

MANAGING CAREER TRANSITION AS A PROJECT

Sample Action Plan to Overcome Constraints (Barriers)

Constraint (define):

Objective (desired outcome):

Action Step (specific):	Target Completion Date:

Resources (can use to meet objective):

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Milestone: Establish Career Objectives

Path: Not Sure

The following resources can assist you in identifying clear Career Objectives. Ultimately, they will enable you to develop a career road map (path) that you should follow while searching for that next job. If you are NOT SURE about what you want to do in the near and/or long term, these resources will be especially helpful!!!

Books:

What Color Is Your Parachute? 2010: A Practical Manual for Job-Hunters and Career-Changers

~ Richard N. Bolles (Author)

There is no book that is more vital to job-hunting in this economy than WHAT COLOR IS YOUR PARACHUTE? It has been honored and celebrated for nearly 40 years.... Every year it has more timely and more helpful information than the year before, because it is updated, and often dramatically rewritten, for the current job market....

In good times, people use this book because it helps them find a new direction, change careers, and then move on with life. But it is in hard times that the book's true value is revealed. It teaches ways to find jobs when supposedly there are no jobs, and it provides a step-by-step plan (called the Flower Exercise) that gives people the edge over other job-hunters. Yes, in hard times like these, PARACHUTE becomes a lifesaver and a survival guide. (Source: Amazon.com)

Do What You Are

Already a classic in the genre, Do What You Are has helped hundreds of thousands of people find truly satisfying work. Do What You Are introduces Personality Type - how you process information, make decisions and interact with the world around you - and shows you which of the 16 types describes you best. It lists dozens of occupations that are popular with people of your type. Then, using workbook exercises and real-life examples to highlight the strengths and pitfalls of each personality type, it shows you step-by-step how to use your unique strengths to customize your job search, ensuring the best results in the shortest period of time. And if you plan to stay in your job, Do What You Are provides savvy advice for getting the most out of your current career. Every other career guide offers generic, one-size-fits-all advice. But because it is based on personality type, Do What You Are helps you determine what you need to be more successful and satisfied. (Source: Lee Hecht Harrison's CRN)

FREE Career Counseling:

Oakland University
Career Services

<http://www.oakland.edu/careerservices/>
(248) 370-2100

SEHS - Adult Career Counseling Center

MISSION

To provide career exploration and planning opportunities to adult members of the community at no charge. To provide awareness of the use of computer-assisted career guidance programs. To support research efforts for a better understanding of the career development needs of adults.

Do I have to be an Oakland County resident or graduate of Oakland University?

No. The ACCC has served clients from throughout the Greater Metro Detroit area.

How much does it cost?

The services at the ACCC are at NO COST to members of the community.

Assessment Tools:

Myers-Briggs Type Indicator® (MBTI®) Assessment

The *Myers-Briggs Type Indicator*® (MBTI®) assessment is the most widely used personality assessment in the world. With a proven record of reliability spanning more than 50 years, it offers a foundation for understanding individual differences and applying that understanding to the ways people think, communicate, and interact. Versatile and dependable, the MBTI tool sets the stage for lifelong learning and development.

MBTI CAREER REPORT

This report applies your results from the *Myers-Briggs Type Indicator*® (MBTI®) assessment to help you identify job families and occupations that are a good fit for your reported MBTI type. The MBTI tool was developed by Isabel Briggs Myers and Katharine Briggs and is based on Carl Jung's theory of psychological types. It has been used for more than 60 years to help people become more satisfied and successful in their careers.

This Report Can Help You:

- Identify job families, or broad occupational categories, to help get you started in your career search
- Choose a specific job or career
- Select a college major or course of study
- Identify strengths and potential weaknesses of your type for the career search process
- Increase your job satisfaction
- Make a career transition or shift
- Plan your career development strategy and action steps

Strong Interest Inventory® Assessment

For nearly 80 years, the *Strong Interest Inventory*® assessment has helped organizations attract and retain the brightest talent and has guided thousands of individuals in their search for a rich and fulfilling life of work and leisure. The most respected and widely used career planning instrument in the world, the Strong is more powerful than ever, with major updates and new content that reflect the way we work and learn today:

- New focus on business and technology careers and the key skills required to work successfully in teams.
- New, more precise 5-point answer format to help your clients pinpoint the most satisfying career, educational and leisure choices.
- New Basic Interest scales - the most extensive revision since their creation in 1968 - including the fast-growing fields of computer hardware and electronics, marketing and advertising, finance and investing.
- New and revised Occupational Scales, including Computer & IS Manager, Network Administrator, Financial Manager, and ESL Instructor.

