Changing Careers

Loudoun Workforce Resource Center

www.Loudoun.gov/wrc
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

• 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
• 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, bls.org and 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.
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

[Website Link]

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Hours of Operation:
9:00 am – 4:30pm
Except Wednesdays 9:00 – Noon