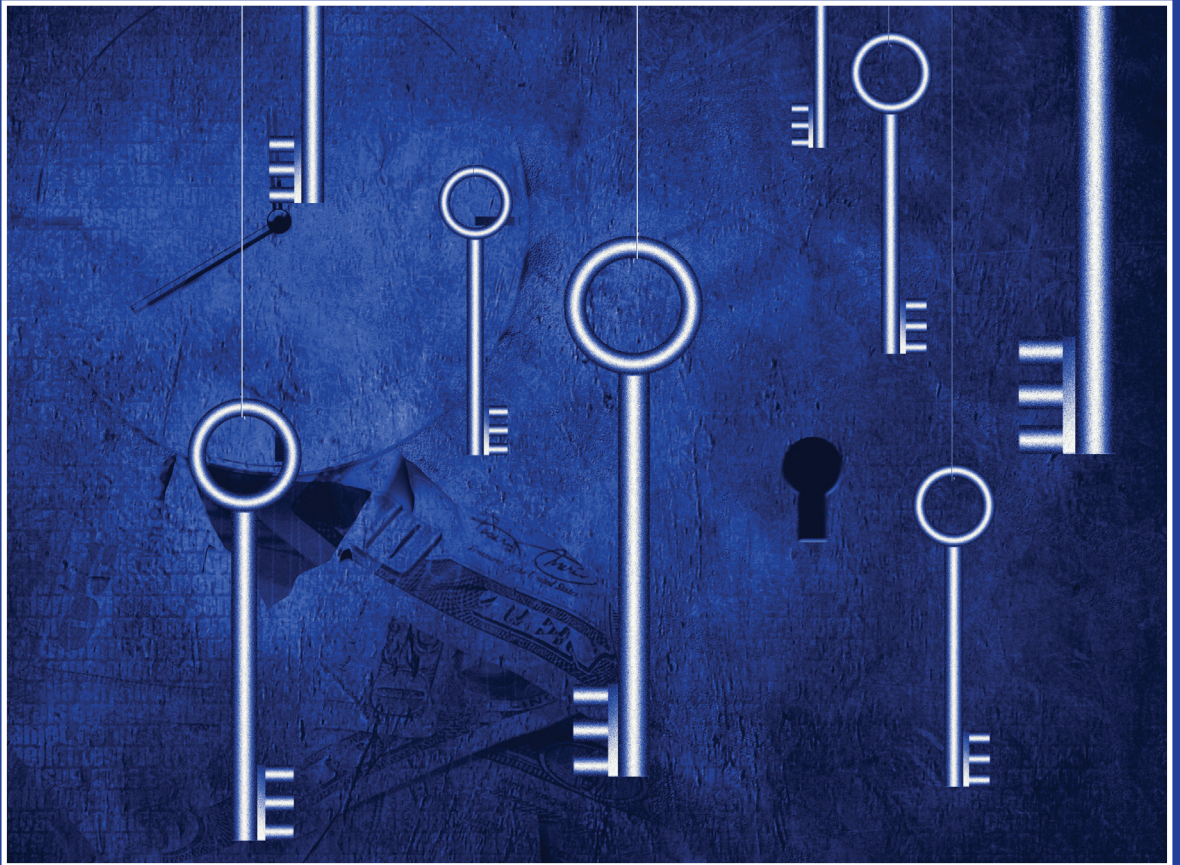




CAREER TRANSITION COACHING

A Toolbook for Coaches



Risto M Koskinen

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COACHING**
A Toolbook for Coaches

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My sincere thanks to all my connections on LinkedIn. Your support has motivated me to curate this book. Many of you have also shared insights and comments, which have been extremely valuable.

It would be a list of several pages if I were to thank you all personally – and it would be unfair to many if I were to list just the closest connections.

But there is one person I want to name:

Neha Parashar, PCC
leadership and executive coach

You have kept me accountable for this process. With your encouragement, there is this book.

Therefore, this book is dedicated to you, Neha.

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INTRODUCTION

I initially wrote this book for coaches interested in career management and career transitions. It is also helpful for anyone facing a career pivot – voluntary or forced.



The book covers eight dimensions, from self-discovery to a balanced life. Each dimension has eight sub-chapters illuminating different perspectives on

