



CAREER COUNSELLING

MODULE 7

MANAGING CAREER CHANGE AND TRANSFORMATION

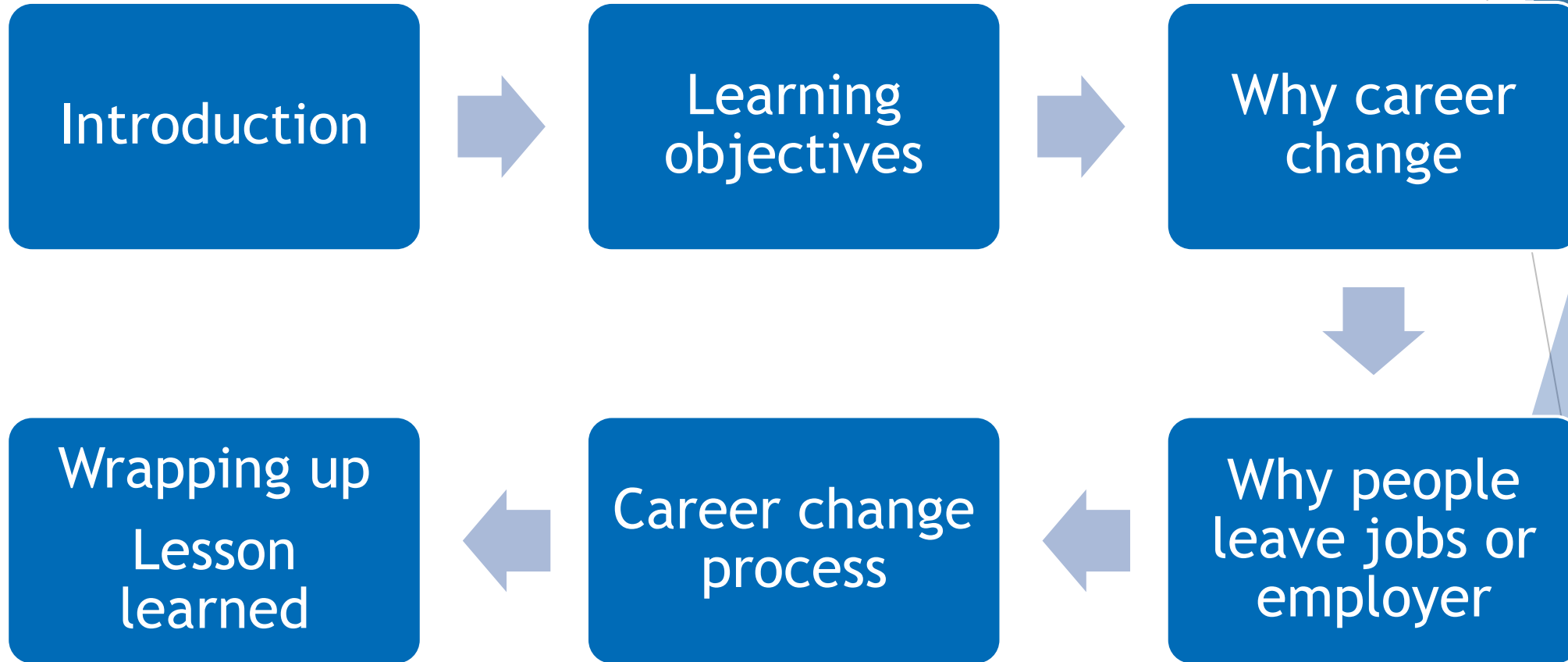
YOUTH EMPLOYMENT AND ENTREPRENEURSHIP SKILLS (YEES) PROJECT

UNDP Timor-Leste

2023



CONTENTS



LEARNING OBJECTIVES



Learning why people shift careers can help you decide if a career change is right for you and help you make a successful transition.



Discussing common reasons for a career shift and its importance, highlight how to change careers, explore the benefits, and provide some tips for making a career change.



It's important to know why employees leave because when a company has a high turnover rate, this could signify low employee job satisfaction.



Hiring new employees to fill these openings requires time and effort, which is why it's useful for employers to find ways to keep their current employees around.

INTRODUCTION



There may come a time in your career when you decide to move on from your current job.



The reasons for this decision can vary depending on your workplace and personal life.



