

CAREER TRANSITION GAME-PLAN GUIDE

The top five career change strategies admins MUST know to choose where to start so you avoid wasting time and energy.

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welcome



let's connect!



I'm so excited you decided to grab this information that's going to be super helpful as you begin to explore the next phase of your career journey. The fastest way to achieve your career goals is to move with PURPOSE and INTENTION.

I'm a former admin myself. I've worked on the leadership team for a large administrative staff for close to two decades. For the last decade plus, I've been responsible for supporting their career goals and interests. What's been so heart-breaking for me in that time is to watch them apply for multiple random roles, not get them, and then become frustrated and resigned about their career prospects.

I created this guide to share the various strategies you can use to get from point A to point B relatively quickly - and to you love where you are when you get there. This guide will help you evaluate your priorities, your career assets, and your own sense of timing.

Starting from the right place and moving in the right direction is important.

WELCOME

But understanding your CAREER ASSETS is like having a *finely tuned GPS*.

Before we get into the top five strategies, I want to help you assess your unique career assets so you understand what roads to follow and what roads to avoid.

Navigating your career journey without that knowledge can keep you stuck in a role you're ready to get out of, leaving a company you love out of frustration, or in a new job that isn't quite what you hoped it would be.

Understanding your career assets helps you focus on your greatest opportunities. It helps you avoid taking the path of least resistance,



move with purpose. not all speed is movement.
~Toni Cade

WELCOME



which may not lead to where you ultimately want to be.

That's why I'm offering, for a limited time, a free *Discovery Call*.

If you already know your best avenues for progression, then this Career Transition Game-Plan Guide will help you determine exactly where you should start.

BUT, if you want to explore your professional interests and uncover your career assets and how to leverage them, then the free **Discovery Call** is a great next step. Come check it out at: <https://adminnomore.com/discovery>.

Ok...so let's get to the Career Transition Game-Plan Guide!

The Strategies

STRATEGY ONE



SWIM IN A DIFFERENT POOL

If you're currently in an admin role where there's no direct progression path out of the role, then you may want to make a lateral move internally to an admin role in a department where such an opportunity exists.

This is the easiest transition to make, and puts you in a position to gain expertise in the new department while demonstrating

your longer-term potential while in the new admin role.

I worked with an admin who worked in a department with no progression path out of an admin role. She was curious about recruiting, and applied for a recruiting internship when it became available.

She didn't get the internship, but when an admin role opened up in Human Resources, she went for it.

STRATEGY 1: *Swim in a Different Pool*

She worked hard, proved herself, and is now a Human Resources Business Partner.

The big challenge with this strategy is that if you're already disenchanted with the admin role, a lateral move may frustrate you and prevent you from performing at your best.

The key is to not wait until you've reached that breaking point in your admin career.

The time to start working on a transition is at least a year before you're completely sick of being an admin.

Notes

Use this section to note any aha moments or key takeaways from the "Swim in a Different Pool" strategy.

STRATEGY TWO



CHANGE LANES

If you've had a varied administrative career with specialized responsibilities, you may be able to more easily transition directly into an individual contributor role.

In this case, there are some things you should think about:

1. Did you enjoy the previous specialized responsibilities? Just because you could get the job doesn't mean it's the right job. Is this the career direction you want long-term?
2. Sometimes the new role is not considered a promotion, so you'll need to be clear and strategic about your overall goals. Don't be so focused on a promotion that you miss an opportunity to take a step forward.

STRATEGY 2: *Change Lanes*

3. Are these types of roles available in your current organization where your recent reputation is established, or do you need to look externally where the transition hurdle might be higher?

I worked with an admin who came to the admin role with analyst experience. Having worked in an analyst role could have opened many doors for her. However, she didn't enjoy the pressures and lack of work/life balance her previous analyst roles afforded her.

Her analyst experience allowed her to take on more analytical responsibilities in her admin role. Ultimately, she transitioned to an internal role that wasn't quite an analyst role and wasn't an admin role. You might describe it as a Junior Analyst role. So she was able to leverage her established skillset, while maintaining her work/life balance, which was a priority for her.

Notes

Use this section to note any aha moments or key takeaways from the "Change Lanes" strategy.

STRATEGY THREE



GO BACK TO SCHOOL

If you know exactly what you want to do, your personal circumstances afford the time, and your need for change isn't urgent - going back to school might be a great solution for you.

Having a specialized degree or credential can improve your candidate portfolio as you get ready for a transition.

- It demonstrates your genuine interest in and commitment to your chosen path.
- It indicates you've acquired requisite knowledge for a potential new career direction.

Unfortunately, there's often also an experience hurdle to get over, even with a specialized degree or credential. And there's obviously a financial burden associated with this approach as well.

