

Study Guide



Business

Soft Skills

Career Enhancement

**A Business Soft Skills lesson
for your career enhancement**

“Business SoftSkills Career Enhancement Study Guide”

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“Introduction to Study Guide”

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Lesson 13 “Career Transitions ~ A step-by-step Program”

LESSON SUMMARY

This video is a step-by-step program to help you determine the best career for you. If you are a coming out of the military, a graduating student or someone who has already started an occupation, this lesson can help you find a satisfying career.

VIDEO	Entire Lesson	Open	Intro	CHAPTERS									Exercise	Review & Quiz	Summary
				1	2	3	4	5	6	7	8	9			
Career Transitions	18:38:00		1:37	1:37	2:53	1:22	1:54	1:53	3:21	:51					3:57

SCRIPT

INTRO

Hi! I'm Galen Guseman, your virtual mentor and welcome to the Career Transition Video lesson. You probably remember as a child, everyone asked you, "What are you going to do when you grow up?" Well, it was a difficult question then, and it may be even be tougher now that you are grown. I'm going to take you through a step-by-step program that will help you determine what you are good at; what you like doing; and what career direction is best suited to your personality. This program is especially valuable for military personnel entering the civilian work place.

This lesson is going to be a little different than the others in this series. What I want you to do is to watch the entire lesson the first time **WITHOUT** doing the exercises. Then watch it a second time and **DO ALL** of the exercises. If you look at the related documentation for this lesson, you'll find the blank forms you will need to complete this program. I will take you through it a step at a time so it will not be confusing. Ok. Let's get going!

CHAPTER #1

The first step is to create an Interest and Experience Assessment. Start by creating a list of your likes and dislikes. The objective is to determine the best work related setting for you, and the best way to do this is to start by asking yourself such questions as: Do I prefer working for a small or large company? Do I like working by myself or in a team? Do I enjoy working with the public? Do I want to work outdoors or indoors? What part of the country do I want to work in? Do I want to manage a staff or be an individual contributor? What type of work would interest me? Do I have any hobbies that could be developed into a career? What are my past work experiences?

You will find these and some additional questions in the documentation associated with this lesson (Fig #1). In addition, there will be blank forms that you can fill out (Fig #2).

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Just sit down and start filling out the form. It may take a few days to think about, so list all your experiences both good and bad. And don't forget to include any work experience that you had while in school or even on a part time basis. Always note what you liked or disliked about the situation. Once you feel that you have everything down that you can recall, the move forward to Step two.

CHAPTER #2

Step two: Generate a Skills and Motivational Inventory. But before we start with this step, be sure you complete step one. This is an evolving process, so we need to complete each step before moving on. OK? Great! In this step, we are going to take a hard look at your current skills and what motivates you (Fig #3).

First, let's start with your current skills. What are some of the things that you are good at, not just at work, but in all aspects of your life? Do you have skills such as coaching a kid's soccer team? Are you good at home repairs? Do you work on your own car? Do you repair your own home computers? Are you good at organizing? Think about any of your special skills. Are there some things you just seem to have a knack for? Well let's take a look at a case study.

CASE STUDY #444

Bob attended his local church almost every Sunday. One Sunday morning he found out that the soundman was very sick and would be laid up for a few months. No one knew how to run the sound board and video systems. Bob had some experience with electronics in the military so he stepped in to see if he could help. After just three Sundays he was running the system like a pro. He just had that special skill so it came to him easily. Bob liked it so much that he started to go to school and finally became a sound engineer. He never imagined that this volunteer situation would show him the way to an extremely fulfilling and satisfying career.

Next, determine what motivates you. Now, everyone is different when it comes to motivation. Here are a few common motivators. The first and most obvious is money, possessions, acquisitions, or the success that comes with money. Another motivator is the feeling of accomplishment or recognition, respect, admiration, or notoriety. This could even be to the level of becoming a celebrity. You may be motivated by personal factors, such as morals, a sense of duty, intellect, creativity, philanthropy, or honor.

The bottom line is we need to work for money but other factors motivate us on a daily basis. So now, just sit down and start filling out the form. (Ref #3) If you need a few days to think about it, that's OK. List all of your skills. Don't forget to include any work experience that you had as a volunteer or while in school or working on a part time basis. And don't forget to list your motivations. Once you feel that you have put everything down that you can, move forward to Step three.

