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| **Phase** | **Goals & Objectives** | **Action Steps** | **Timeline** | **Resources** |
| Assessment Phase | Identify Career Goals | * Self-assessment of skills, interests, values.
* Research potential new career paths
 | 2 weeks | * Career assessment tools
* Online resources
 |
| Skill Development | Acquire Necessary Skills | * Identify skills gaps and required training.
* Enroll in courses or workshops
 | 6-12 months | * Training programs
* Mentors/Coaches
 |
| Networking | Build a Professional Network | * Attending industry events & conferences.
* Connect with professionals in the new field.
 | Ongoing | * Networking events
* LinkedIn, networking
 |
| Resume & Cover Letter | Update Resume & Cover Letter | * Revise resume to highlight transferable skills and relevant experiences
 | 1-2 weeks | * Resume writing tools
* Career advisors
 |
| Job Search | Identify Job Opportunities.Apply for Positions | * Search job boards & industry-specific websites.
* Tailor cover letters for each application.
 | Ongoing | * Job search websites
* Networking contacts
 |
| Interview Preparation | Prepare for Interviews | * Practice common interview questions.
* Research the company and industry.
 | 1-2 months | * Mock interviews
* Interview coaching
 |
| Transition Phase | Secure New Position | * Evaluate job offers and negotiate salary.
* Submit resignation and prepare for the transition.
 | Ongoing | * Job offers resources.
* Career advisors
 |
| Post-Transition | Adapt to New Role | * Set short-term and long-term career goals.
* Seek feedback and continuously improve.
 | Ongoing | * Mentorship
* Professional networks
 |
| Ongoing Learning | Stay Current | * Attending training and conferences.
* Pursue certifications or advanced degrees
 | Ongoing | * Industry publications
* Online courses
 |
| Evaluation & Adjustments | Reflect and adjust | * Periodically assess career satisfaction
* Make adjustments to the career plan
 | Every 6-12 months | * Self-assessment tools
* Mentor feedback
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