STRATEGY 3: *Go Back to School*

I worked with an admin who knew she wanted to transition to a career in Human Resources. After completing a number of internships in different departments, she was unable to secure a new role.

She'd had an opportunity to transition to an administrative role in Human Resources, but did not want to take a 'step backward' in her career.

She decided she would go back to school to get a graduate degree in Human Resources.

She ultimately was able to make a transition, but the process was more challenging than she anticipated. The lack of specific Human Resources experience ended up being a barrier. Thankfully, it was a barrier she was able to overcome.

Notes

Use this section to note any aha moments or key takeaways from the "Go Back to School" strategy.

STRATEGY FOUR



WORK WITH A RECRUITER

As a hiring manager, the best recruiters I've seen are those who get to know their candidate and can advocate for their unique skill-set, while speaking the hiring manager's language to 'make the sale'.

The recruiter is going to face the same challenges you face when trying to help you transition your career.

It's important for you to first understand your best transition strategy, and then the recruiter can help you to be effective executing that career pivot.

You'll also want to work with a recruiter who has a reputation for quality over quantity, and is highly respected by the hiring managers with whom they work.

As a hiring manager, I partner with a recruiter from an employment

STRATEGY 4: *Work With a Recruiter*

agency to hire temporary assistants for my firm. Over the years, he's established a high level of trust because he sends me highly qualified candidates.

When a candidate doesn't have the background or circumstances that make them an ideal candidate, I will take a chance and interview the candidate based on his word. I do that because he's demonstrated

over the years that he understands what I'm looking for in a candidate.

That's the type of recruiter you want to work with.

Notes

Use this section to note any aha moments or key takeaways from the "Work With a Recruiter" strategy.

STRATEGY FIVE



WORK YOUR NETWORK

Professional networking is an important skill for your career progression - both inside your current organization, and externally as well.

Networking allows you to learn about your organization and its functions internally, and about new roles and industries externally.

Mentors and advocates are an important part of the career

transition process.

Professional networking, both internally and externally, is a great way to discover those mentors or advocates who are willing to provide career experiences, guidance, and even employment opportunities.

I managed an associate who expanded her internal network by going to company social events. She followed up after each event to invite those people to coffee to

STRATEGY 5: *Work Your Network*

learn more about their roles.

Her networking eventually led to an internship. That internship led to someone who was willing to advocate for her. And that advocacy eventually led to new career opportunities.

Networking internally and externally can be a huge lift to your career, whether you're making a career change or not.

Notes

Use this section to note any aha moments or key takeaways from the “Work Your Network” strategy.

Terminology



TERMINOLOGY

Advocate

Someone who is willing to put their own reputation on the line to advance for your interests.

Career Assets

The knowledge, skills and career experiences that support the career direction you're pursuing.

External

Relating to organizations and industries outside your current organization.

Individual Contributor

An employee responsible for making contributions, owning functions or projects, advocating for ideas, and collaborating across functions.

Internal

Relating to your current organization.

Lateral Move

A new role that falls within the same pay grade as the role from which you're transferring. Not considered a promotion, even with increased responsibilities.

Mentor

Someone who can give you guidance or advice in your current role and/or in your career aspirations.

Progression

Career advancement within a particular job family (no competitive application process necessary).

