



CAREER TRANSITION COACHING

Helps clients improve their job search skills to advance their careers and land their ideal next opportunity.

Today's job market is ever changing and evolving, and it is important to know that what you did to land your last position may not be the same methods that will help you land the next one. Knowing where to go, who to talk to, and the opportunities that are available will help to shift you from someone who dreams about having a job, to someone who has the job they always wanted.

What is Career Transition Services?

Some of the most difficult words that an employee will ever have to hear are that "Your position is being eliminated." The first question that immediately comes to mind is, "What do I do next?" and "Where will I find my next opportunity and/or position?" Career Transition Services helps displaced employees with their next steps so that they can maximize their journey of landing their next opportunity in accordance with their timeline.

Reasons employers and employees seek career transition services

- Mass Layoffs
- Reductions in Force (RIF)
- Layoffs
- Position Elimination
- Termination
- Individuals seeking change in employer/career
- Performance
- Reorganization

398 W. ARMY TRAIL RD. #124-358 BLOOMINGDALE, IL 60108 | 331-551-8686



SHAWN K. WOODS
& ASSOCIATES

What makes us different?

We are committed to being your personal career services consultants providing individualized services. Our career coaches are professional, understanding and caring as each of them have endured layoffs, terminations, and/or RIFs. A career consultant that has experienced layoffs, terminations, and/or RIFs has a better understanding of the personal journey that one must undertake and is able to empathize and provide more constructive feedback and coaching. We design customizable solutions for both small and large organizations that want to provide career transition services to those in career transition. We also serve individuals that are in transition and need guidance, support and partnership.

Why is outplacement good for business?

Providing outplacement services for those in career transition is less expensive than you think and will save your company money, stress and time. Providing outplacement services can help reduce unemployment and related costs, reduce the possibility of legal action, and provide positive public perception of your company. In addition, helping people when they need it the most is the right thing to do.

The Benefits of Career Transition Coaching to Organizations:

- Not as expensive as most would think
- Benefits Outweigh the Costs
- Saves Human Resources and Organizations stress, time and money
- Reduces the amount of time the impacted individuals would claim unemployment benefits and be utilizing COBRA benefits
- Demonstrates that your organization cares and is committed to employees even after severance
- Demonstrates that your organization cares about its employees and treats them with dignity and respect
- Helps minimize lawsuits and litigation

The Benefits of Career Transition Coaching to Individuals:

- Have a trusted advisor during stressful time
- Development of Interviewing Skills
- Learn how to describe yourself using descriptive language
- Learn different approaches to job searching, such as networking and tapping into the job market
- Helps build confidence and self-awareness
- Create an impactful resume and cover letter
- Create a comprehensive job search strategy
- Reduce the time it takes to find your desired next position
- Helps develop a dynamic social media presence
- Learn powerful networking skills
- Build a unique value proposition statement
- Set SMART goals and build a destination roadmap



Career Transition Process

Coaching is highly specialized as each Coaching Client is different. As the needs of the client change/evolve so does the coaching process. Different tools and processes are used to ensure that the most effective coaching tools are leveraged delivering desired outcomes.

1) Stage 1 - Preliminary Assessment

- a. Understand the reasons for hiring the Coach
- b. Discuss the transition process
- c. Understand the Clients background, needs and core values
- d. Understand the Clients desired future organization and culture
- e. Understand the Clients' expectations and timetables
- f. Gain agreement on what coaching is and how to get maximum benefits

2) Stage 2 - Detailed Assessment

- a. Work with client to design ideal coaching process and methodology
- b. Personality Assessments and other career assessment tools
- c. Align on the desired outcomes and targets
- d. Align on key competencies to be improved or developed
- e. Establish intermediate, long-term goals

3) Stage 3 – Coaching Partnership

- a. Resume and Cover Letter Evaluations
- b. Social Media presence (i.e., Linked In)
- c. Gap Identification (as is state versus to be state)
- d. Current and Required competencies
- e. Career Planning
- f. Interview practice and preparation
- g. Negotiation training included but not limited to salary, benefits, start date etc.
- h. Planning and coaching for maximum success

4) Stage 4 – Coaching Journey

- a. Telephone, virtual and or face to face sessions
- b. Innovative problem solving by asking probing questions
- c. Provide on-going support for Client
- d. Tools and methodologies include but are not limited to:
 - i. Development assignments
 - ii. Role playing
 - iii. Books and Articles
 - iv. Networking Opportunities

5) Evaluation

- a. Assess performance against the goals
- b. Review and provide feedback and identify areas for improvement against actions taken