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CHAPTER #3

The third step is the career evaluation. But, first, make sure that you have completed step two before you move to step three. This is a growing process, so you need to complete one step at a time. OK? Very good! Now in this step, we are going to take some of the information developed in the last two steps and fill in this form. (Fig #4)

Start by filling in the section on knowledge or skills. Be sure to include everything you listed before or can now remember. Let’s look at that example in our Case Study. Bob ended up with knowledge in the area of “sound.” If we move to the next column, we have to answer the question “who needs you.” Well the answer to that is anyone who is in recording, processing or editing sound. If we move to the “Targeted Industry Sectors” we come up with such industries as Recording Arts, Audio and Video Production, Broadcasting, Filmmaking Editing, Audio Engineering, or even traveling with road shows. Do you understand where we are going here? Good! Now fill out this form using all your current knowledge AND include future areas you would like to learn.

CHAPTER #4

Step four is: Determine transferable skills. Oh, once again I am going to remind you again that you should not start this step until you complete step three. This process will not work if you jump around. OK!

Transferable skills are those skills that you can bring from one job or industry into a new career. It is important that you think this process through very carefully. Now break down each job that you have had in the past. Maybe you were the person who always helps solve the “people problems” in your company. Maybe you were the person who always filled in for your supervisor when they were out. These activities can point to skills that may not have been obvious before this exercise. And this is especially true for the military. There are a lot of skills that are readily transferable for most military jobs. Let’s look at an example. Driving a tank may not be a transferable job, but the other work you did as a dispatcher in the Army is a good transferable skill. You may also have additional skills in safety maintenance, administration, paperwork or hazardous materials handling. Here is another idea. Think of what do you know or do so well that you could TEACH it? Reflect on the PROCESS not on the exact job. Have I got you thinking now? I hope so! These are going to be new ideas that you may not have addressed yet, so take it slow, step by step. Don’t panic if it doesn’t come to you at first. This is a powerful lesson, but it takes your thought processes to make it work!

CHAPTER #5

Creating the New Career Plan is Step five. Now that you have a targeted career, you need to put together a plan to get there. This does not have to be a complex or complicated plan, just the key goals and a realistic timeline to accomplish them.

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Planning your education will probably be the focal point of this plan and will take up the most of the time and effort. Buy the way, in the next chapter we will discuss plans for paying for your education, so stick around.

Let’s look at some of the goals you might want to address in your personal career plan. First, you need to determine the education or training necessary to become a participant in your chosen field. There may be opportunities such as interning, part time work or voluntary work in your chosen career. Do some research and find out what is available. You should establish a time frame for yourself to complete just this research segment. Then, create another time frame to achieve a part time position or interning job. As long as you make AND meet your personal goals, you are on your way.

Look into the associations, newsletters, publications and trade shows in your selected industry. Start reading as much as you can about the products, services and players in the industry along with the “news” of the business. Joining trade associations is an excellent way of meeting people, creating a new business network and finding out about the local companies and their hiring needs.

CHAPTER #6

Establish educational requirements is step six. By now, if you have been doing the exercises properly, you should have some idea of your career goals. The next step is to determine the educational requirements needed to get the job. You can do this via the internet or by finding a local industry association or visiting your local college. You may need a specialized certification, degrees or trade schooling for your newly chosen career. You may well need a 4 year degree. There are a number of methods to achieve your goals. These include: community colleges, three year colleges, on-line courses and hybrid courses.

The next step is to determine how to pay for your education. If you are just out of the military, you should be aware of a recently passed GI bill. It gives expanded educational assistance to veterans. The federal government will cover tuition and fees for veterans at any public university. If you choose a private university, the government will cover the equivalent of the cost of the state's most expensive public university. The law also gives a \$1,000 stipend for books and a good monthly grant for room and board, sometimes equaling the military's housing allowance.

In addition, over 575 private universities have joined what's known as the Yellow Ribbon program, in which the institutions have agreed to offer grants that will cover the difference between their own pricier tuition and that of state schools. To encourage schools to sign up, the U.S. Department of Veterans Affairs will pick up half of the cost of the program. To get detailed information on educational benefits for veterans, contact your *Department of Veterans Affairs*.

There are also other methods to get educational assistance such as the **Trade Adjustment Assistance Reform Act**. Workers who are adversely affected by foreign trade (such as the auto industry) may be eligible for Federal training and other benefits.

