

Welcome to

Changing Careers

NEW OPPORTUNITIES, NEW FUTURE



We will be starting the presentation shortly

Changing Careers

NEW OPPORTUNITIES, NEW FUTURE



Workshop Guidelines

- Please be courteous to the speaker and other participants.
- Please keep your video camera off, and your microphone muted during the presentation.
- You may type your questions into the chat box at any time or un-mute your microphone at the end of the presentation to ask questions.
- You may want to download the information in the chat box, as resources mentioned in the presentation will be available within the chat box.
- Please follow up with your nearest Oakland County Michigan Works! service center for additional assistance.

How do you know it's time for a career change?

- Do you get a headache every Sunday night?
- You no longer have any new ideas.
- Are you daydreaming the day away?
- The work is no longer meaningful.
- You are only staying for the money.
- The company isn't the same as it was.
- Your career no longer works with the rest of your life.

Career Changes for the Mid-Life Adult



- Change is liberating!
- A new skillset can keep you young!
- Grow your brain!

Overcoming the Fear of Career Change

- Accept that fear is a normal part of the career change process.
- Assess the Risk and examine it realistically – examine the fear.
- Don't get trapped in analysis-paralysis.
- A failure can help you figure out what you do or don't like.
- See this as a process.
- Respect your intuition.

A change of career may reduce stress, offer an opportunity to learn a new skill, follow an interest that energizes you, or change the pace of your life.

Types of career changes

- Industry career change
- Functional career change – may require some new or additional training, or certification.
- Double career change – usually requires new or additional career training or certification. You may be competing for jobs with individuals that may be much more qualified than you are.
- Entrepreneurial career change

Basic Steps of a Career Transition

- **Self assessment** – where are you at? Where do you want to go? What is it you like to do? What don't you like to do? What careers sound interesting to you? What experience do you have? What experiences have you enjoyed and excelled at?
- **Exploration** – what does your dream job entail? What are the steps to get there? Training? Self study? Interning or apprenticeship?
- **Gather your documentation – UPDATE YOUR RESUME –** add the skills you have that apply to your new career.

Basic Steps of a Career Transition, cont.

- **Decision making** – this is a big step. Consider the pros and cons of the new career. Do you think this is something you will want to do for a long time or is this just something you need to get out of your system?
- **Making your exit - Exit gracefully** – protect your professional reputation. You never know when you may work with this manager again or when you may need a reference or assistance.

Change Your Attitude

- Make a decision – Change your mindset.
- Take your training seriously – this will be your new career!
- Will the new career offer a challenge?
- Can you make a living from it?
- Be current in the world of technology – take classes if you're not.

Remember – You are never too old to change!!!



How to start a career change

Research yourself first – then take an assessment

- MITALENT.ORG
 - ▣ Pathfinder
 - ▣ My Next Move
 - ▣ Career Explorer Tool
- ONETonline.org – browse groups of occupations
- Occupational Outlook Handbook

Research the opportunities available – what training/skills do you have? Which ones do you need?

Try out whatever you can before you make a change

- Network with people in the industry – build relationships
- Informational interviews
- Job shadowing
- Temporary or part time job
- Join a professional organization
- Volunteer
- Can you do it as a side-hustle?

Working with a Michigan Works! Career Advisor

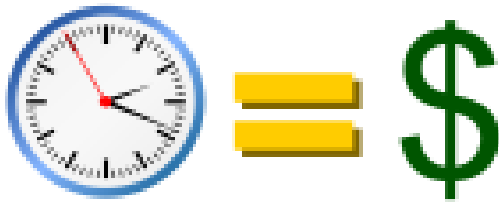
Can help you determine:

- What occupations you may already be qualified to apply for.
- If you may be interested in a skilled trade.
- If you are able to get an apprenticeship or internship..
- If you are able to qualify for financial aid for training.
- If it is possible to offset some of the cost of training.
- If it is possible to get on-the-job training for a position.

Update Your Resume

- Think of your resume as an advertisement for your qualifications, not an autobiography!
- A resume is not a historical document – it should be a marketing document.
- Tailor it to the specific job and company you are applying to.
- Life skills are job skills too!
- Beating the Applicant Tracking System
- If you are over 50, remove your graduation date or anything else that will reveal your age.
- Proofread, proofread and proofread again. Then have someone else proofread too.

Employers want to know what you can do for them



- Time is money – How have you saved time, made time or managed time?
- How have you saved, earned or managed money for a previous employer?
- How have you met deadlines?
- How have you turned around an angry customer and made them a loyal customer?
- How have you added value in your work experience?