Some may seek new challenges, while others look for a change of pace or a better work-life balance.



For employers to keep employees around, they need to understand why employees want to leave the company.



WHAT DO YOU WANT?



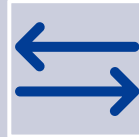
Promotion?



Simplified job?



Hold on to the
current job?

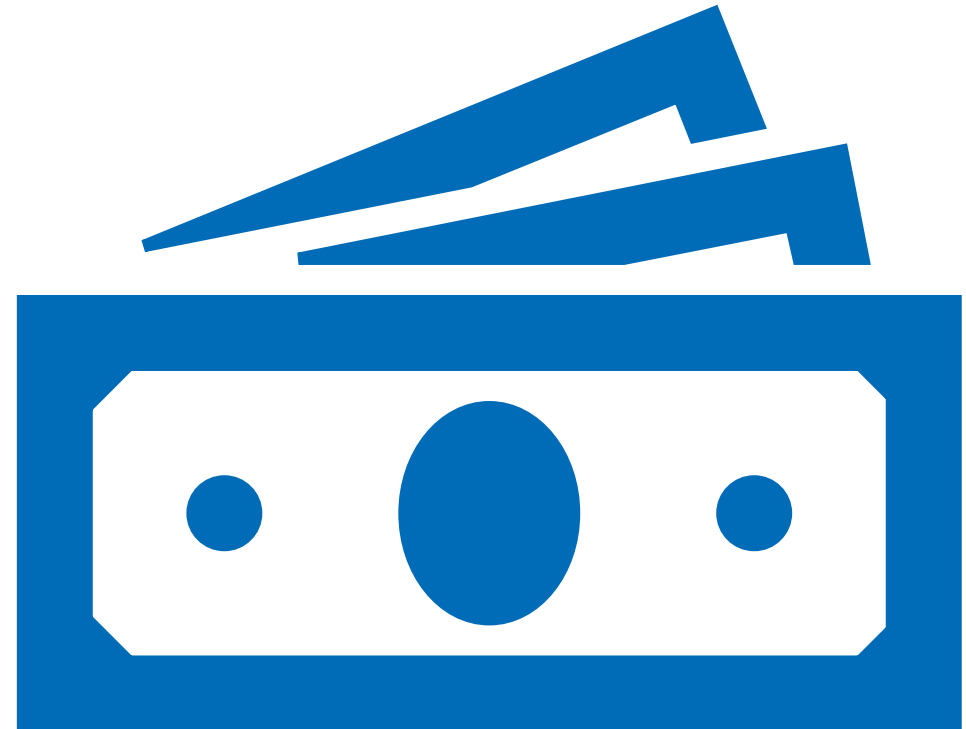


Change the
direction?

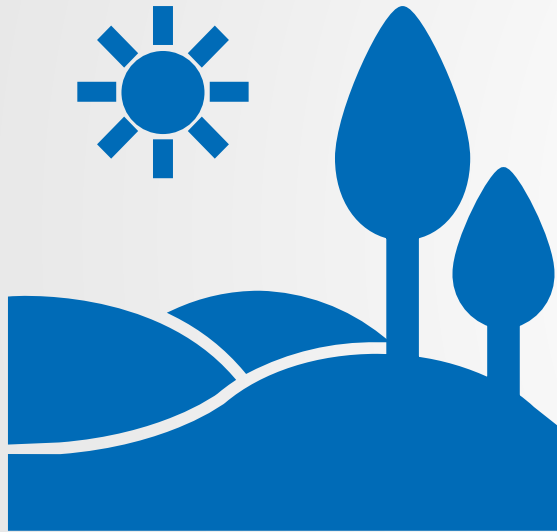


Promotion

- ▶ Do you want to earn more money?
- ▶ Have more responsibilities?
- ▶ Have higher status quo in your organization?
- ▶ Are you willing to upskill? Putting more hours in learning to acquire new skills in order to be promoted?
- ▶ Promotion within the current organization or moving for higher post in other organization



Simplify



- ▶ Do you want more of a relaxed life outside work?
- ▶ Work with less responsibilities?
- ▶ Less responsibilities means less pay?
- ▶ Do you need less stress and more time?
- ▶ Are you willing to accept change in your financial situation to achieve this?
- ▶ Part time job or work from home?
- ▶ Going for this option means time is more important to you than money
- ▶ You will need to change your attitude, lifestyle, spending habits, friends, etc.