You can also look into the **Workforce Investment Act (WIA)**. This program assists “low-income individuals.”

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The (WIA) programs include; Adult Employment, Training Activities, and Dislocated Worker Employment. You can find information at this web site.

www.doleta.gov/programs/general_info.cfm

Community Service Employment for Older Americans is provided for low income seniors as described at this web site. <http://www.doleta.gov/seniors/> .

And finally the Employment Service Grants to States provides services for employment and training opportunities that will facilitate reentry into new employment. It can be found at this website [http://www.doleta.gov/programs/Wagner Peyser.cfm](http://www.doleta.gov/programs/Wagner_Peyser.cfm) .

These web sites are also found in the documentation associated with this lesson.

CHAPTER #7

The seventh and final step is the new career appraisal. After you have completed the process of determining your new career, you need to do an appraisal in order to know if this is truly the direction you want to go. It can be difficult to know what you want to do until you actually start doing the work. And there is nothing wrong in changing your mind. Some positions are a lot tougher to get into than most people think, and it may take a year or two for you to determine if you really like your new position. Work your career plan and you can always be flexible enough to change your mind. You want to be sure you end up satisfied with your new career.

SUMMARY

I know that this lesson has been difficult. If you didn't feel that you completed the exercises to your satisfaction, you may want to talk to a career counselor or life coach. To find a list of these organizations and some recommended counselors, see the documentation with this video (Fig #5).

Another approach is to purchase one of these two books that will allow you to get a more in depth approach to career transition. The first book we recommend is directed especially to the military and is titled: “Marching to a Successful Civilian Career”

And the other book is called “Vocational Vision” *“Defining you talent for a successful career”*

Both of these books are written by Valerie Schmidt and are available at Amazon.com or any other major book retailer (Fig #6). Other people are struggling with their career search but you have an advantage by having this video. Using these exercises properly can assist you in achieving your career transition. When you find a career that fits your personality and that you enjoy, you'll actually look forward to going to work every day of your life. In addition, you'll have a sense of satisfaction, productivity and belonging. My name is Galen Guseman, your virtual mentor. Good luck with your career transition journey!

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FIGURES

FIGURE #1

Interest and Experience Assessment Questions


1. Do I like working for a small or large company?
2. Do I like working by myself or in a team?
3. Do I like working with the public?
4. Do I want to work outside or inside? (indoors or outdoors)
5. What part of the country do I want to work in?
6. Do I like to travel? If so, how much?
7. Do I enjoy selling?
8. Do I enjoy repair?
9. Do I consider myself artistic?
10. Do I want to manage a staff or be an individual contributor?
11. What careers do I think would be interested in?
12. Do I have any hobbies that could be developed into a career?
13. What is my past work experience? (Include part time jobs)
14. Do I like being in the “spotlight”?
15. Do I like a day that is always busy, or one that has workloads that peak and valley?
16. Am I detail oriented?
17. Do I like assisting people?
18. Do I like instructing?
19. Am I a technical person?
20. Am a people person?

FIGURE #2

	Interest and Experience Assessment Form


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FIGURE #3

 Skills and Motivational Assessment Form	
SKILLS	
MOTIVATION	

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FIGURE #4

 Career Evaluation		
Knowledge	Who needs you?	Targeted Industry

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FIGURE #5

Educational Assistance Programs

- Workforce Investment Act (WIA).
 - www.doleta.gov/programs/general_info.cfm
- Community Service Employment for Older Americans
 - <http://www.doleta.gov/seniors/>
- Employment Service Grant
 - http://www.doleta.gov/programs/Wagner_Peyser.cfm

Career Counseling and Life Coaching Organizations References

Find your local chapter and they list their members with contact information

- International Coach Federation:
 - www.coachfederation.org
- International Association of Coaching:
 - www.certifiedcoach.org
- Professional Coaches and Mentors Association:
 - www.pcmaonline.com.
- Coach For Life
 - www.coachforlife.com/hireacoach.htm

FIGURE #6

Book References

- *“Marching to a Successful Civilian Career”* by Valerie Schmidt ISBN #978-0-557-23112-6
- *“Creating a Vocational Vision”* by Valerie Schmidt ISBN #978-0-557-23152-2

These books are available at amazon.com or any major book retailer.



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