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# Career Planning Workshop

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# Now What? - How to prepare myself? How to protect my family?

## Agenda

1. Expectations, Safety and Intros (30 mins)
2. Stabilizing your financial situation (10 mins)
3. Developing priorities for a career change (20 mins)
4. Leveraging networks (10 mins)
5. Discussion (10+ mins)
  
6. Initiating the Springboard Exercise(30 mins)

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# Career Planning Workshop Structure

Session 1: Now What? - How protect my family? How prepare myself?

Speaker: Phil Hallstedt/Chris Jackson – Jan 14

- Steps and resources to stabilize your financial situation
- Developing priorities for a career change
- Leveraging networks

Session 2: Can a Career Transition be a Good Thing?

Speaker: Eric Daugherty – Jan 21

- A framework to transition between roles
- Communication tools for difficult conversations at home

Session 3: Moving from Intentions to Action

Speaker: Tom Richardson – Jan 28

- Testing your direction
- Energizing your path
- Sharing resources and contacts

Concurrent Session for Spouses: Coping & Supporting a Family Through Change

- A Discussion with Jen Knebel (Pastor)

# Career Planning Workshop Structure

## Session 4: Peace Through Career Turbulence

Speaker: Craig Edlin Feb 4

- Stepping Back to See God's Plan
- Comfort in Crisis
- Stepping Forward in Faith

## Session 5: A Fifth Space – Sharing Successes and Challenges

All Speakers Available for Group Discussion

- Refining Spring Board with Speakers and HR professionals

A safe environment to identify resources for a career transition and job search while supporting your family and yourself financially and emotionally...

# Define a Safe Environment. Your Needs?

## Workshop Ground Rules

1. What is said in the group stays in the group
2. No stupid questions
3. Honor the absent
4. Spend time listening, as well as speaking
5. Do not take anything personally - share ideas and suggestions without getting defensive
6. Be a participant!

## Your Needs (Give one)

- 1.
- 2.
- 3.
- 4.
- 5.

**A safe environment** *to identify resources for a career transition and job search while supporting your family and yourself financially and emotionally...*

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# Introductions

- Name
- Who are you? (family, strengths, interests)
- Employment situation
- Searching for...

# How to Protect my Family?

## Steps to Stabilize your Financial Situation

1. Review (or create) a monthly budget (needs)
2. Conserve cash: >3 month expenses
3. Evaluate options for medical & life insurance
4. Avoid tapping retirement savings (401k, IRA)
  - Seek counsel from a financial planner?
5. Utilize unemployment resources (\$s and search)
6. Continue being generous...
  - Time, money, talents, invitations, words

Resources: Crown Financial, deacons, volunteer financial planners, Uplink.IN.gov (unemployment)

*Utilize available resources such as unemployment or food bank as necessary*

# How prepare myself?

## Developing Priorities for a Career Change

1. Look inside: what are your strengths, passions?
  - “Strength Finder”, Career Coach, Past Perf Reviews
2. Look outside: what are your family priorities?
  - Identify goals and aspirations, clarify trade-offs
3. Put it on paper (words, a picture, a map)
4. Write your job story – clear, concise, engaging
5. Share.... then seek feedback from others you trust

Resources: Strength Finder, What Color is Your Parachute, First Things First, Free Gulliver, Small Giants, Seven Habits, Halftime, etc. (note: focus on one resource)

*Goal: State a clear expectation of what you want to do that is engaging*

# Spring Board: Two-Page “Template”

## Overview of XXX Career Change

(This two page document serves as “context” for explaining your career direction to others. It provides a framework to explain what you are looking for, what are your strengths, and what makes you different from others.

Draw upon the content based on the conversation at hand – ie. Know your audience.

I view this document as the “how” one works versus the resume which provides the “what” one accomplished)

Summary of purpose of change and future directions is 3-5 sentences.

Give 3-5 words that explain what you are looking to do...

### Strengths

- List and explain strengths (no more than 4)



### Weaknesses

- List 1-2 weaknesses (be prepared to explain how you manage them)

What makes be tick?



What makes me different?

- Explain 3-4 items that differentiate you from others
  - a. Give examples in one line

## Potential Questions/Answers

Why leave (your employer) now?



What are your values at work?



What are your passions?



Do you have a life purpose? (if not, read “First Things First” by Steven Covey

What are your favorite quotes?

- Can easily skip. I just like some personal wisdom.

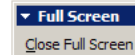
What would you do on a perfect day off?



What is needed for a successful career change?

(Provides an opportunity if someone asks what they can do for you)

Add additional questions if you like...



# How prepare myself?

## Leveraging Networks

1. Draft and re-draft your resumes (no fun)
2. Establish a work e-mail account (eg: gmail.com)
3. Make a personal business card (\$35 Staples)
4. Create and leverage networks (get out of the house!)
  - ❑ Professional Groups, Luncheons, Volunteer Organizations
  - ❑ Online: Linked In
  - ❑ Personal contacts: coffee, lunch
    - Have your story
    - Be specific and *listen*

Resources: Linked In, Monster.com, Google searches

*It takes energy – find ways to replenish yourself (eg: exercise, friends, breaks)*

# How prepare myself?

## Getting Ready for Interviews

1. Give yourself some practice (seek specific feedback)
2. Prepare for behavioral context interviews
  - ❑ STAR: Situation, Task, Action, Result
  - ❑ Think ahead of employee situations in the new role
3. Research the company's products/services
4. Know the obvious questions; Have an answer
5. Follow-up with a note of thanks
  - ❑ If personal connection, ask for suggestions
6. Consider contracting, part-time, internships

Resources: Friends, Business contacts, Workshop facilitators

*Be resilient, Don't take things too personally, Focus on your Strengths*

# Career Planning Workshop Structure

## Session 2: Can a Career Transition be a Good Thing?

Speaker: Eric Daugherty – Jan 21

- A framework to transition between roles
- Communication tools for difficult conversations at home

Session #2 Preparation Suggestions: Refine your Spring Board exercise. Read “Transitions”, “My Next Phase” or “DNA of Relationships”. Invite a Friend

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