Hold-on



- ▶ Maintaining status quo, in the same position
- ▶ Staying where you are, with the same employer
- ▶ Continuing with your current career path
- ▶ Family reasons? Cannot relocate?
- ▶ Age? Too old? About to retire? Health issues?
- ▶ This is only temporary as change is inevitable for young workforce

Change Direction

Do you want to do something completely different?



Different career?

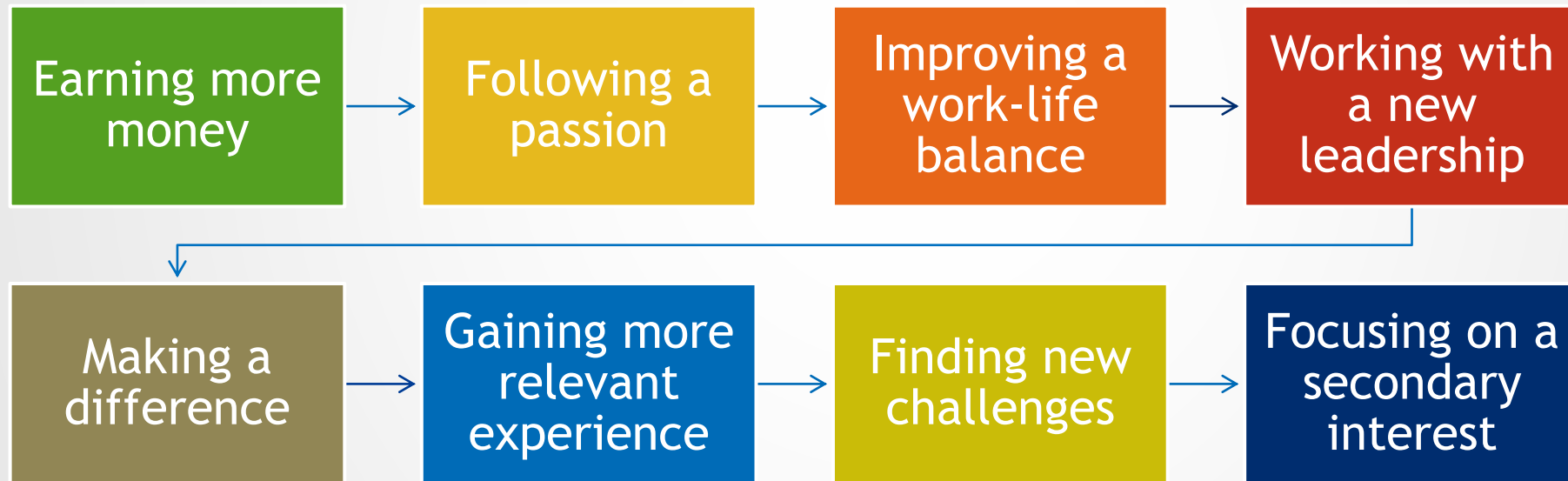


Starting your own business?



Moving to another area or country?

REASONS FOR CAREER CHANGE AND CHANGING EMPLOYERS





Earning more money

Increasing their salary is one of the most common reasons people shift careers.

If someone feels their pay is below their worth or their current job doesn't provide them with enough financial stability, they may look to make a change.

Changing careers can be a way to increase your earning potential and achieve greater financial security.

Following a passion

Sometimes, people realize that they aren't in the right career field.

They might have an interest in a certain subject or activity and feel that they may be happier doing something they love.

Making a career change can allow you to pursue your passions and do something that brings you fulfilment.



Improving work-life balance



If someone has depleted energy or feels that they're always working and never have time for themselves, they may look to make a change to find a career that affords them more free time and less pressure.



A career shift can improve your work-life balance and help you increase your well-being.



SOMETIMES, PEOPLE MAY FEEL THAT THEIR CURRENT MANAGER OR COMPANY DOESN'T PROPERLY SUPPORT THEM.



