

# Career Planning: Introduction to our Guidance Booklets



Grand Prix Mechanics  
Charitable Trust



## **Facing your Future**

A career change, be it by choice or necessity, *can* be an exciting but daunting experience. There may be a sense of the future opening up before you and the opportunity of doing your own thing, breaking away from that work situation which may have shaped you more than you've wished, to clear the decks and begin again, with energy.

But it may also be a thoroughly *testing* time, even for the person who yesterday faced their challenges positively. Many people are totally unprepared for the impact on their morale of finding themselves in the job market. This applies even to the securely-employed person who is voluntarily looking for a job or career change. It can be threatening, worrisome and stressful; indeed, a job change ranks highly on the list of personal stress experiences which arise in life.

**This series of booklets has been developed to provide practical advice and guidance through the steps involved in a successful career change.**

This introductory booklet, in addition to providing you with details of the other 3 booklets (see overleaf), focuses on the first and often neglected step to a successful career change.

### **First Step**

The first step to a successful career change is to recognise where you are, and how you feel about it. Talk to a friend, someone who is on your side and can be objectively helpful. Try to spell out concretely your situation and how you are coping with it. For example:

*My job may be coming to an end soon because the industry is facing hard times and there is a strong possibility that such a large engineering team is no longer necessary. I also understand that careers within my industry do not tend to last as long as others and therefore that I should keep career change in mind. I feel resentful about this, but recognise that it has nothing to do with my personal performance. My initial anger has now subsided and I am coming to terms with what might be happening. I now accept that the future is very much in my hands.*

### **Beat your Negative Feelings**

Stress, anxiety, and even symptoms of depression are natural and should be expected during the career change process. It is important to come to terms with this experience and use your emotional reactions for positive impact. The best interventions for stress and anxiety are those which solve the root problem, whilst symptoms of depression can be dramatically improved by identifying and recognising the negative feelings affecting you, and by controlling them, moving on. The route to a successful new career and to improved well-being lies in taking practical steps to negotiate a path through your negative feelings.

Negative feelings can seriously block progress. Consequently, at the very time when you need all your resources up-front invested in finding another job, they are diverted to deal with the emotional impact of a job loss.

There is value in making a contract with yourself, for as long as it takes to cover the period of the job search. It will help sustain your resolve so that you can:

- Work professionally at finding a suitable new job
- Stay committed to the task
- Be realistic about the outcome of your job hunt – for example, will you have to accept a salary drop?
- Talk more confidently with someone about your progress

## **Practical Help**

There are several steps involved in a career change. This series of booklets is designed to help you develop a clearer view of yourself, consider how your knowledge, skills and attributes could be put to good use in the job market, and be successful in your job applications and interviews. You can request any or all of the three following booklets to help you find your footing on your future career path.

### **Booklet 1: Personal Analysis**

You need to know what you want so that you can give yourself the best chance of getting it. The personal analysis exercises invite you to focus closely on yourself and gain a clearer view of what you want. Your Ideal Job will be one in which you feel satisfied, which suits your skills and attributes, uses your strengths to full advantage and satisfies your work values. Completion of all of the exercises should help you to clarify these things about yourself and in turn start to identify your ideal job.

### **Booklet 2: The Job Search**

Once you know what you are looking for you need to know how to find it. The second booklet in the series will give you hints and tips to organise yourself effectively during your job search. It provides a wealth of ideas and sources to help you research the job market, including the internet, libraries, job adverts and personal and professional contacts. Effective search techniques are highlighted to help you make the most of your sources of information. You will also find links to sources of free advice specifically tailored to you and your situation.

### **Booklet 3: The Job Application & Alternatives to Traditional Employment**

This final booklet will help you to improve your chance of getting the job you want by providing practical advice on writing an impressive CV, completing application forms and impressing at job interviews. It includes a sample CV and a number of templates for writing covering letters. This document will also highlight alternatives to traditional employment such as running your own business.

#### **To request booklets please contact**

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#### **Further Assistance**

Do you need practical help and advice beyond that available in the booklets? If you need any help in relation to this booklet or to redundancy in general please contact our Professional Needs Assessor Ruth Ritchie at the Grand Prix Mechanics Charitable Trust. Ruth can be contacted by email at [ruth@gpmechanicstrust.com](mailto:ruth@gpmechanicstrust.com).

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**Developed by HR Advantage Ltd. for  
Grand Prix Mechanics Charitable Trust**

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