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EXECUTIVE COACHING
Making Life Count!®

Career Transition Program

This program guides you through a comprehensive, intensive and reflective process to identify work that meets your goals. The overall framework will be fine-tuned to meet your personal situation and considerations.

The **Career Transition Program** includes two major phases. The first phase focuses on you and your values, skills, strengths, experiences, etc. The purpose of this work is three-fold: 1) to expand your thinking on what you might want to do in this next career phase 2) to identify options that interest you and 3) to begin building the foundation of your "career story" that you will take to the marketplace to find your next job.

In Phase II, we will match your specific situation to the external market, including targeting areas of interest, understanding the impact on your financial situation, understanding market demand and probabilities for success. The goal is to identify a couple viable options that meet your needs and build a personal marketing plan targeted to these opportunities that you can execute at the right time.

Phase I: Focus on YOU!

1. Identify your values
   - Values Card Sort Exercise

2. Identify motivators, interests and goals
   - Visioning Exercises – 5 Lives, others
   - Myers- Briggs, other assessments
   - Motivations exercise
   - Ideal Day
   - Developing/Clarifying career/job goals
   - Your Legacy

3. Understand skills, knowledge, abilities & strengths
   - Strengthsfinder assessment
   - Skills Listing & Ranking
   - What you like/don't like to do

4. Identify work and other relevant experiences
   - Work Experience Stories
   - Volunteer Experience Stories
   - Identify transferable skills

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Phase II: Match to Market

5. Explore job/career options
   - Identify initial industries of interest
   - Detail desired work environment
   - List/rank career & industry options
   - Pros/Cons for each option
   - Alignment with values, interests, motivators, goals
   - Career "FIT"
   - Ideal job

6. Build personal brand and self marketing package
   - Build personal brand
   - Draft resume
   - Create professional profile

7. Business reality check & fit with financial goals
   - Identify qualifications required/gap/gap closure plan
   - Market demand research – is there a market for what you want to do?
   - Financial viability research

8. Build Personal Marketing Plan
   - Identify targeted companies
   - Identify needs of target market(s)
   - Detail what you can do to help targets with their challenges
   - Refine resume to match target
   - Create communication & networking plans
   - Build portfolio
   - Engage and build your network

The coach and client will attempt to meet weekly for 45 - 60 minutes. This can be via the phone or in person. We would expect that the process will take 5-6 months. You should expect to spend 2-4 hours total each week for the coach meetings and then completing the assignments. It is often beneficial if you are able to find quiet time and place to spend working through the various exercises and assignments.

Helping corporate executives achieve their financial and career goals

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