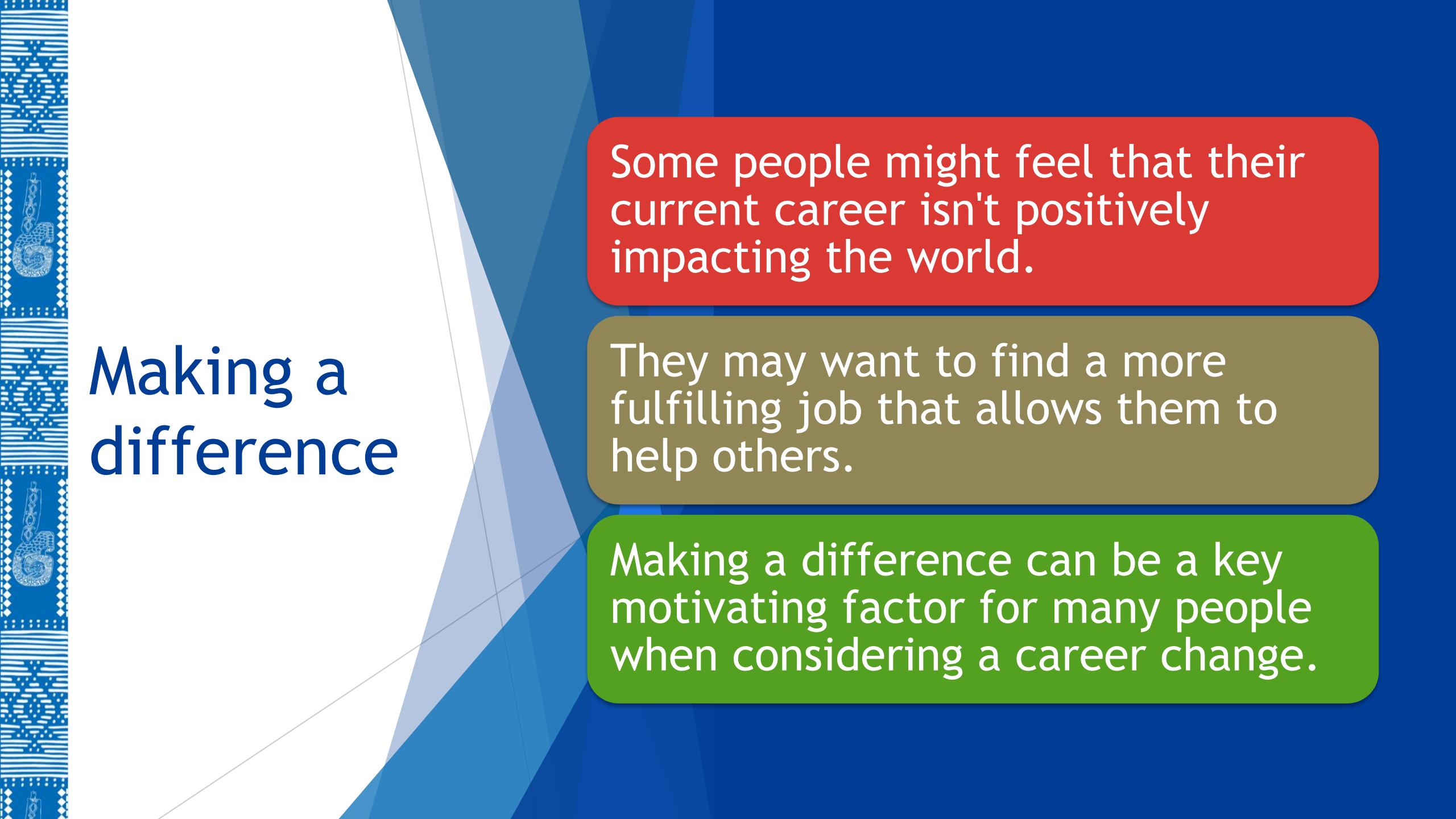
THEY MAY LOOK FOR A CHANGE IN LEADERSHIP OR A DIFFERENT WORK ENVIRONMENT.



A CAREER CHANGE CAN PROVIDE THE OPPORTUNITY TO FIND A POSITION WITH A MORE EFFECTIVE SUPERVISOR OR A POSITIVE COMPANY CULTURE.

Working with a new leadership





Making a difference

Some people might feel that their current career isn't positively impacting the world.

They may want to find a more fulfilling job that allows them to help others.

Making a difference can be a key motivating factor for many people when considering a career change.

