

Transitions & Transformations: A Career Coach E-Newsletter

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Career Management: Conducting Career Research

Last month's e-newsletter covered Career Management: Self Assessment. Now, the second step in the career management process is on conducting the necessary career research to make your job search or career transition a successful one. Professional coaches use probing questions to assist the client with identifying their goal, exploring options, identifying the potential challenges they need to consider and finally implementing an action plan. This process will be helpful to the client in outlining the substantive career research elements of the work to be accomplished. Keeping a career transition journal and writing everything down will help you on track. Here are a few questions to consider as you move forward with your job search or career transition plans:

Identify your career goal(s)?

- What specific job or career transition do you want to obtain?
- What goal do you want to work toward achieving in the next 3, 6, 12 months?
- When you have achieved your goal what would it look like? How will you feel?
- What will you have accomplished by reaching your goals?

Explore Options/Alternative to reaching your goal

- What are the various possibilities towards reaching your desired goal?
- Will a new set of skills, development, training or education be required for a career transition and if so, how will you obtain them?
- Talk with others in your field and/or professional association about your career goal. What might they say?
- What are the opportunities for job shadowing? Where, how and when can you job shadow?
- What is the research on your particular career field or profession? How & where can you obtain this information?
- What are your feelings about looking for a new position or making a career transition? Who can you discuss these feelings with? How might this sharing process be helpful?

Identify Challenges/Obstacles that may interfere with reaching your goal.

- What challenges might you face as you work toward your goal?
- What might your co-workers, supervisor, advisor, or friends tell you are the obstacles?
- What is most likely an inner challenge for you?
- What is most likely an outer challenge for you?
- Is there anything else that might interfere with your plans?

Create an Action Plan

Considering the work you have accomplished above in sorting out the various pieces of your career research. Are you ready to make this plan a reality? Here are the next questions to guide you:

- The steps have been made in determining and considering all the possibilities and opportunities for your job search or career transitions. What actions are you willing to take to achieve your goal? When and how will you put them into place?
- What is the most immediate action step you need to take?
- How will you complete this immediate step and future steps?
- What steps will you take today?
- How much time will it take to complete each of the options you have committed to?
If you are working with a professional coach, they will urge you to identify a specific time frame to keep you moving toward your reaching your goal so here it is
- How will you know you have completed your goal? Have you identified a completion date?

Next month look for: Career Management: Career Search Tools

Career Coach Last Note:

“When people are committed to career development, they are in a mode of continuous learning about their job and about themselves...as people develop they have more to offer their team and organization” (Whitney, Cooperrider, Trosten-Bloom & Kaplin. (2005). Encyclopedia of Positive Questions).

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Transitions and Transformations: The Journey is Yours!