

DLC TRAINING



A DISTANCE LEARNING COLLEGE

HOW TO **CHANGE** **CAREERS**

A DLC TRAINING GUIDE



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DLC TRAINING: HOW TO CHANGE CAREERS

MAKING A CAREER CHANGE

Changing careers can be intimidating, whether you're well-established in your field or have started something that doesn't feel like the right fit. The decision to make a change often comes with self-doubt and uncertainty, but it's important to remember why you're considering the shift and the potential benefits it could bring.

Advancing in their current careers isn't the only reason learners enrol on courses with DLC Training. Many learners are looking to explore new sectors to support them with transitioning into a new career.

What is a Career Change?

A career change means choosing to pursue a role outside your current field. It's not just about switching jobs or moving positions - it's about entering a whole new industry, often starting from the ground up, and taking on a new role with responsibilities that may be very different from what you're used to.

Motivations for Career Changes

There are many reasons people opt to change careers at various points in their life. Some of the most popular reasons include:



A New Challenge

You may have made your way to the top in your current field and are now ready to take on new challenges.



More Flexibility

You need more flexibility for other commitments outside of work, or you're ready for a better work-life balance.



More Scope for Promotion:

You've decided to move to another sector where there are more opportunities for growth.



Job Satisfaction:

You're feeling unfulfilled in your current role and feel a change of industry could provide better job satisfaction.



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THE FIRST STEPS

The first step in choosing a new career is to gain a clear understanding of what you're truly passionate about. Reflect on what matters most to you and identify your core values to help guide your decision.

Next, you'll need to assess your current strengths and weaknesses. Once you've identified these, you'll be able to determine whether your new career goal aligns with your existing skills and abilities, and pinpoint any areas that may need development.

DISCOVER YOUR STRENGTHS

Review your past appraisals and feedback from managers and peers. What strengths have they highlighted?

Are you a team player, a strong leader or a good communicator? Perhaps, you're all of the above!

Next, reflect on what you think your work successes are. They don't necessarily need to align with your KPIs, for example you may have excelled in public speaking at the latest work conference, or made an impact in another area that brought you satisfaction.

UNDERSTAND YOUR WEAKNESSES

Assessing your weaknesses and potential shortcomings is just as important as recognising your strengths.

Take some time to think about the aspects of your current career that you don't enjoy, the tasks that feel particularly challenging, or the parts of your job that you avoid like the plague.

Unless you're a glutton for punishment, perhaps avoid careers that rely on these tasks. For example, if data analysis is something you can't do or don't enjoy, a role like a data controller - where working with numbers is a key part of the job - might not be the best fit.

35%

of people who change careers say it was due to pay and benefits.

The same survey shows that 27% of people wanted better job satisfaction, 24% wanted a better worklife balance, and 23% of people were looking for a different type of job.

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PREPARING FOR CHANGE

The best way to prepare for a career change is by doing thorough research. Don't take the leap without all the information you need to do it successfully.

Start by exploring the industry you're considering and breaking it down into specific roles. Look at job listings from various companies in that field, paying attention to job descriptions and personal specifications. This will give you insight into what employers are seeking and whether your skills align.

Next, assess any skill gaps you may need to fill before making the move. Identify areas where you might need additional training or experience.

Then, research salary bands to understand the financial implications. This will help you gauge how soon you can change careers while minimising financial strain.

Once you've completed your research, filled any gaps, and feel fully prepared, it's time to take the leap. This part can be intimidating, but with your groundwork in place, you're likely to find a job you'll love that ticks all the boxes your previous career didn't. If you're seeking a new challenge but not ready to fully change careers, courses with DLC Training can be a great way to enhance your skills and position yourself for growth.



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CREATING A STANDOUT CV

THE IMPORTANCE OF A STRONG CV

Your CV (Curriculum Vitae) is your professional calling card, often serving as your first impression to potential employers before you've even had a chance to speak to them.

An effective CV can open doors to new career opportunities and set you apart from the competition.

Whether you're a recent graduate or an experienced professional looking to make a career change, there are some essential tips that are key to creating a standout CV.



Start With a Strong Summary

Begin your CV with an interesting summary statement that highlights your key qualifications, experience, and career goals. This is your opportunity to make a memorable first impression and grab the recruiter's attention. Keep it concise, yet impactful.



Tailor Your CV for Each Job Application

One size doesn't fit all when it comes to CVs. Customise your CV for each job you apply to by emphasising relevant skills, experiences, and achievements that align with the job role. Review the job posting carefully to identify keywords and phrases to include.