Ace the Job Interview



- Think of it as a conversation.
- Show up with energy and enthusiasm through your voice and body language.
- Show passion for your work.
- Let them know how you are qualified for the job.
- Don't use the term: 'at my age'.
- Age bias can be a factor, but don't let it discourage you.

The Job Search...isn't just in the 'Want Ads' anymore



There are many different approaches to the job search in today's labor market:

- Working with a Michigan Works! Career Advisor
- Mitalent.org (within the Pure Michigan website)
- On a specific company's website
- Platforms such as LinkedIn or GlassDoor
- Online job boards such as Indeed or Monster
- Job search lessons and tutorials on learnfree.org
- Job fairs and events

Don't know how to use a computer?

You need a job, but don't know how to use a computer?

Get on the Internet from your phone or ask your local librarian to assist you. Go to websites such as learnfree.org (totally free) or Lynda.com (first month is free) for classes on how to use a computer, or a Microsoft application. Type 'how to use a computer' into your browser and look for videos explaining how to navigate on a computer or in certain specific programs. Research Adult Ed classes in your area (there may be a cost associated with these).

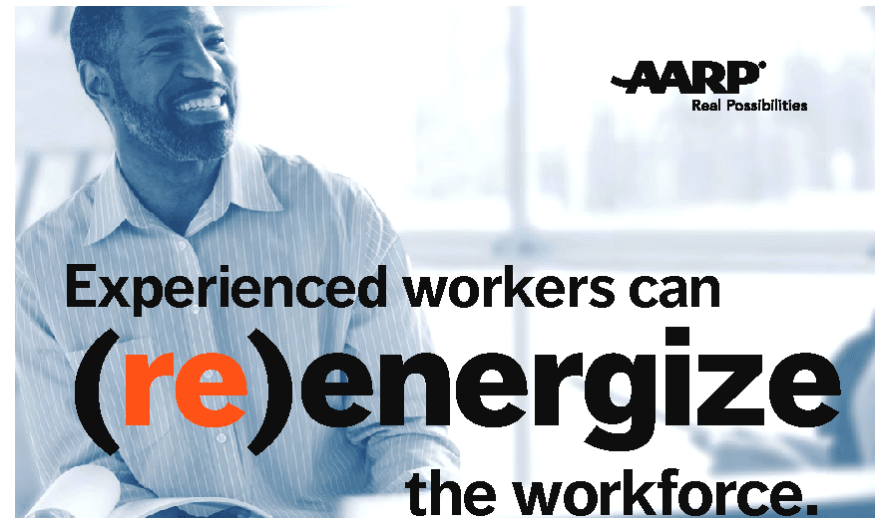
Create a Powerful LinkedIn Profile



- Choose a professional picture.
- Your headline should describe to the world what you do.
- Write a unique and captivating summary section.
- Showcase your experience, expertise and skills.
- Include keywords everywhere, especially in the Summary and Experience sections.
- Ask for recommendations to highlight your skills.
- Join relevant professional groups.
- Make sure you have a fully completed profile.

About Older Workers...And Job Opportunities

- Older workers are staying in the workforce longer
- Stereotypes about older workers
- The truth about older workers



Ageism is Illegal



Available to you as opportunities...



- Internships
- Skilled Trades
- Returnships
- Pathforward.org
- Institute.Agefriendly.org
- VolunteerMatch.org
- Createthegood.AARP.org

Beware of These Job Scams



- Any ad that requests money up front, too much personal info, asks you to provide access to bank account info, request a 'scan' of ID of job seeker to verify identity (Driver's License), inappropriate domain (i.e. Hotmail account), spelling and grammatical errors.
- Be wary of offers for home-based businesses, especially those that request an investment to start.

