Top 40 Career Change Tips
Hello!

Career changes can be overwhelming, challenging, exciting, scary, fun or frustrating—many of us have found them to be all of the above!

You could be changing careers because:

• You’re lacking career fulfilment
• You want to use some of your other qualifications
• Your circumstances have changed due to redundancy, marriage, relocation etc.
• You’d like a new challenge
• A particular career has really caught your imagination

Whatever the reason, you can be sure that it’s a major process—work is a major part of our lives, after all.

At Position Ignition we help all types of people in all types of situations. In our Career Change e-book we will take you through the following areas:

• Deciding whether or not to change careers
• Using a career guide
• Finding the right career
• Preparing to change career
• Finding a way in
• Securing the role
• The first 100 days
In this taster version we share with you the first top 40 tips to help you along the way. For the full top 100 tips please visit our website for more information.

Before you change careers you need to be sure that it’s the right move, because you’re going to have to be committed and patient. Don’t expect it to happen overnight. We’re not saying it takes a set amount of time—it could take 6 weeks, 4 months or 2 years! To make the transition to career that’s right for you takes time, effort and smart thinking.

So let’s not waste any more time. Here we go with the tips!

From,

The Position Ignition Team
Deciding Whether or Not to Change Careers...

1 Even if you think you want to change careers, don’t hand in your notice on a whim. Read the rest of this ebook, or this section at least, to make sure that a career change is what you really want!

2 Ask yourself the following questions:
   - Is my career making me happy?
   - Am I fulfilled in my career?
   - Is this my career because I enjoy it or because of the praise/ money/peer pressure /etc?
   - Is my career stopping me from doing things I enjoy outside of work?
   - What’s my personal definition of future success in this career?
   - Am I confident of achieving my definition of future success in this career?

3 Think about what career you’d like to change to by considering what you’re good at and what you’re passionate about.

4 How do you define your talents and passions? Start right back from your childhood. What did people praise you for? What did you end up spending most of your spare time doing? Make a list and continue recalling your strengths and hobbies all the way through to the present day.
5  Consider not only the content of your ideal career but also the structure of it e.g. work out if you’d like to switch from full-time to part-time, or vice versa.

6  Get clear not only on what you want to do, but also on what you don’t want to do. What are you willing to negotiate over and what are you not?

7  Consider whether or not you’re willing to learn new skills. Chances are if you commit to changing careers you will need to learn new skills appropriate to your career choice.

8  It’d be nice if we didn’t have to consider money when thinking about work options but unfortunately some of us do! Take into account where you stand financially when considering a career change, but don’t stay with your current career just for the money if the work itself is making you unhappy. No amount of money equates to happiness.

9  By the way, if you think trying to pursue several career options at once is a good idea, it isn’t. The ‘scattergun’ approach will probably result in missing all the targets. If you focus on one career, one target- you’re more likely to get what you want.
If you're currently out of work, don't jump to the conclusion that you need a career change just because you're not finding any work within your current field. Re-assess your job search instead. There is a lot of free, effective job search advice on the [Position Ignition Career Blog](http://www.positionignition.com). For a personalised, in-depth review of your job search to date, consider getting in touch with us to have a chat with one of our Career Guides. More details about the various programmes, packages and options we offer can be found on our website.

Of course, being out of work may be just the motivation you need to make a career change if it’s genuinely the right move for you. Even if you don’t currently have a job you can still assess how happy you are in your current career area by asking yourself the above questions about your previous positions.
Using a Career Guide...

12 Using a career guide gives you an alternative, professional and objective new perspective on your career.

13 Career guides can help by:
- Listening
- Observing
- Feeding back
- Advising
- Facilitating
- Motivating
- Supporting

14 If you decide to use a career guide, make sure that you choose the right one. Ask potential guides all the questions you want to ask. You need to be sure they are worth the time and money you are spending on and with them.
If you can’t think of any questions you might want to ask them, here are some suggestions and prompts:

- Ask the career coach or career guide what real life career experiences they have had: Where have they worked before, what did they do?
- How many changes in their career have they actually gone through themselves?
- You need someone who understands what it’s like to have really lived through these experiences
- You also need someone who listens well as transmits
- Your coach needs to be able to give you a sense of direction and forward movement
- They need to be able to work with you and support you until you reach your end goal

Understand that career guides can’t make decisions for you, but they can guide you towards a right decision.

Don’t be scared off by thoughts of cost. Nowadays, many career advisory services offer a range of packages for a variety of prices. For instance, Position Ignition offers packages, for various prices, to assist clients with different aspects of career change and job hunting. Take a look at the ‘Career Advice’ section of our website for more information and details.
Finding the Right Career...

18 Be willing to put a lot of time into planning. This means writing down what you want, researching the careers you’re interested in, writing down what you find out about them and potentially even volunteering or work shadowing within the fields you’re considering getting into.

19 Although it’s important to make a plan, it’s also important not to be overwhelmed by it: the process of changing careers can be daunting enough! Break your plan into clear, achievable steps you can work through towards the bigger goal.

