



Why successful transitioning is a critical career skill and how you can master it

By Perry Yeatman, CEO, Author and Advocate

Face it, at some point, you're going to need to transition

- Whether it's your choice or thrust upon you, at least one of these things is going to happen to you during your working life: landing your first professional job after school, ramping on or off due to caregiving (children or parents), geographic relocation, changes to your industry (disruption due to trade, tech, etc), changes to your company (M&A, new CEO, etc), desire for a "Second act"
- Since it's going to happen, why not be prepared?

Setting yourself up for success: what you should be doing now

- **Get noticed** - be fearless; raise your hand often; take on the tough roles others can't or won't, deliver quantifiable results.
- **Build a network you can rely on** – wide and deep, internal and external, personal and professional
- **Build your brand** - actively, continually and appropriately market yourself –internally and externally
- **Manage your reputation** - Your career is long; your reputation will follow you; and most jobs are still filled through personal connection. So, know "the book" on you and ensure it's good by:
 - Doing what you say you will do – be known as someone who delivers
 - Making a difference – no more "caretaker" leaders
 - If/when you leave, for whatever reason, always leave well

Tips for finding and landing your next role

- Follow your passion(s) – run *toward* something
- Trust your instincts and have faith in your basic skills and abilities
- Listen more than you talk – but talk to everyone
- Be fearless and build from your strengths
- Look for a place where you will be celebrated not just tolerated so that your effort translates into impact
- Know what you know and what you don't. help your potential employer understand how what you do know uniquely qualifies you for the role
- Negotiate for what you really want and let the rest go – the power of 3



Surviving and thriving in your new role

- Transition playbook – the first 100 days
 - Be clear about why you were hired – eg, what do your new bosses want and need you to deliver MOST? What would be considered a serious WIN and why?
 - Assess the situation – listen and learn, ask a lot of questions, especially the “dumb” ones
 - Set the vision and strategy – focusing on what matters most
 - Ensure you’ve got the right structure
 - Ensure you’ve got the right people – ideally a diverse team
 - Focus on outcomes – don’t be a control freak: host not hero
 - Deliver a tangible “victory” within the first 6 weeks and within the first 6 months
 - Consider getting an external coach – to keep you honest, balanced and moving forward when you get stuck, because you will

5 tips especially for women

1. Stop apologizing at work
2. Stop doubting. If you have to, “fake it till you make it”
3. Stop trying to go it alone. Ask for help – at home and at work. No one succeeds alone
4. Don’t skimp on networking. Networking is working, not optional.
5. Learn how and when to say NO

For more information/resources

- Listen to our free podcasts on iTunes, Youtube or via the website www.YourCareerYourTerms.com. Some of my favorites related to transitions: Gina Boswell, Charlene Wheeless, Deanie Elsner, Mary Baglivo
- Check out my speeches and career-related blogs for Fortune, Forbes, Huffington Post, etc at: www.YourCareerYourTerms.com
- Check out *Get Ahead by Going Abroad* – on Amazon