

**MANAGING CAREER CHANGES-ONLIE PROFESSIONAL DEVELOPMENT COURSE SYNOPSIS**

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| <p><b>AIM</b></p>            | <p>As our work and personal circumstances change, we may self-reflect to review our career goals, life direction, and skills to enable us to make a career transition into the next step. A transition is the close of one life stage and shift in career path, and the process of finding and moving into a new career. As individuals are at different life stages, our experience with making a career transition is personal. For some, the transition may be <i>voluntary</i> as we consciously make the decision to make a change. It may start years before taking the first step. For others, a transition can be <i>involuntary</i> as organisations downsize and globalise with moving jobs overseas. This sees employee retrenchment, which is often difficult for individuals and their families. It impacts on an individual’s psychological well-being that results in loss of confidence and self-esteem.</p> <p>The course will support you to explore career options to transition to your next step and provide you with confidence to create career success</p> <p>The course aims to support your career vision and successfully make the transition into your next stage, manage setbacks, and move toward your goal.</p> |
| <p><b>COURSE CONTENT</b></p> | <p>Making a career transition</p> <ul style="list-style-type: none"> <li>• Your career responsibility</li> <li>• When to make a career change</li> <li>• Advantage/s and disadvantage/s of a career change</li> <li>• Tips for a career change</li> <li>• Your next steps to help you make a career transition</li> </ul> <p>Factors that influence career decision making</p> <ul style="list-style-type: none"> <li>• Strategies to support a career decision</li> <li>• Your career makeover to reinvent yourself</li> <li>• Pathways to occupational areas</li> <li>• How to face a challenge for a positive outcome</li> </ul> <p>The modern workplace</p> <ul style="list-style-type: none"> <li>• Careers in the 21st century</li> <li>• What skills do employers seek? How do you measure up?</li> <li>• A career journey in the workplace — horizontal and vertical progression</li> <li>• Building your professional relationships</li> <li>• Your work ethic</li> <li>• Emotional intelligence</li> <li>• Professional networking</li> </ul>  |

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|                                 | <p>Your professional development</p> <ul style="list-style-type: none"> <li>• Lifelong learning — learning across the lifespan</li> <li>• Your learning styles</li> <li>• Your professional reflection</li> <li>• Taking action for the next step to achieve your potential</li> <li>• The last stage of your mentoring program</li> <li>• Action plan for the next step</li> <li>• Intention/commitment to action professional development</li> </ul>   |
| <p><b>LEARNING OUTCOMES</b></p> | <p>On completion of the program, you will be able to:</p> <ul style="list-style-type: none"> <li>• Undertake an informed career decision</li> <li>• Create a career makeover that meets your career goals, identity and lifestyle</li> <li>• Face a challenge for a positive outcome</li> <li>• Undertake professional development to support your career transition</li> <li>• Design an action plan to action your professional development</li> </ul> |
| <p><b>DURATION</b></p>          | <p>Self-Paced Learning</p>   |
| <p><b>PROGRAM DELIVERY</b></p>  | <p>The <b>online</b> course consists of the theory with a range of interactive activities that include:</p> <ul style="list-style-type: none"> <li>• Career mapping activities</li> <li>• Reflective activities</li> <li>• Questionnaires</li> <li>• View video clips with reflections of your learning</li> <li>• Case studies</li> </ul>   |