

Ten Steps to a Successful Career Transition

1. Go after it!

Identify personal career elements, reasons for change and desires; if you can't please yourself, no-one else will! Then develop a clear career statement – what you want and need.

2. Explore

Investigate opportunities – what is out there? Conduct a preliminary comparative evaluation of several fields to identify a few targets for in-depth research. You can find a wealth of information online.

3. Reality check

Audit your transferable skills; Review past successful roles, volunteer work, projects and jobs to identify preferred activities and skills. What did you like and dislike while in those roles? What skills did you develop?

4. Put a plan in place

Set interim and long term goals; what would you like to achieve and by when? Then outline your strategy – this may include shadowing professionals in other fields/industries or engaging in professional development and training.

5. Action

Take the necessary steps (enjoy the journey); try it out. For example, if you are interested in working with animals, volunteer at your local shelter.

6. You may not need to look too far

Consider alternative roles within your current industry which would utilise the industry knowledge you already have.

7. Network

Networking has been the method of the test of time for a successful career change. Network with current and former employees of your target sector.



8. Persevere

Deal with setbacks and barriers – they're all part of the process. It is important to take care of your physical, mental and social well-being to manage the challenging periods.

9. Maintain motivation

Be kind to yourself and reward yourself for each step forward

10. Celebrate!

Reward yourself and celebrate when have made a successful career transition.