



# Career Transition Support

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*Workshops and Tailored 1-2-1 Coaching*

[www.achievemorelivemore.com](http://www.achievemorelivemore.com)



## Career Transition Support

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Employees involved in a situation resulting in job losses experience the impact very individually. Receiving support from a Career Transition Coach can help to make sense of what has happened and move on successfully.

Michelle Tranter offers a range of options which can be tailored to specific needs.

### Workshops

#### **CV Writing & Personal Brand**

A person's CV is more than a summary of their career. If written well it showcases what an individual can offer, who they are and how they fit the needs of the role and the company perfectly.

Increasing use of software by some organisations, to sift through the CVs and application forms to shortlist candidates for interview, means that applicants need to understand how to ensure they are not overlooked.

This workshop not only includes guidance to create strong CVs, through various activities it helps participants gain clarity on their uniqueness and how to communicate this effectively. (1/2 day)

#### **Job Search Strategies & Getting the Most from LinkedIn**

Many are aware of the traditional routes to find out about job vacancies – job boards, recruitment agencies, word of mouth etc., This workshop not only looks at how to get the best out of using these strategies, we also take an in depth look at getting the most from LinkedIn and other job search avenues. (1/2 day)

#### **Interview Skills**

Knowing the different types of interview that you can be faced with, likely interview questions and techniques for answering questions well, are all covered in this workshop.

We also look at how to display confidence and interview etiquette.

An interactive workshop with the opportunity to practice in a safe and supportive environment. (1 day)

## Preparing for an Internal Application Assessment

This workshop includes tips and guidance to help participants prepare well for the assessment activities required for any internal application they may make. We also look at strategies to help manage any emotional impact they may be feeling as a result of this change in the organisation. (1 day)

## Personalised Career Coaching

Coaching sessions are available so that individuals can receive tailored 1-2-1 support. Participants can discuss, in complete confidence, any career or personal worries that they may have.

Examples of topics for coaching are:

- **Career MOT & Future Plans** which could include:
  - Career to Date Health-check
  - Understanding Who You Are and What You Want for Work and in Life
  - Discover and Learn How to Overcome your Mind-Set Gremlins and Other Saboteurs
  - Create the "What's and How's" of Your Master Plan
  - Strategies to Keep You On Track as You Put Your Plans into Action
  
- **How to Land a Job You Truly Want** which could include:
  - Clarify exactly what you want out of your next career move
  - Understand what you have to offer and how to market this for best results
  - Know how to create your winning CV & Cover e-mails/Letters
  - Nail your LinkedIn Profile so Headhunters and Recruiters come to you
  - Know where and how to look for new opportunities
  - Get the most out of Networking
  - Improve your skills and build interview confidence
  - Perfecting Interview Presentations and other Assessment Centre Activities
  - Develop strategies to handle set-backs, make the most of your time and ensure you keep family/friends on side too
  - Know how to negotiate a job offer
  - Create your plan to ensure you can "hit the ground running" and make some quick wins when you start your new role
  
- **Moving Out of Traditional Employment**
  - Clarify the move you would like to make e.g. setting up a business, freelancing, interim roles
  - Understand what you have to offer, how to use this to create value for your clients and make doing business with you an easy choice to make
  - Create Your Marketing Strategy
  - Know where and how to look for opportunities and land new business
  - Improve your skills and build confidence so that you can successfully wear all of the "hats" required

One size does not fit all and coaching time will be used to focus on the needs identified through an initial telephone conversation held between the Coach and the potential individual client. This call also ensures that the coach and client feel that they can work together and is completely free.

Coaching sessions can take place face-to-face (at a mutually convenient location) or using Skype or the telephone

Coaching Packages are available:

4 x 1 hour sessions

6 x 1 hour sessions

### **Why Choose Michelle Tranter?**

My client's opinions matter - looking through my website you will see comments and views or visit my LinkedIn Profile for more testimonials.

Here's a sample:

*"She helped me identify my career motivations and the roles that appeal to me. Within a month of meeting this extremely talented career coach I secured my ideal role. Michelle's guidance and support gave me the confidence boost I needed. I wouldn't hesitate to recommend Michelle and would suggest to anyone considering a career move to speak to her; she'll enable you to unlock the hidden potential within you!"*

—Gaynor G, Operations Executive

*"Working with Michelle has been an absolute pleasure. To be honest, I was relatively sceptical at first because of my previous experience with other CV coaches. My perspective rapidly changed after our initial call as she confidently explained her approach. I used to take my achievements for granted and Michelle helped me find the words and confidence to articulate them in a positive way. Her sense of humour and listening skill make the sessions very pleasant and comfortable as she creates a space where you are able to remember your forgotten achievement. I would highly recommend her services to anyone who needs support with their CVs and wants someone who will help them express their accomplishments,"*

Emmanuel N, Project Manager, Construction Industry

*"I would like to thank you for arranging the Interview Preparation Workshops. I attended the session yesterday, which was very well received by all, and it was evident that all the attendees found value in the content of the workshop, and took comfort in how professional and empathic Michelle was in the delivery of the sessions, throughout the day".*

Nicky I, General Manager, Charity

A professionally qualified Personal and Business Coach, with a career encompassing operational management and HR roles, I bring coaching, leadership development, mentoring and HR expertise to our working relationship; I am not a "one-trick pony"

I create the safe space for clients to think, challenge them to explore their thoughts and feelings, really listen to who they are and what they want and support them to develop the resolve, the skills and the strategies to get them there

Wide sector experience - Financial Services, Charity, Education, Health, Engineering, Manufacturing, Law, Construction, Retail, Call Centre, Various Public Sector Departments and more.

Featured Expert for Abintegro - the Career Development Portal  
Contributor to Psychologies LifeLabs  
Speaker for CMI Events

You can find out more about Michelle – [www.achievemorelivemore.com](http://www.achievemorelivemore.com)

or LinkedIn [www.linkedin.com/in/michelletranter](http://www.linkedin.com/in/michelletranter)

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Book a telephone appointment: [www.achievemorelivemore.com/book-online](http://www.achievemorelivemore.com/book-online)