

Career Strategies and Professional Transition Planning



Career transitions—whether voluntary or unexpected—can feel uncertain and overwhelming without a clear strategy. This workshop helps participants approach career change with confidence, clarity, and purpose by providing a structured, practical framework for navigating the job market and making informed career decisions.

Participants gain tools to clarify career direction, assess strengths and transferable skills, and position themselves effectively for new opportunities. The workshop covers resume and cover letter development, networking strategies, interview preparation, and proactive job-search planning. By aligning personal purpose with professional goals, participants leave with a clear roadmap and actionable plan to move forward confidently in their next career chapter.

Prework: DRiV Personality Assessment to assist participants discover what drives and drains them, and how these drivers are related to how they fit to different kinds of organizations and careers.

Workshop Objectives:

- Clarify career direction and professional goals based on strengths, interests, and values.
- Identify transferable skills and experience that align with desired roles and industries.
- Develop targeted resumes and cover letters that clearly communicate value to employers.
- Apply effective networking strategies to build confidence and access job opportunities.
- Prepare for interviews with clarity and confidence, including articulating strengths and career goals.
- Create a structured job-search action plan with clear steps and timelines.
- Approach career transitions proactively and strategically, reducing uncertainty and increasing momentum.
- Navigate professional change with greater confidence and self-awareness.



Course Outline:

Module One: Getting Started

Module Two: Ready, Set, Go!

Module Three: Building Your Resume

Module Four: Polishing Your Resume

Module Five: Writing a Cover Letter

Module Six: Creating a Portfolio

Module Seven: Networking Skills

Module Eight: Skills for Success

Module Nine: Where to Look?

Module Ten: Understanding the Interview

Module Eleven: Interview Skills

Module Twelve: Wrapping Up