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Path: School

Resources:

Trade Adjustment Assistance (TAA) and Alternative Trade Adjustment Assistance (ATAA) Services and Benefits

<http://www.doleta.gov/tradeact/benefits.cfm#5>

Trade Adjustment Assistance (TAA) and Alternative Trade Adjustment Assistance (ATAA) help trade-affected workers who have lost their jobs as a result of increased imports or shifts in production out of the United States. Certified individuals may be eligible to receive one or more program benefits and services depending on what is needed to return them to employment.

Listing of TAA Program Services and Benefits:

- Reemployment Services
- Job Search Allowances
- Relocation Allowances
- Training
- Income Support - Trade Readjustment Allowances (TRA)
- Training Waivers Under TAA
- Health Coverage Tax Credit (HCTC)

Displaced Workers Guidebook, Second Edition, January 2010

Compiled and Distributed by:

CONGRESSMAN JOHN D. DINGELL

<http://www.house.gov/dingell/pdf/displacedworkerguidebook.pdf>

SELECTED SECTIONS FROM THE GUIDEBOOK:

Employment Training Services – Dislocated Workers

Administrator Michigan Department of Labor & Economic Growth, Michigan Works!

Description The Dislocated Worker Program provides workforce investment activities that increase the employment, retention, earnings, and occupational skill level of participants. Eligible dislocated workers include individuals who have been terminated, laid off, received a notice for termination or layoff, or employed at a facility that will close within 180 days, among others.

Funding Michigan will receive \$78.4 million in funding

Phone 1-800-285-WORK (9675)

Website http://www.michigan.gov/mdcd/0,1607,7-122-1679_1823_2815---,00.html

Michigan No Worker Left Behind Program (NWLB)

Administrator The State of Michigan, Michigan Works! Service Center

Description NWLB is intended to accelerate the transition of thousands of workers into well-paying, high-demand jobs and industries. It provides funds of up to \$5,000 per year for 2 years to any community college, university, or other approved training center. "Green jobs" training is available at many of the community colleges and universities in Southeast Michigan as part of the NWLB Green Jobs Initiative.

Eligible Applicants All displaced workers, workers who have received a notice of termination or layoff from employment or any employed person with a family income of less than \$40,000 per year. Additionally, you must have graduated from high school but not be enrolled in a full-time college or university.

Phone 1-800-285-WORK

Website <http://www.michigan.gov/nwlb>, <http://www.michiganworks.org>

Lawrence Technological University Tuition Break

Administrator Lawrence Technological University

Description LTU is offering grants that will fund 50 percent of tuition for 400 displaced workers (200 undergraduate and 200 graduate students) until graduation. These tuition grants are part of the \$3 million Recovery Starts Here grant program.

Address 21000 West Ten Mile Road, Southfield, MI 48075-1058

Eligible Applicants Interested applicants must be able to attend the university full time and submit dated buyout letters, separation agreements, or unemployment applications.

Phone Admissions Office: 1-248-204-3160

Website Program Application: <http://www.ltu.edu/recovery>

Ann Arbor SPARK "Shifting Gears Program"

Administrator Ann Arbor SPARK

Description This five-month program is designed for corporate executives looking to transfer their large-company knowledge to skills for small companies. It includes small business workshops, in-class sessions, a three-day practice simulation, and a two-week pro bono project with a local small business. Also provides networking opportunities, career mentoring, and interview practice.

Eligible Applicants Experienced corporate professionals. The cost of the program is \$2,000 and is offered multiple times throughout the year.

Address SPARK EAST, 215 W. Michigan Ave., Ypsilanti, MI 48197

Website <http://www.annarborusa.org/career-services/shifting-gears>

Automation Alley Program for Displaced Workers

Administrator Automation Alley

Description This program is designed for displaced workers looking for advanced training in manufacturing jobs. The core curriculum focuses on technical and academic training in high-wage technical manufacturing positions.

