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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 |