20 Research careers by reading about them-you can read about them online, or take relevant books out from your local library.

21 Don’t restrict yourself to the web and to books. Newspapers and magazines have a wealth of content that can inform and inspire you when it comes to career ideas.

22 Ask relevant contacts within your network for information about sectors or industries you’re interested in.
Online career personality tests are useful for indicating facets about you that you can consider in your career thinking. They do not give you clear suggestions for new careers even if some tests say they do – well certainly not at a highly reliable level. There are a lot of free tests around now.

Don’t dismiss a career on the basis of seemingly low earnings. Talk to people you know within this career area and with similar levels of financial demands to yours. How do they make it work for them? If this ends up being the career for you, you’ll be so drawn to it that you will be willing to sacrifice certain luxuries or to work slightly longer hours in order to balance your books.

Google your hobbies/passions/interests together with ‘careers’ and ‘jobs’ to see what comes up. I.e. ‘horses’ together with ‘careers’ and ‘jobs’ throws up several sites suggesting roles like groom, animal physio, stable hand, trainer, jockey etc.

Ask those closest to you what your strengths are and repeat the above Google search, replacing your interests with the strengths they name. A friend became a social worker partially because people kept telling her she was a good listener. Other career ideas via a ‘listening careers jobs’ Google search include marriage counsellor, negotiator and customer services.
27 Make a list of your priorities and think about what careers could work alongside them. If your priorities are spending time with your young children, working from home and keeping weekends free, you could work as a nanny for parents who work a regular week, looking after your own children as well as theirs.

28 Don’t follow the crowd. Just because many of your friends, acquaintances and peers are in a certain field, sector or industry doesn’t mean you have to mirror what they’re doing. Everyone is unique and what’s right for your very best friend may be completely wrong for you. The way to find out is by exploring and experimenting, not rushing into a career and potentially regretting it later.
Preparing to Change Career...

29 Be prepared to be patient. A career change can take any amount of time, be it 6 weeks or 3 years, so be sure you’re in this for the long haul before you commit anymore time to changing careers.

30 Although changing career can be a long process, it won’t be all sitting on the sofa waiting for things to happen! You must be prepared to focus your energy on it. A career change can be a tough and tiresome task. Be efficient in terms of where you target your energy and effort in order to get the outcome you want without completely burning out.

31 Be prepared to work on how you manage relationships. Looking for a new job, let alone a whole new career, is not just about filling in forms or emailing CVs without coming into physical contact with anyone. Paying attention to your existing network of connections, as well as making and nurturing new contacts within potential new career areas is an important component of the successful career change.

32 If this sounds like too much hard work and you’re already getting put off the idea of career change- don’t be! It’s not the impossible task it sometimes appears to be. For inspiration from people who’ve been there and done that (successfully) have a look at some of the client stories on our website and at the success stories on our blog.
Even the most heartwarming success stories have twists and turns in them. We aren’t saying it’s going to be smooth sailing if you just follow our advice; even if you do everything that’s right for you, there are going to be obstacles and major challenges—that’s life. And like with anything in life, it’s how well prepared for those hurdles and how you respond to them that will determine the extent of your success.

Once you’ve identified which career you’re going to target, research different organisations that offer roles relevant to that career.

Remember how we said you’ll need to be prepared to learn new skills? The first step to learning these skills is to believe that you can learn them. Forget the old adage “you can’t teach an old dog new tricks”. It’s simply not true!

Where can you learn these new skills? Sign up for evening classes at your local adult learning college...

...and/or take on a few hours of appropriate voluntary work for a few weeks.
38 You could even join a club, group or network, which allows you to try out fun activities connected to your career of interest.

39 Networking doesn’t necessarily mean expanding your network-getting to know your existing network can be just as beneficial when either researching a new career path or trying to find a way onto it.

40 What does ‘getting to know’ a contact entail? Firstly, you could give them a call and invite them out for coffee…

So here we have covered the first 40 tips to making a career change successful. Get the full version and have the 100 Essential Career Change Tips for only £3.99 now!

Get the career change tips eBook so that you know how to:
• Prepare for a career change
• Find your way to the next role
• Secure the right role
• Make it a real success
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Position Ignition Ltd is one of the UK’s leading career consulting and career management companies. Founded towards the end of 2009 by Simon North and Nisa Chitakasem, they have brought together some of the best career guides in the industry, providing much needed high quality career support and guidance to professional working men and women.

Position Ignition helps working professionals to identify where they would like to go next, what roles they will find fulfilling and how to go about getting it. Their focus is on helping people to make successful career changes, establish smart job search strategies, find focus and direction in their careers and take control of their own career development.

Position Ignition offers support through one on one career support programmes, webinars, ebooks and through their popular Career Ignition Club (www.careerignitionclub.com) – an online careers platform offering on-demand careers support and development through a wealth of career learning tools, webinars and resources. Visit Career Ignition Club for more information.

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