



10 TIPS FOR SUCCESSFUL CAREER TRANSITIONS

As 2012 begins, our focus is on new careers for the new year. These tips support successful career transitions; visit our [blog](#) for recent survey results on career transition, balance, and engagement. For more in-depth career exploration, join Alex Dueck for a 4-week online [workshop](#) based on our [Career Strategies for a Lifetime of Success](#) book.

- 1. Understand yourself.** As you consider a career change, know what motivates you. Do you want to use more of your skills? Are you looking for increased flexibility? Do you need more challenge? Knowing your strengths, skills, interests, values, and personal style may help you plan next steps in your career.
- 2. Write a personal mission statement.** Clarify your [purpose](#) for living and working; articulate your “passion in life.”
- 3. Establish your priorities.** If you don’t know what’s most important, it’s difficult to narrow down options. Evaluate and focus on [relevant components of your career decision](#) to eliminate distractions and identify options that are a great fit.
- 4. Recognize trends.** Understanding labour market [trends](#) can help you find a niche where your skills will be in demand. Work that capitalizes on several trends concurrently is likely to be the most stable.
- 5. Activate your network.** Most job opportunities come through networking, so it’s crucial to let your contacts know what types of work you’re looking for and exactly how your qualifications fit. Nurture your network by building relationships and finding ways to give back (e.g., pass on brilliant ideas, contract leads, or imaginative solutions to problems your contacts have shared).
- 6. Access the hidden job market.** Don’t over-rely on advertised jobs. Instead, research positions that interest you and engage in informational interviews (e.g., buy someone coffee or lunch) to learn more about industries, organizations, or particular job opportunities that might be looking for someone like you. As stated in an ancient Chinese proverb: “A single conversation across the table with a wise [person] is worth a month’s study of books.”
- 7. Update your resume.** Keep your resume and/or CV current with recent activities (e.g., volunteer experiences, certifications, training). Ensure your [resume](#) is reader-focused and visually appealing.
- 8. Prepare for interviews.** Interviews are the gateway to employment opportunities, so it’s essential to understand the process and know how to shine. Have solid answers to personally challenging [questions](#), provide evidence of your accomplishments, and tailor your responses to fit the interviewers’ level of technical expertise (i.e., a hiring manager will be more interested in specific job skills, an HR manager will be looking at general fit with the organization, and a member of the senior executive may be evaluating your potential for future opportunities).
- 9. Tell STAR stories.** Many employers use a targeted behavioural interviewing approach to assess job candidates; this interview style is based on the belief that the best predictor of future behaviour is past behaviour. Questions may begin with “Tell me about a time that . . .” or “What did you do when . . . ?” Use the STAR acronym (Situation, Task, Action, Result) to prepare 3 – 5 examples of relevant stories that illustrate the types of competencies the employer is seeking.
- 10. Seek work-life balance.** Consider the elements in a balanced life: relationships, physical and emotional well-being, intellectual stimulation, work and leisure activities, self-care, and spirituality. Make conscious decisions about the relative importance of each of these aspects in your life and set clear boundaries to ensure that your roles and responsibilities are sustainable.



Coming WINTER 2012

We hope you’ll join us in our upcoming courses.

Click on the course names below for more information.

Starting soon . . .

- **Career Development Foundations, Emerging Theories and Models - January 11**
- **NEW workshop: Career Strategies for a Lifetime of Success - January 18**
- **Foundations for Practice in Educational and Vocational Guidance - January 18**
- **Program Management - January 18**
- **NEW pilot course: Dyslexia Awareness and Accommodations - January 25**
- **Researching Workplace Trends, Career Information and Employment Possibilities - January 25**

CMPP Courses:

- **Career Development Foundations, Emerging Theories and Models**
- **Work Search Essentials 1: Resumes, Cover Letters and Career Portfolios**
- **Ethics Essentials for Career Practitioners**

Short Courses:

- **Proposal Writing / Responding to RFPs**
- **Marketing Programs and Services**

Certificate Courses:

- **CPE 510: Fundamentals of Psychometric Assessments**
- **Look Before You Leap: Self-Employment Survival Strategies**

[Click here](#) for our full course schedule



DID YOU KNOW?



World Vision's gift catalogue supports people in Canada as well as abroad. This year the Life Strategies team was able to:

World Vision®

- help feed a Canadian family through the Food for Hungry Families program
- supply an entire classroom with learning tools and art supplies
- support 2 families with loans, training, and assistance to start a small business
- stock a medical clinic to help an entire community

Life Strategies has partnered with **Dyslexia Victoria** to offer an online course on Dyslexia Awareness and Accommodations. The [pilot course](#) starts January 25th and is available at a 25% discount. [Register now.](#)

DYSLEXIA VICTORIA
ONLINE



In a [recent survey](#) on career transition, nearly 63% of respondents indicated that they were considering a career change.

NEW RESOURCES



10 Key Concepts in Career Theory.

Join Roberta in this first webinar for the New Brunswick Career Development Action Group. January 19th, 2012 12:00pm – 1:00pm (AST; 8AM in BC)
To register or for details, email NBCDAGWebinars@hotmail.com \$25 for NBCDAG members! (\$35 non-members)

Leadership Lessons for Transformational Times.

Tuesday February 7th, 2012
10:00am - 11:00am (PT)
Cost: \$49.99+HST
For details see our [flyer](#); register at <http://bit.ly/lsleadwebinar>

New Student Tip Sheets. Check out some of our latest [student tip sheets](#) under: Career Coaching, Diverse Clients, e-Coaching, Let's CHAT!, Outplacement, and Work Search

STUDENT OF THE MONTH



Mark Droure recently completed our Let's CHAT! training with a group of his colleagues in the United Arab Emirates. Their focus was to use the Let's CHAT! model in coaching young U.A.E. national recruits as they begin their careers. Mark works as a Business Communications Trainer at the Emirates NBD Bank in Dubai. His communications expertise shone through in course discussions and his polished assignments.

Mark wrote: I enjoy my teaching and coaching responsibilities and working with many of the new employees who are offered a wide range of training opportunities at the bank. I was very eager to take this class because I have heard such good things about it from my colleagues. Taking this class was an excellent experience for me in that I genuinely learned techniques that I was able to apply right away. Learning in this kind of comfortable environment was enjoyable; discussing new ideas and ways of approaching old problems with my classmates and teacher was very stimulating. After completing this class, I feel more confident in my ability to coach and very gratified to see others respond in such a positive way. Thank you for a well-organized and carefully considered class with rich and very useful content!

CONGRATULATIONS



Alexandra Dueck is graduating with a **Masters in Counselling Psychology** after completing her thesis: *Bereaved University Students Making Vocational Commitments: The Impact of Losing a Loved One on Career Decisions*. She passed her thesis defense with commendation, a rare feat at Trinity Western University.

Linda Weismiller has now retired from our Life Strategies team. We miss her, but wish her the happiest of retirements!

The following students have recently completed their **Personality Dimension Level 1** certification:

- Shirley Hammond
- Sunny Yun
- Tejal Solanki

The following students have recently completed their **Personality Dimension Bridging** certification:

- Ellen White
- Jaime Maynard
- Judith Hayes-Halliday
- Kim Buckingham
- Michelle Royle
- Victoria Tiller



604.856.2386
info@lifestrategies.ca
www.lifestrategies.ca