Address Automation Alley's Advanced Manufacturing Training Center

Phone 1-800-427-5100

Website <http://www.automationalley.com>

Focus: HOPE

Administrator Focus: HOPE

Description Focus: HOPE offers education and training in the fields of machining, advanced manufacturing engineering, information technologies and weatherization. Also offers the Fast Track program geared at improving math and reading skills before entering an advanced job skills training program.

Address 1355 Oakman Boulevard, Detroit, MI 48238

Phone 1-313-494-5500

Website <http://www.focushope.edu/education/fs.htm>

Unemployed Workers Over 40

Administrator Operation ABLE of Michigan in Detroit

Description Full-time, 8-week computer and job search course. Includes training on word processing, business communications, the Microsoft suite of software (Office, Excel, Access, and PowerPoint), employability skills, and customer service.

Eligible Applicants Job seekers over 40 years old are eligible for the course.

Phone 1-313-832-0922

Email ability@operationable.org

Oakland University Scholarship Program

Administrator Oakland University and Michigan Works!

Description The university is offering competitive scholarships of \$5,000 per year for two years. The scholarship covers certificate programs in financial planning, paralegal services, assistive, vocational, and licensed practical nursing, medical administration, and patient care.

Eligible Applicants All interested applicants must register with Michigan Works before registering at Oakland University to be eligible for the scholarship program.

Address Oakland University 2200 N. Squirrel Road, Rochester, Michigan 48309-4401

Website <http://www.michiganworks.org>, <http://www.oakland.edu/quality>

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Path: Entrepreneurial

Resources:

U.S. Small Business Association (SBA)

<http://www.sba.gov/>

The U.S. Small Business Administration (SBA) was created in 1953 as an independent agency of the federal government to aid, counsel, assist and protect the interests of small business concerns, to preserve free competitive enterprise and to maintain and strengthen the overall economy of our nation. We recognize that small business is critical to our economic recovery and strength, to building America's future, and to helping the United States compete in today's global marketplace. Although SBA has grown and evolved in the years since it was established in 1953, the bottom line mission remains the same. The SBA helps Americans start, build and grow businesses. Through an extensive network of field offices and partnerships with public and private organizations, SBA delivers its services to people throughout the United States, Puerto Rico, the U. S. Virgin Islands and Guam.

Small Business Association of Michigan (SBAM)

<https://www.sbam.org/>

There is strength in numbers. No other member organization takes on the fight for small business like the Small Business Association of Michigan (SBAM). No one. Our Board of Directors and staff focus political power, buying power, and entrepreneurial resources on behalf of Michigan's small businesses every day so that you can be successful in running your business. Discover how an SBAM membership can save you time, money and help your business grow.

SCORE (Counselors to America's Small Business)

SCORE is America's premier source of free & confidential small business advice for entrepreneurs. SCORE is a 501 (c) (3) nonprofit organization formed in 1964 to help small businesses flourish. SCORE provides a public service to America by offering free small business advice and training.

Ann Arbor, MI Chapter: <http://annarborscore.org/>

Michigan Business One Stop

<http://www.michigan.gov/business/0,1607,7-255-52649---,00.html>

In our Resource Center, you will find an array of resources and tools to help you start and operate a business in Michigan. From tips on writing a business plan to financing your business, our resource center has it all. Take a moment to browse through it and be sure to check out the "Try Business One Stop" feature where you can create scenarios for starting different types of businesses and learn the state requirements for getting started, including costs and time frames. No phone calls. No hassles. No commitment.

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Milestone: Develop Message
(Sample Resume)

Name

12345 Nicholas
Somewhere, MI 48000

Home Phone: (586) 345-1234
Email: Name@comcast.net

[Linkedin url](#)

PROJECT MANAGER

Renovation & New Construction Facilities & Capital Improvements Initiative Implementation

SUMMARY

Sr. Project Manager with strong leadership skills that demonstrate million dollar cost savings while maintaining schedule and operational efficiencies. Results-oriented professional specializing in construction and facilities management with retail and restaurant companies such as Starbucks Coffee, Panera Bread, and Ruby Tuesday. Creative and dynamic team player that has been effective in INCREASING PROFITABILITY through strategic planning, scope development and implementation to deliver the highest value and financial return.

