

6 STEPS

**TO PURSUE
THE
CAREER
YOU WANT**

IT'S TIME TO MAKE A CHANGE!

Are you feeling like it's time for a change of career?

Perhaps you're even entering a new field of work for the first time but are unsure where to start to make that transition.

Follow these 6 steps and you will be well on your way to pursuing the career you want!

STEP 1. KNOW YOUR WHY!

It is really important to have an understanding of why you want to change your career or move into a new profession. Having a sound grasp of what is driving this change and what motivates or inspires you as part of this new career, is so important of then being able to communicate your message as you transition to this new career. Communication is key to leaving your old job so that you finish well, and succeeding in an interview when you can clearly communicate what makes you a standout candidate for any role.

STEP 2. DEFINE WHAT'S IMPORTANT TO YOU IN A CAREER

Be detailed and specific, think about what YOU want, not what your family, society, or friends want. What do you want, what kind of colleagues do you want to work with, what kind of things to do you want to do on daily basis, what do you want to contribute too? Knowing what's important to you in a career means that you can enjoy the process of the transitions much more. Some career transitions can happen really quickly, others can take years depending if retraining or acquiring qualifications are required.

STEP 3. IDENTIFY YOUR HARD SKILLS

Know what your hard skills are! These are your technical or clinical skills depending on the current profession you are in, and also includes qualifications and certificates you've obtained. Once you know what these are, find out what hard skills are required for the role or career you are wanting to transition to.

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STEP 4. IDENTIFY YOUR SOFT SKILLS

Know what your soft skills are! Soft skills are usually required in any workplace and they are generally connected to your personal qualities, skills and attributes. Drawing out your soft skills is your opportunity to shine, think skills such as time management, communication skills and team work!

STEP 5. ANALYSE AND REFLECT

Once you've got a good grasp of your own soft and hard skills and what's required for your new chosen profession, make a list of skills that you have, and, then a list of skills that you need to make the transition. Now comes the time to take a deep dive into these! With your list of skills that you are confident in, come up with a short description that explains how you can demonstrate to others that you have that skill.

Then take a closer look at the list of skills you need. On taking a closer look, are there some that might be able to move over into the list of skills that you can demonstrate confidence in? Once you have the list of skills that you need, consider actions that you could take to acquire this skill, such as retraining, returning to University, or even attending a course or workshop.

STEP 6. MAKE AN ACTION PLAN

Now you've got a firm grasp on what you have and what you need to make the transition, it's time to take action!

With your list of skills that you need, plan out how you are going to action. Do your research, find out what you need to learn and practice this skill so that you can demonstrate your newly acquired knowledge and plan this out. Make goals, set yourself deadlines and identify when you expect you will have gained this new skill.

This is your working action plan! Make adjustments as you identify and acquire new skills, and be sure to update your lists. This will help you in gaining more confidence in your growing skill set.



Some transitions can happen very quickly and some will take time. In the process, it is normal to sometimes feel discouraged and perhaps even overwhelmed by the changes personally and professionally. When those times happen, take a moment to remember your why and what is important to you in your career

If you've found this information helpful or would like to learn more about the products and services I provide please e-mail me at hello.andreak@outlook.com or visit my website at www.andreak.com.au

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