

Your Career Change Toolkit



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Welcome to the Toolkit

Contemplating career change can feel daunting, especially if you are not sure exactly what you want to do with your working life.

You may be thinking about returning to work; finding a new job; moving to a new sector; making a major switch in your occupation; retraining and starting again; or taking the plunge and starting your own business?

Changing career, returning to work or applying for a new job can bring up a mix of emotions including fear, uncertainty and excitement, as well as practical questions.

This toolkit offers selected resources and tips to help and inspire you.

I hope you enjoy them – and if you have any comments, questions or suggestions for future editions, please get in touch at felicity@felicitydwyer.com - I'd love to hear from you.

Felicity

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6 Great Career Questions

The right questions can help you get career clarity. This page outlines some helpful questions (and the thinking behind them). This exercise works best if you write your thoughts down, and you'll find a worksheet on the next page.

What do I want to DO day to day?

Think about the sort of tasks and activities do you actually enjoy doing. And whether you prefer to do them with other people, or alone. Most jobs involve a mix of activities, some of which you will enjoy more than others. But you need to find a role where you enjoy most of your daily tasks.

Be realistic about yourself, e.g. you may value education highly, but if your patience with young children is limited, perhaps teaching isn't right for you.

What do I want to know?

This points to the field or sector in which you want to work. As you move through your career you accumulate knowledge, so it's worth thinking through what you really want to know more about.

If you enjoy your current field, are there specific areas where would you like to deepen your expertise? If you would rather change to a different field, what would that be? What would you like to learn more about?

Where do I want to work?

Would you be happy or willing to commute, or travel more extensively, or is it important to you to work locally? Would you like to work from home, or be location-independent, for example through an online business.

Who do I want to work with?

Who would be your ideal colleagues, clients or customers?

What difference do I want to make?

If you go home at the end of the day feeling you've made a valuable contribution, what would that be? When you retire, what would you like to have achieved - for yourself, for other people, for the planet...?

What would I do if I knew I couldn't fail?

Making change can be scary, what if it all goes wrong? This question can help you tap into your deepest dreams and ambitions.

6 Great Career Questions - Worksheet

Set aside 12 minutes, and work your way through these questions, noting what first comes into your head.

Then over the next few days, allow yourself to ponder on the questions and make a note of any other ideas that come to you.

What do I want to DO?

What do I want to know about/what interests me?

Where do I want to work?

Who do I want to work with?

What difference do I want to make?

What would I do if I knew I couldn't fail?

5 Inspirational Books

Do you ever wonder if it's too late to make a change? Or feel that the gap between where you are and where you want to be is too big to cross?

The common thread between these 5 books is that they all share real life stories of changes people have made. They offer inspiration and encouragement - you will know you're not alone. And they're all on my bookshelf!

What Should I Do With My Life – Po Bronson

I read this book at a point in my life when I really didn't know what I wanted to do, and found it inspiring. Po has spoken with many different people about how they made big changes in their lives, and what they did to follow their dreams and callings.

A Life At Work – Thomas Moore

Thomas Moore uses the metaphor of alchemy as a way of describing our search for our life's work. He takes a spiritual approach, and considers the value inherent in the process of finding and deepening our sense of what we are here to do.

Working Identity – Herminia Ibarra

Career change often requires a shift in our sense of identity. Herminia draws on real life stories of career transition and reinvention in this book, which provides inspiration and ideas for mid-life professionals.

Never Too Late To Be Great – Tom Butler-Bowden

Tom uses examples from high profile individuals. He argues that for many of us, we have more time that we think to achieve meaningful success.

How to find fulfilling work – Roman Krznaric

Roman Krznaric considers why it is important to us to find worthwhile and meaningful work, along with ideas of how we can achieve it.

3 Educational Videos

The internet is full of videos to educate and inspire.

Here I've picked three talks, each of which include exercises or actions that are relevant to career changers and job seekers.

Your Body Language Shapes Who You Are - Amy Cuddy

The way we hold our body can affect our mind, and our level of confidence. Social psychologist Amy Cuddy shows can affect testosterone and cortisol levels in the brain, and might even have an impact on our chances for success. This is a must-see if you have an interview coming up.

https://youtu.be/Ks-_Mh1QhMc

A simple formula to inspire the world to live their dreams – Jairek Robbins

Jairek Robbins presents some practical lessons for success, and this video includes an exercise to help you develop a vision of your ideal day.

<https://youtu.be/tIVOmEcqMAk>

Julian Treasure - How to Speak so People will want to Listen.

Julian Treasure shares ideas for enhancing and improving your vocal communication skills, and speaking with empathy.

<https://www.youtube.com/watch?v=elho2S0Zahl>

2 Insightful Questionnaires

There are a whole host of online diagnostics and tools available. Here are a couple that you might find helpful in highlighting career potential and ideas.

Strengths Finder

This extensively researched tool develop their unique combination of skills, talents, and knowledge - also known as strengths.

<https://www.gallupstrengthscenter.com/>

Holland Code Career Test

This test looks at the type of work to which you would be well suited. There are a range of other interesting diagnostics on this website too - both free and paid-for.

<http://www.truity.com/test/holland-code-career-test>



3 Fabulous Freelance Sites

Do you have a skill that you could easily offer online. Design, copywriting, web development, technical support, audio transcription... the list goes on.

Freelance work can be a way of earning a full time living, or it can provide a bridge between employment and building up a business, or it can part of a portfolio career.

An easy way to test the water and offer your freelance services is via an online platform.

