



Career Transition Introductory Overview

Introduction

Welcome to our series of tools, guides and practical support which have been designed to support you in preparing for and making a success out of any career transition scenario you might find yourself in.

When we describe a 'career transition' most of us immediately think of changing careers or being made redundant and the reality is that it is these types of major change that often create the biggest challenges for us as well as make us really reflect on what we are doing. Naturally these products have therefore been designed to support you through such major transition periods as these. However a career transition can occur at many different levels, for example, deciding whether to apply for a promotion or even just moving teams and so many of these tools and guides should be just as relevant in these situations.

A Career Transition Cycle

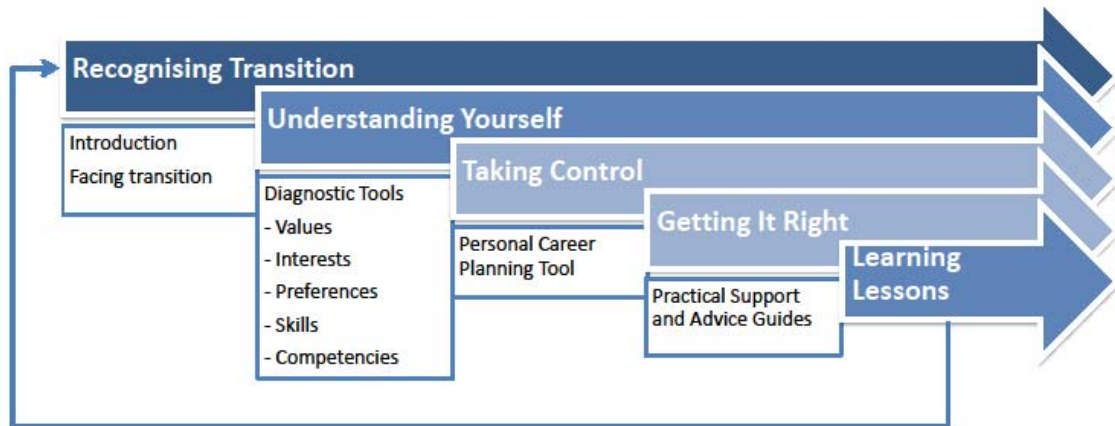
As with many things in life, a career transition can be viewed as a cycle with a clear start and an end. The reality is that you will not go through this full cycle every time you make a career change and the value that these stages add will very much depend on what sort of person you are as well as the size and scale of the transition (including how important or challenging it is for you individually).

To illustrate this and provide some structure to these products, we have illustrated a typical cycle below split into some key stages. Each of the products that we have developed fit under one of the stages (or in some cases multiple stages) and has been designed to support you in making each transition as successful as it can be.

Whilst this is presented as a cycle, in reality you may not need to go through every stage for each transition and the point at which you enter may be later in some cases. For example, if you feel you understand yourself well enough and know exactly what role you want to go for then it could be most helpful to go straight to our guides around applying for a role or preparing for an interview.

One thing that should remain consistent is the value in taking any learning from each transition to inform future experiences and hopefully make further change even easier. Whether this is deciding to spend more time upfront really thinking about what you want to do or just refining your CV further.

Career Transition Cycle



Recognising Transition is the natural starting point for many periods of change and is focussed on firstly recognising that you are entering a period of transition and evaluating the size, scale and importantly the impact of it on you and those around you.

Understanding Yourself refers to a series of diagnostic tools and related information that have been developed to help you become more self-aware in particular around the type of work that you enjoy, what fits with your internal values, as well as what best reflects your skills and personal strengths. By developing a greater understanding of these personal factors, your subsequent decisions and actions are more likely to be productive and beneficial.

Taking Control is recognised as a key tool in helping to manage yourself through the personal impact of change. Just by accessing these materials you have already started exerting some control and through this section we provide a Personal Career Planning template that you can use (and adapt) to help combine the information from the diagnostic tools as well as add structure to your future activities. Support from a Careers or Personal Development Advisor can be an effective way of making sense of all the various sources of information and developing a structured and coherent way forward.

Getting It Right refers to a series a practical support guides and advice that have been developed to support you in approaching the various stages of actually going through a career transition. These start from how to research the types of job markets you may be interested in, to building networks and contacts, finding and applying for specific roles and then performing at your best in interview. Not all of these may be relevant to different periods of transition that you go through but they have been put in sequence to provide a coherent guide.

Learning Lessons describes the important role that self- reflection and reviewing the success or otherwise of any transition can have in making sure that you keep on doing what works well but avoid repeating the same mistakes again and again.

Using These Products

Free Downloads

All of the relevant tools and guides described under this cycle can be accessed for free through the links on our website. Each document is available to download as either a Word document or a PDF and they are presented in an order to match the structure of the Career Transition Cycle above.

These products are specifically focussed on transitioning into a new career or a different role however it is recognised that for some people they may be looking for support and advice around managing financial investments, emigrating or starting your own business. These areas are not specifically covered through these guides although the links below can provide access to alternative sources of advice.

Business Start Up: <https://www.gov.uk/starting-up-a-business/start-with-an-idea>

Emigration: <http://www.jobs.ac.uk/careers-advice/working-overseas/1002/the-emigration-option>

Financial Advice: advice and support can be accessed through your local Police Federation, Superintendents Association, force or employer.

What Next

Transition invariably relates to change, and that is exactly what the dictionary definition says, so the our first guide ('facing transition') provides a bit of background to change and what it can feel like to us on a personal level to get you started.