CORE COMPETENCIES

Planning & Execution	Process Improvement	Budgets & Forecasts
Strategy Development	Strategic Alliances	Employee Training & Development
Stakeholder Collaboration	Successful Negotiator	Cost Control & Profit Improvement

PROFESSIONAL EXPERIENCE

Starbucks Coffee Company

Starbucks Coffee is specialty coffee retailer with more than 16,000 coffee shops in 35 countries. Starbucks owns more than 9,000 of its stores while licensees operate more than 7,400 units worldwide.

Sr. Project Manager – Construction 2008 – 2008

Provided leadership to the regional construction team in developing and executing new store construction, renovations and capital initiative projects from survey through completion of the work, finalization of punchlists and close-out procedures.

- Managed a \$5.7M capital budget for a 600 existing store portfolio. Controlled the capital spending for project and facilities managers that resulted in 9% under budget at year end.
- Produced and presented quarterly capital forecast plans for equipment and lease hold improvements to ensure budgets aligned with store condition, profit contribution and lease renewal term.

Renovation Construction Manager 2004 - 2008

Planned, organized and directed the construction of regional initiatives and renovation projects from survey through completion while minimizing the impact to existing store profitability.

- Managed 131 projects in 2008 which was the highest project count for a construction manager in the division.
- Challenged existing procedures, collaborated with the cross functional teams and created implementation efficiencies that increased market penetration for warming from 52% to 99%.
- Created a new strategy for scope development, design drawings, permitting and construction methods for 147 New England and 107 Michigan warming initiative projects that saved the company \$1M dollars.
- Provided coaching and development for the construction representatives that resulted in job promotions.
- Recognized for outstanding performance receiving the awards of Store Development Partner of the Quarter and Professional Services Partner of the Year.

Panera Bread

Panera Bread a leader in the quick-casual restaurant business with nearly 1,200 bakery-cafes in 40 states. More than 530 of its locations are company-operated, while the rest are run by franchisees.

Special Projects Manager – Construction 2003 - 2004

Responsible for the remodel, expansion and capital improvements of 15 commissaries and 52 bakery cafes.

- Conducted site visits to develop a scope of work, managed the construction process and provided quality control throughout projects to ensure design compliance and quality of workmanship.
- Provided direction to area and unit managers regarding emergency repairs and planned capitalized projects that exceeded \$5,000 increasing the effectiveness of capital investments.

Ruby Tuesday, Inc.

Ruby Tuesday operates a leading chain of casual dining restaurants with more than 940 locations in the US and more than a dozen other countries. More than 710 Ruby Tuesday locations are corporate-run, while the rest are run by franchise partners.

Regional Construction Director 2003 - 2003

Supervised the construction process from the conceptual development stage through final construction, making sure that the project was completed on time and within budget.

- Instrumental in the development due diligence process, reviewing development investigation reports which detailed a proposed site existing condition, developing construction budgets and schedules to ensure an effective deployment of the new store development schedule.
- Provided cost savings ideas such as energy efficient LED lighting and shared best practices that were implemented in prototypical documents and executed in future projects.

Regional Facilities Manager 1997 - 2003

Managed the renovation and routine repairs for 150 properties in a fifteen-state area. This was the largest geographic area of responsibility for a facilities manager in the company. Performed regularly scheduled site inspections to determine the need and extent of service required.

- Conducted training seminars in building maintenance and provided direction for cost effective programs to reduce repair costs and increase the life of assets.
- Developed facilities reporting system and budget approval process that created efficiency in communication and project tracking which was implemented company wide.

OTHER RELEVANT EXPERIENCE

Construction Manager, McDonalds Corporation, Chicago, IL
Construction Planner, New Renovations Group, Tinley Park, IL

EDUCATION

Bachelor of General Studies - Communication, Management
Oakland University – Rochester, Michigan

PROFESSIONAL AFFILIATIONS

State of Michigan, Department of Consumer & Industry Services - Licensed Builder, Maintenance & Alteration Contractor