Priority Service for Veterans



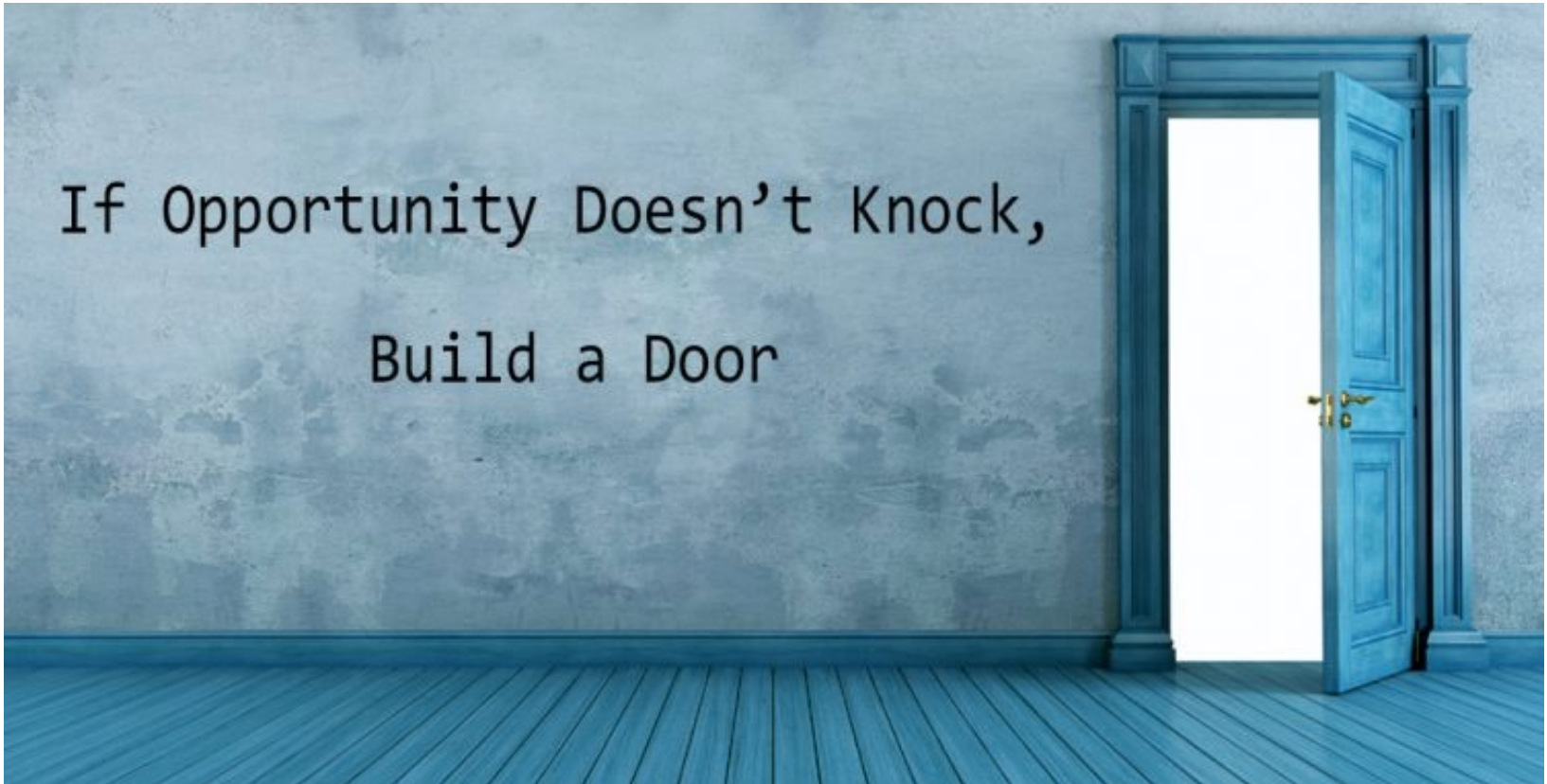
Thank You for Your Service!

The term 'Priority of Service' refers to the specific rights that Veterans and/or Eligible Spouses of Veterans have, in all employment and training services provided through the Department of Labor (DOL) funded public workforce system.

Specifically, Veterans and Eligible Spouses have the right to take precedence over a non-covered person in obtaining all employment and training services funded, in whole or part, through the DOL.

If you are a Veteran and/or an Eligible Spouse, please identify yourself as such to the Michigan Works! Service Center staff.

Always Remember....



Good Luck!



At Your Service

Monday-Friday, except state holidays

NOVI

31186 Beck Road
Novi, MI 48377

(248) 926-1820

OAK PARK

22180 Parklawn Street
Oak Park, MI 48237

(248) 691-8437

PONTIAC

1850 N. Perry Street
Pontiac, MI 48340

(248) 276-1777

SOUTHFIELD

21415 Civic Center Drive, Suite 116
Southfield, MI 48076

(248) 796-4580

TROY

550 Stephenson Highway, Suite 400
Troy, MI 48083

(248) 823-5101

WATERFORD

7500 Highland Road
Waterford, MI 48327

(248) 617-3600

A Proud Partner of the American Job Center Network

Equal Opportunity Employer: Program auxiliary aids and services are available upon request to individuals with disabilities | Michigan Relay Center or 711

Funded by: David Coulter, Oakland County Executive, Oakland County Workforce Development Board, Michigan Department of Labor and Economic Opportunity



DAVID COULTER
OAKLAND COUNTY EXECUTIVE