Highlight Your Achievements

Rather than listing your job responsibilities, focus on your accomplishments. Use numbers and details of your achievements to demonstrate your impact. For example, instead of saying "Managed a marketing team," you could say, "Led a team of 5 marketers that increased website traffic by 30% and generated a 15% boost in sales."

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Use Action Verbs

Start each bullet point with a strong action verb to make your accomplishments more varied and engaging. Words like “achieved,” “implemented,” “created,” and “solved” convey a sense of action and accomplishment.



Showcase Your Skills

Dedicate a section of your CV to highlight your relevant skills. Include things such as project management, data analysis, communication, or leadership. If applicable, mention any certifications or training programmes you’ve completed.



Prioritise Relevant Experience

Place your most relevant work experience towards the top of your CV. If you have significant experience in your field, consider including a “Relevant Experience” section and an “Additional Experience” section to emphasise the important aspects roles.



Include Education and Certifications

List your educational background, starting with the most recent degree. Include the institution, degree earned, graduation date, and any honours or awards received. If applicable, showcase relevant certifications and professional development courses.



Quantify and Qualify

Remember to use numbers and percentages to quantify your achievements wherever possible. This helps recruiters and hiring managers to gauge the impact of your work. Additionally, provide context by explaining the significance of your accomplishments.

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Pay Attention to Formatting

A well-organised and visually appealing CV is more likely to capture attention. Use a clean, professional font and a consistent format throughout. Use bullet points for clarity and readability, and avoid lengthy paragraphs.



Proofread and Edit

Errors in your CV can create a negative impression. Carefully proofread your document to catch spelling, grammar, and formatting mistakes. Consider asking a trusted friend or colleague to review it as well.



Include Relevant Keywords

Many companies use tracking systems to screen CVs before they're even in the hands of a human. To improve your CV's chances of passing through these systems, include relevant keywords and phrases from the job description. However, ensure that your use of keywords is natural and not forced.



Be Honest and Authentic

Honesty is crucial. Never exaggerate or fabricate qualifications or accomplishments on your CV. Authenticity is valued by employers, and being truthful builds trust.



Keep It Concise

While it's important to include relevant details, aim for brevity. A CV should ideally be no longer than two pages, especially if you're early in your career. Focus on quality over quantity.

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Consider a Personal Statement

In addition to your summary, consider adding a brief personal statement that highlights your career aspirations and what makes you a unique candidate. This can add a personal touch to your CV.



Update Regularly

Your CV should evolve as your career progresses. Regularly update it to include new achievements, skills, and experiences. This will ensure that you're always ready for new opportunities.

Creating a standout CV is all about presenting your skills and experience in a clear, tailored, and impactful way. By customising your CV for each role, highlighting your achievements, and organising the content effectively, you can ensure that you catch the eye of hiring managers and recruiters.

Don't forget that a strong personal statement, concise language, and professional formatting are key to making a lasting impression. Always proofread for errors and ask someone to review it as well. A fresh set of eyes can make all the difference in refining your CV.

A well-crafted CV not only showcases your qualifications but also demonstrates your attention to detail and commitment to presenting your best self.

73%

of rejected job applications cite a lack of relevant experience.

54% of people believe factors beyond their control, such as the economy, global politics, and company wide strategy have more influence on their career than they do.

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THE TOP SKILLS EMPLOYERS ARE LOOKING FOR

To put yourself in the best position to take the next step in your career, it's important to know what employers are looking for. When employers are hiring, they look for their candidates to have certain hard skills and power (soft) skills.

POWER SKILLS

Power skills include those that relate to the way you work and interact with other people. These skills are transferable and tend to depend on an individual's personality.

According to [research](#), the top 5 most important power skills are:

1. Teamwork
2. Communication
3. Time management
4. Problem-solving
5. Creativity

TEAMWORK

Teamwork came out on top as the most important power skill. Businesses are essentially split into teams (departments) to make the company run as efficiently as possible. Without teamwork, tasks would fall through and innovation would not occur. Effective teamwork is therefore vital to the success and growth of every business. To improve teamwork and develop your leadership skills, you could consider studying a course. [ILM](#) and [CMI](#) provide accredited online training courses in team performance and leading.

COMMUNICATION

Communication goes hand-in-hand with teamwork. Ideas are brought to fruition and problems are solved when communication is carried out effectively. Without clear communication, important tasks can be missed. There are two types of communication, oral and written. It's important to work on both aspects of communication to ensure clarity. Keep messages concise and brief, and practice active listening to improve your communication.