Learning new challenges and new skills



Often, people make a shift in their careers to gain experience in a certain area or industry.



They often want to learn new skills or broaden their knowledge base.



A career change can help you gain the experience you seek for career growth and development.

Finding new challenges

For some people, a monotonous job can be a major source of dissatisfaction.

They may feel that their job doesn't challenge them enough and want to find a more stimulating position.

A career change might offer you a more challenging and exciting job.





Focusing on a Secondary Interest

In recent years, there has been a growing trend for people to pursue secondary work interests or freelance work alongside their full-time job.

This is due to a variety of reasons, such as wanting to earn extra money, following a passion, or gaining experience in a particular field.

If your secondary interest is successful, you might decide to make a career change and focus on it full time.

Other Reasons for Career Change and Changing Employers

Career advancement and growth

Thinking that your job has changed

Wanting a clear company vision

Company financial sustainability

Wanting more independence

Motivation and recognition



Career growth



If your current employer is limited in the number of promotions or learning opportunities they can offer, you may want to find an employer who has these resources.



Having room to grow in your career is an important part of feeling fulfilled.



Quality employers offer continued education, like workshops, seminars, lectures or even tuition reimbursement.

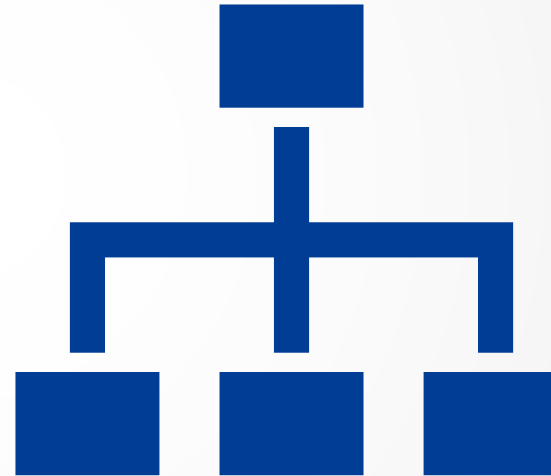
Thinking that your job has changed

- ▶ When you first start a job, the employer lays out all your benefits, perks and responsibilities.
- ▶ As your company evolves, you may realize that your job looks quite different from when you first started.
- ▶ This could mean that some of your perks have been reduced or that you're doing work you didn't apply to do.



Wanting a clear company vision

- ▶ A central part of finding a meaningful job is working for a company with a clear vision.
- ▶ If your employer's goals and mission statement are unclear, you may feel interested in finding a company with clearer values.
- ▶ This way, you can better understand how your contributions are helping the company meet its larger goals.



Company financial sustainability

- ▶ Things like budget cuts and limited resources can be challenging to work with.
- ▶ As your company experiences financial hardships, you may feel less secure in your role.
- ▶ Finding a job that offers fair wages, room to grow, learning opportunities and regular pay increases can help you feel more confident that your company is doing well financially.





Wanting more independence

Some managers use micromanaging to keep track of everything you do.

This can make you feel like you need more independence and autonomy in your role.

A quality employer trusts their employees and gives them a chance to figure out things on their own.

Recognition and motivation



Positive feedback and praise are how managers can make their employees feel more appreciated.



Working for a company that rarely gives you recognition can make it challenging to feel motivated each day.



Quitting your job and finding one that gives credit to hard-working employees can make you feel more valued.



HOW TO CHANGE YOUR CAREER?

Assess	Assess your current situation
Evaluate	Evaluate your skills and interests
Do	Do your research
Find	Find potential job openings
Make	Make plans and strategies
Prepare	Prepare for challenges
Track	Track your progress
Seek	Seek support

Assess

The first step is to assess your current situation and see if a career change is right for you.



Ask

Ask yourself why you're considering a change and whether it's feasible given your current circumstances.



Consider

Consider your financial situation, job security, and personal factors that may affect your decision.

Assess your current situation

Evaluate your interests and skills



The next step is evaluating your interests and skills to see if there's a good match for a new career.



If you're not sure what you want to do, take some time to explore different options.



Consider what you're passionate about and the kinds of jobs that may be a good fit for your skill set.



Do your research



Once you've decided on a few potential career paths, it's time to do your research.



Find out as much as you can about the industry, job market, and specific positions.



