvisors.org.uk)

Guide to Creating a winning CV

Guide to writing a cover letter