69%

of people believe they do not have the required skills to switch careers.

Career changing results in an a 5.2% pay increase on average, but 33% of workers over 30 feel it is too late to make a considerable career change.

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THE TOP SKILLS EMPLOYERS ARE LOOKING FOR

TIME MANAGEMENT

Time management is very important to employers. They need to ensure the time you spend at work is used as productively as possible. The best way to do this is to use a time management strategy that works well for you. Making to-do lists, prioritising, and setting deadlines are some of the ways you can improve your time management.

PROBLEM SOLVING

Issues occur all the time in the day-to-day running of businesses. To ensure they don't impact the business, employees need to be good problem solvers. There are a number of ways to improve your problem-solving abilities. For example, you can watch how other colleagues tackle problems, brainstorm ideas, and develop your technical know-how.

CREATIVITY

Creativity affects all aspects of business growth and development. It supports problem-solving and it can make the completion of tasks more efficient. It can also help businesses with innovation and change. To improve your creativity, dedicate some time to thinking creatively and brainstorming ideas. It's also beneficial to run your ideas past other colleagues to get their take on it. Every individual has different perspectives, knowledge and experience. The more people that take part in idea generation the more likely it is to be a creative one!



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THE TOP SKILLS EMPLOYERS ARE LOOKING FOR

HARD SKILLS

Hard skills are specific, teachable abilities that are typically gained through education, training, or experience.

Unlike power skills, they are easily measured, often job-specific, and can be built upon and worked at.

Many hard skills are backed by certifications and qualifications.

According to [research](#), the top 5 most important hard skills are:

1. Analytical skills
2. High-level IT skills
3. Basic computer knowledge
4. Customer service skills
5. Presentation skills

54%

of workers don't have the relevant degree for their field.

Instead their career is built upon skills and qualifications they have cultivated since their time at university. This pushes employers to look more towards skills, experience, and qualifications rather than degrees.

ANALYTICAL SKILLS

Analytical skills are a combination of skills which allow you to gather, interpret and integrate data. This is important for businesses to be able to improve their performance in areas that need attention. You can improve your analytical skills by learning and observing. You can also take part in activities that improve your cognitive processes like brain training games. It's also beneficial to continue your development in your role, you can do this by studying an [online course](#).

HIGH LEVEL IT-SKILLS

Information technology (IT) is at the centre of every business. It creates systems, holds data, and provides another communication channel. IT makes the majority of business processes more efficient. Employers class this as an essential skill for their employees. The better you are with IT, the more efficient you will be at completing tasks, solving problems and adapting to change. To improve your IT skills, you could consider taking an advanced IT course.

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THE TOP SKILLS EMPLOYERS ARE LOOKING FOR

BASIC COMPUTER KNOWLEDGE

The majority of roles within a business require some knowledge of using a computer. Whether that be to collect information, to communicate messages or log data. Without basic computer knowledge, you would also find it difficult to develop high-level IT skills. To develop your basic understanding, you can observe others, do some research or complete an introductory course.

CUSTOMER SERVICE SKILLS

Customer service skills are very important to employers. Without customers, there would be no business. Speaking with customers can be a regular part of some jobs and a not-so-regular part of others. Regardless of how often you interact with customers, you need to show employers they can trust your customer service abilities. You can improve these skills by practicing your active listening and taking advice from others with experience. You could also consider studying a customer service course.

PRESENTATION SKILLS

Presentations are a quick and effective way to provide information to a large number of people in a short space of time. The best way to improve your presentation skills is to practice. Practice presenting as much as possible, and request feedback so you know what to work on.

For advice on taking your career to the next level with accredited online training, contact our course advisory team today.

Call: 0800 012 6770 or email: info@dlctraining.co.uk.





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When you choose to study with DLC Training, you can benefit from high quality accredited courses, flexible study, and supportive tutors who will guide you along every step of the way.

We know that the success of DLC Training is underpinned by the results of our students. Using distance learning, our aim is to secure the future of professionals across the globe. We create opportunities for every individual to achieve success through our range of bespoke qualifications.

All of our online distance learning courses are acknowledged as full UK qualifications, accredited by Ofqual and recognised worldwide. We have partnerships with some of the leading names in education including CIPS, CIPD, CILT, ILM, CMI, IoSCM and AAT, and are striving to be a world leader in workforce development and career progression.

From our founder to our team of tutors, the experience within our organisation is unrivalled. As a student, you will receive guidance and support from these professionals throughout your studies.



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