

Changing CAREERS

Loudoun Workforce Resource Center

www.Loudoun.gov/wrc



LOUDOUN WORKFORCE RESOURCE CENTER

A proud partner of the **AmericanJobCenter** network

In this presentation, you'll find:

- Signs that You Need a Change
- Identifying Your Transferable Skills
- Considering Your Options
- Getting Experience
- Filling in the Gaps
- Managing Your Career Transition



Signs that You Need a Change

Career Transition

- Evaluate your current job satisfaction and success
 - Have you achieved success?
 - Enjoyed the challenges you've met in your work
 - Been promoted in line with your talents
 - Achieved a salary that lets you live the way you want
 - Gained expertise in your line of work
 - Made an impact within your organization
 - Earned the respect of clients, customers and colleagues

Signs that You Need a Change

- You're chronically worn out, exhausted and depleted from your work situation.
- Your responsibilities and tasks aren't fulfilling and don't allow for you to enjoy your work.
- Your salary no longer makes up for the boredom and emptiness you feel.

Signs that You Need a Change

- Despite all the “right” choices you made in your career, the outcomes tend to feel very wrong; unfulfilling.
- You know your talents and abilities can be used in a more creative & impactful way.
- You were laid off...yet somehow, you feel relieved.

Take Stock

Self Assess...

- Identify your transferable skills
- Take time to consider your options
- Investigate and research the marketplace
- Take a reality check and ask yourself:

“What do I want to do?”



ID Your Transferable Skills

- Review your skills and talents
 - Think about your life skills as well as skills used at work
 - Remember your accomplishments
- Consider your untapped skills and talents
- Assess your interests and values
 - Know what's most important to you; what you truly value in work



Consider Your Options



- Match your skills, talents and passions to your work preferences (i.e. the type of work that will help you be highly productive & you enjoy doing, the kind of work environment you want to be in, the ability to work or not work with a team).
- Do an initial comparative assessment of possible fields that interest you to identify a few targets for a more indepth search. Create a pros & cons list about what you have learned for each field.
- Brainstorm ideas for career alternatives by discussing your core values with family, friends, networking contacts and counselors. Take a look at online resources like [onetonline.org](https://www.onetonline.org), [bls.org](https://www.bls.org) and [mynextmove.org](https://www.mynextmove.org).

Consider Your Options

- Read, do your research about those fields and reach out to networking contacts in those areas for informational interviews.
- Shadow professionals in the fields you are primarily interested in to observe the work firsthand.
- Conduct informational interviews. This may mean you have to place a few “cold calls” to set them up.
- Start your own business.



Get the Experience You Need by Taking Advantage of:

- Freelance opportunities
- Volunteering
- Internships
- Staffing Agencies

All offer experience to test your interest in your targeted field; have the added benefit of widening your network and getting you in contact with people in your targeted field.



** Be sure of where you want to go before you put yourself through the work and cost of more education.*

Fill in the Gaps



Once you've decided on the new career direction you're headed for, you may find that you have gaps. Fill in any gaps you have by:

- **Obtaining further Education or Certifications**

- Evening or online classes can help you bridge your background to your new field.
- Many fields have accelerated programs you can investigate.
- Your past work experience may count toward credits.
- Local community colleges, libraries and workforce resource centers often offer no cost or low cost opportunities to strengthen skills like computer skills & basic accounting.

- **Using Your Network**

- Talk to people in your network for assistance and information about programs in your community.
- Visit your local Chamber of Commerce & small business association for more resources.

Manage Your Career Transition

- Face your fears
 - Allow yourself to follow your passions.
 - Confront the obstacles and challenge any negative thoughts about yourself and your abilities.
 - Don't let fear of failure get in your way.
- Pace yourself
 - Create short, intermediate & long term goals.
 - Make a plan for reaching your goals.
 - Try and accomplish one thing a day to keep momentum.
- Ease in slowly to your new career
 - Do your due diligence before committing fully to a career change.
 - Make sure that the decision you make on changing your career is the right move for you.



Manage Your Career Transition



- Be flexible
 - On everything from your employment status to relocation & salary.
 - Expect that there will be setbacks and change – don't let it get you down.
 - Learn to adjust & make appropriate changes.
- Stay strong
 - Create habits that support your health and well-being.
 - Don't quit – an effective job search takes time. Your perseverance may present interesting and fulfilling new possibilities.

Resources Available at the Loudoun Workforce Resource Center

- Your Transferable Skills workshop ([register online](#))
- Career Assessment Tools
- Transferable Skills Scale Inventory
- Job Search Handbook
- Career Changers Handout ([online](#))
- Meet the Employer events, Employer Panel discussions, Career Fairs

Loudoun Workforce Resource Center

loudoun.gov/wrc

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Hours of Operation:

9:00 am – 4:30pm

Except Wednesdays 9:00 – Noon