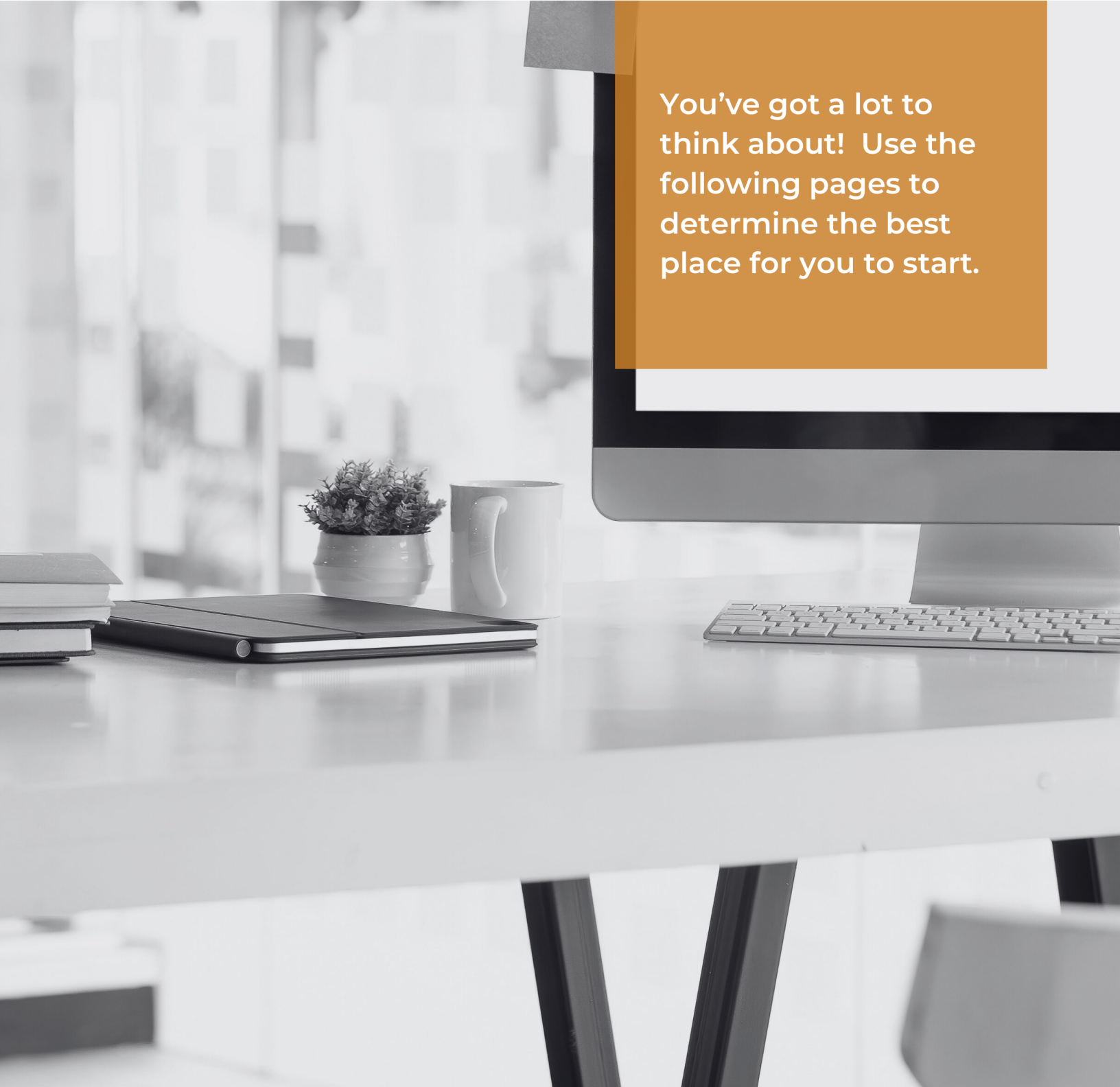
Promotion

Transition to a role that falls within a higher salary range than the role from which you're transferring, whether by competitive application process or by progression.



WORKSHEETS

You've got a lot to think about! Use the following pages to determine the best place for you to start.



Game-Plan Worksheet

PROMPT FOR REFLECTION

When you consider your personal circumstances professionally and financially; your current state of urgency or peace as it relates to your current role; and your career assets - what approach should you take?

What opportunities do you have to swim in another lane?

What opportunities do you have to leverage your specialized skills (change lanes)?

What opportunities or interests would motivate you to go back to school?

*How can a **recruiter** help you accomplish your career goals?*

*What opportunities do you have to **work your network**?*

What priorities, goals, interests or frustrations motivate you to explore making a career transition?

What factors contribute to your sense of timing for a change?

What are your career assets (skills, knowledge, experiences)?

What's the career direction or aspiration that speaks to you most?

What approach makes the most sense for your circumstances?



It takes courage to
grow up and become
who you really are.

~E. E. CUMMINGS

What's your next move?

You've given some thought to your priorities and your personal circumstances.

Hopefully, you have a better idea where you should start your career transition journey.

Don't forget

If you don't have a deep sense of your career assets and where they could potentially lead you, you could end up spinning your wheels...and I DON'T want that for you. That's why, for a limited time, I'm offering a free **Discovery Call**. This session will help you create your finely tuned GPS to maximize your career-transition efforts and help you reach your career goals more quickly.

If you feel like you're driving without a map, the free Discovery Call can help you move with PURPOSE and INTENTION toward your career transition. Head over now and learn more: <https://adminnomore.com/discovery>.



PARTING THOUGHTS

WAS THIS HELPFUL?

*Share the love with your friends
and followers!*

Thank you!

I hope you got so much value out of the Career Transition Game-Plan Guide! I'd love to hear what new ideas you generated and what new actions you're taking on. Send me a note at tanya@adminnomore.com. I'd genuinely love to hear from you.

Also, I provide a tone of awesome free content to support your career transition journey on my networks weekly. Let's connect! I look forward to supporting you in living the career of your dreams! **YOU GOT THIS!!**

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