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| **How to change jobs** | **How to change jobs while still employed** | **Dealing with unemployment** | **Negotiation skills** |
| Always consider first why you want to change jobs- create a list of reasons why before analysing   1. **Issues within my managers ability to control**- your boss is not supportive of your career development, he is not involved in your development 2. **Issues within my ability to control**- I’m not challenged therefore development in this job does not motivate me 3. **Issues that fall outside my managers and my ability to control**- (you and your boss don’t have a say in the matter) restructuring, legislative changes  * Can you think of any factors that would be out of your and your boss’s control?   Giving up is not always the best option- You can just as easily gain more by staying in the job if…   * You feel underpaid- then talk to your boss and try fixing it before looking for another job * If you want to improve your knowledge and skills- then talk to your boss about company endorsed courses and programmes, seminars etc. | If the reasons why you want to leave fall outside of you or your boss’s control then some steps need to be considered  Step 1.write down a **positive, one-sentence** why you want to leave. You don’t want a potential employer think you are the kind to jump ship so be clear about your hope for further progression in your new job  Step 2. Include **why you want** the new job in your resume. H R will want to know why you are leaving your previous job so make it easy for them.  Step 3. Unless you state explicitly, HR will want a reference from your previous boss. You are **best not** to include contact details.  Step 4. Try to determine how much notice is **fair** to your current employer.  Step 5. Make sure all personal **files are deleted** from your company computer. Although you may have provided your current employer with enough notice, they may wish you off the premises immediately.  Step 6. **Resist the temptation** to tell your boss off. Maintain professionalism and maintain that reasons for leaving are to do with furthering career opportunities. | Part of our self-concept and self-efficacy is established through our experiences including work. When we no longer have a job it is easy to question ourselves.  **Things to do**   * Create a profile on job agency sites * Keep them current (update when necessary) * Consider ways you will look for job. The more ideas you have the better the chance of you putting in the right strategies to get a job * Create steps of how you will look for jobs. Be creative and plan ahead with clear achievable goals.   **Don’t** despair if you don’t get what you want straight away. This will not work for you but against you.  **Do**   * Always remind yourself of your strengths * Keep an open mindset and tell yourself that you may not have something yet, but you will * Stay focussed on the things you need to do to get employed- it gives you a goal * Network, talk to people, get ideas, ask questions, volunteer * Rethink your career goals now that you have more time to re-evaluate what will make you happy * Look after your health, ill health leads to a negative mindset * If it’s taking longer than you think, you may need to boost your resume- take on a volunteer job, up skill, etc. | Why and when is negotiation important?  Situations arise where a compromise needs to be made but without the proper tools to negotiate effectively people are left dissatisfied and possible conflicts arise  Three key skills for successful negotiations- remember that with negotiations you are looking for an integrative (win/win) or at the least a distributive( half way) solution   * **Social skills**- emotional intelligence, this requires that you not only understand and can articulate your needs, but you are able to consider the needs and values of the other person * **Preparation skills**- to be forewarned is to be forearmed. The more knowledge you have of the issues at hand the greater the opportunity to put your point across as well as consider possible questions asked by the other party. * **Interpersonal skills**- be assertive but not aggressive. Being able to communicate effectively requires that you use your communication skills not only to communicate your needs but to be an active listener. Good negotiation is a two way street, it requires making your points clear as well as listening to the other party’s * Can you think of an occasion where you have had to negotiate (with parents, siblings)? |