These act as a brokerage service between services providers and clients. They deal with the financial side and hold payment in escrow, so once the job is completed you will be paid.

The freelancers on these sites compete on both price and quality. You may need to price your service quite competitively early on, in order to build up customers and reviews on the site, and you can then compete on quality.

And of course if you are interested in buying services you can find plenty of great suppliers on these sites. Help with CV layout and formatting is just one example.

Here are three well-established sites to explore.

People Per Hour

www.peopleperhour.com

Five Squid

www.fivesquid.com

Upwork

www.upwork.com



7 Top Interview Tips

Here are some tips on how to prepare intelligently for an interview, to give yourself the best chance of success.

1. Go through the job description, and work out how you can demonstrate you meet the criteria. Identify specific examples to illustrate how you have done similar tasks in the past - successfully.
2. Where the job requires tasks or competencies that are new to you - prepare some examples of how you would tackle them, based on comparable examples from your previous experience - think laterally.
3. Research the sector and company thoroughly to demonstrate your enthusiasm and that you are up to speed.
4. You will be asked if you have any questions, and you should use this as an opportunity to demonstrate your interest in the job or ask for clarification on aspects of the role. Your questions should leave a positive impression - that you are interested in the job itself. Generally, questions about terms and conditions should come later, once you have a job offer.
5. Rehearse out loud. Practice some of your responses. This doesn't mean you repeat them like a parrot on the day, but if you have practiced describing some of your previous experiences out loud, you will find it easier to share them under pressure. You could ask a friend or career coach to help you prepare.
6. Dress smartly, and also comfortably. If you feel wobbly on high heels - don't wear them - wear smart court shoes instead. If you feel that you need to obscure your personality to fit into the company, then it may be that aren't a good fit. At an interview you want to present the best version of yourself, but not a completely made up persona.
7. If you believe that you are a good fit for the job, then allow yourself to feel confident. It can help to remember that you are interviewing them too. It can help to go in with an attitude of curiosity about the job and the company. Whatever happens, you will learn something from the experience.

5 Helpful Blog Posts

Here is a small selection of career change related blogs from The Heart of Work. You can find new ideas and resources on the blog and in my mailings every month. These are designed to help you to change or develop your career, and to be more effective in your working life.

Find out what your dream job is REALLY like

The best approach to researching a career change.

<http://heartofwork.co.uk/career-change/find-out-what-your-dream-job-is-really-like-2/>

Is finding your dream job realistic?

Ideas on how to make your dreams reality, and move from where you are now, to where you want to be.

<http://heartofwork.co.uk/career-change/is-finding-your-dream-job-realistic/>

How to find your perfect niche

Your niche is where your expertise and your purpose come together, and the ideal niche will not feel restrictive.

<http://heartofwork.co.uk/career-change/how-to-find-your-perfect-niche/>

How to make great career choices

Some decision making tools to help you get unstuck.

<http://heartofwork.co.uk/career-change/how-to-make-great-career-choices/>

Is your Linked In Profile up to scratch?

Make the most of this powerful online professional network, to impress potential employers and clients.

<http://heartofwork.co.uk/career-change/linkedinprofile/>

About Felicity Dwyer

I'm a career coach and leadership trainer, with 17 years' experience in the field of professional development. My support has helped hundreds of women and men to develop themselves and their careers.

I offer a range of career transition programmes and services. These programmes are designed to help you to both be more successful, and to get more enjoyment out of your work.



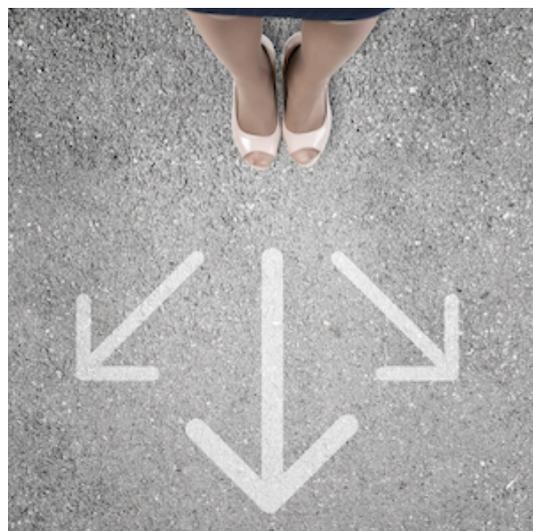
About Career Coaching

Making a career change can be much easier with some support. Friends and family are your first port of call. And working with a professional career coach can have a surprisingly big impact on your future, for a small investment of time and money.

As an experienced career coach I bring a completely impartial perspective, as well as specialist understanding of the process of career transition.

As your career coach, I will be your cheerleader, sounding board and resource investigator.

If you would value someone like this by your side, then please get in touch. My contact details are on the next page.



Would you like a career conversation?

I hope you have enjoyed reading this guide and found the questions and resources helpful.

If you are still not sure what your next career steps should be, please feel free to contact me for more help.

I am offering you a complimentary, no-obligation conversation to talk through whatever matters to you most in considering your next career steps.

To apply, please [send me an email](#) headed Career Conversation with a sentence or two about where you are now in your career journey. We can then book in time to speak on the phone.

Contact Felicity

Call me on 01962 736 019

Email me at felicity@heartofwork.co.uk

Find me on Twitter [@felicitydwyer](#)

Like me on Facebook <https://www.facebook.com/theheartofwork>

Visit www.heartofwork.co.uk