This research helps you make an informed decision about whether to make a change.

Find potential job openings



POTENTIAL JOB OPENINGS THAT
ALIGN WITH YOUR INTERESTS AND
SKILLS.



SEARCHING ONLINE, AND REACH
OUT TO YOUR NETWORK OF
CONTACTS.

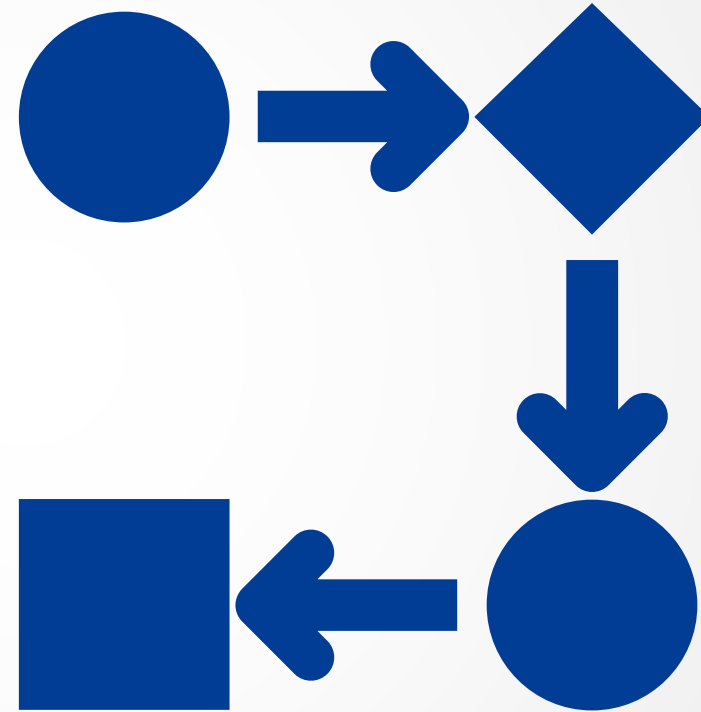


ATTEND INDUSTRY EVENTS,
MEETINGS AND LOOK FOR JOB
POSTINGS ON COMPANY WEBSITES.



Make plans and strategies

- ▶ Once you've decided to make a career change, it's important to have a plan.
- ▶ Determine the steps necessary for your transition.
- ▶ This may include updating your resume, networking, and taking steps to improve your skills.

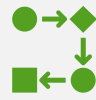


Prepare for challenges

Be	Changing careers can be a challenging, so it's important to prepare for potential obstacles.
Prepare	Prepare for a job search that may take longer than expected and be willing to make sacrifices in the short term.
Keep	Keep your long-term goals in mind and remember that it's okay to take your time.



Track your progress



It's important to track your progress as you make a career change.



Recording your progress and seeing how far you've come can help you stay motivated.



Keep a journal, set goals, and celebrate your accomplishments along the way.



Use your journal to help you re-evaluate your goals as you make progress.

Seek support



Seek support from friends, family, and professionals.



Making a career change can challenge you, so it's important to have a support system.



Talk to people who have successfully transitioned to a new career and ask for advice from career counsellors or coaches.



TIPS FOR SUCCESSFUL CAREER SHIFT

- ▶ Get advice from professionals
- ▶ Evaluate what you want in new career
- ▶ Take classes and workshops for more knowledge and experience
- ▶ Network with people in your desired field
- ▶ Invest in your education and professional development



Get advice from professionals

While making a big change, it's always good to get some professional guidance.



Talk to a career counsellor or coach about your goals and see if they have any recommendations.



Evaluate what you want in new career



It's important to have a clear idea of what you want in a new career.



Knowing your objectives can help you filter your options and make the transition smoother.

Take classes and workshops for more knowledge and experience

Learning more about your desired field can help you make a successful transition.

If you're considering a career in a different industry, find out if there are any workshops or courses you can take to gain more experience.



Network with people in your desired field



Connecting with people already working in your desired field is a great way to learn more about the industry and make important contacts.



Networking also introduces you to the industry and helps you learn about job openings that companies may not advertise.

Invest in your education and professional development



Sometimes, you can get additional education or training to qualify for certain jobs.



Consider taking classes or getting a certification in your desired field.



THE END

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