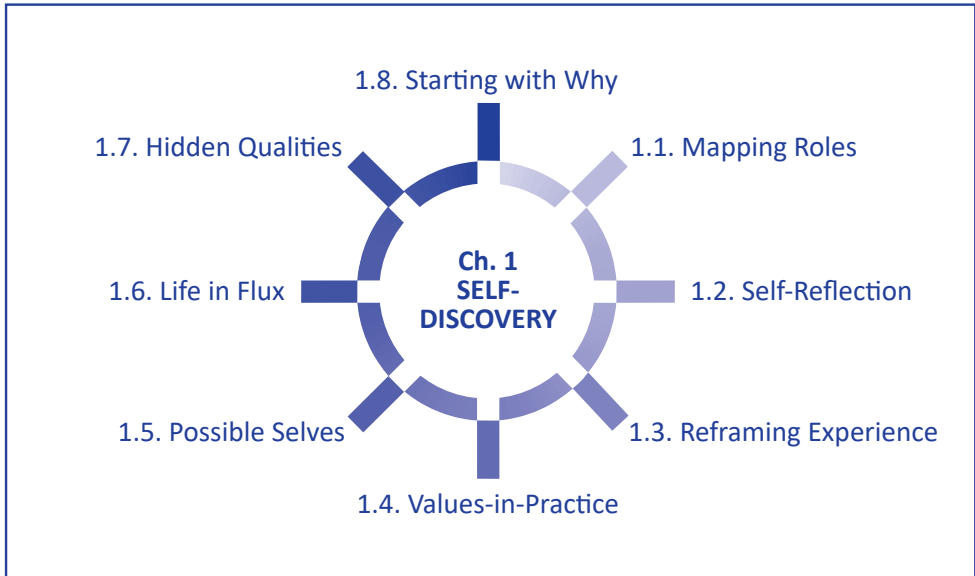
the issue. They include some theoretical contemplation, but the emphasis is on describing practical approaches, tools, and techniques to tackle career transition challenges.

As one size does not fit all, I have collected several tools to help with most challenges. Please feel free to adopt the best ones for you – or create your own tools.

In recent years, the career transition of mid-career professionals has been my main interest. It also colors the contents of this book as I have written it, thinking about this target group. However, I believe the tools, techniques, and exercises can be applied to other target groups.

Chapter 1

SELF-DISCOVERY AS A STARTING POINT



In the dynamic landscape of today's workforce, mid-career professionals contemplating a career transition can find profound value in self-discovery. This reflective process unveils untapped potential and aligns aspirations with authentic purpose. Self-discovery mitigates the risk of a mismatched career transition, providing a foundation for informed decision-making.

Ultimately, self-discovery is the cornerstone, empowering individuals to architect a fulfilling and purpose-driven career path amid the complexities of mid-career transitions.

In this chapter, I will introduce eight tools that coaches can use in their practice. Each tool is linked to a different context.

Mapping Roles is about charting and combining critical personal and professional roles.

Self-reflection is a crucial part of professional development. A classic approach is the Johari Window, but here is a multi-faceted version.

The cognitive reframing approach and the reframing matrix help reinterpreting setbacks.

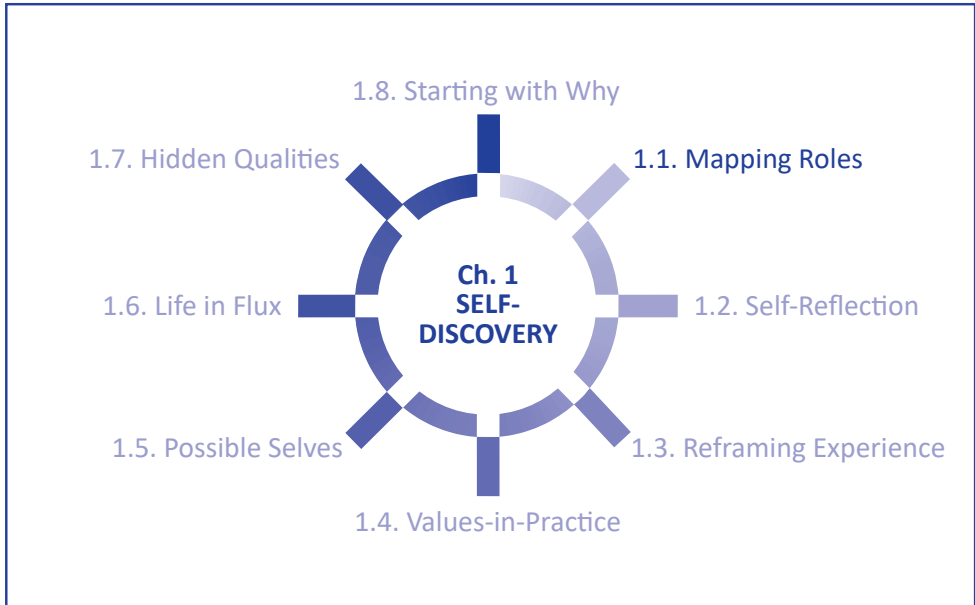
Values-in-Practice are unveiled with the Six Items exercise.

Identity issues emerge in transitions. Possible Selves enables us to approach as well as desired marginal or even outdated identities.

Genogram shifts the focus from snapshot thinking to change process or - as I instead call it - to flux.

Many skills and capabilities are not noticed because they are not recognized or considered valuable. Seven Successes is a simple method for charting hidden skills, competencies, and abilities.

Starting with Why guides toward purpose-driven career choices.



1.1. MAPPING ROLES

Best used for:

When a holistic picture of the critical domains of the client's life is sought after. The Role Map offers a perspective not only to crucial roles as such but also to values, objectives, and challenges.

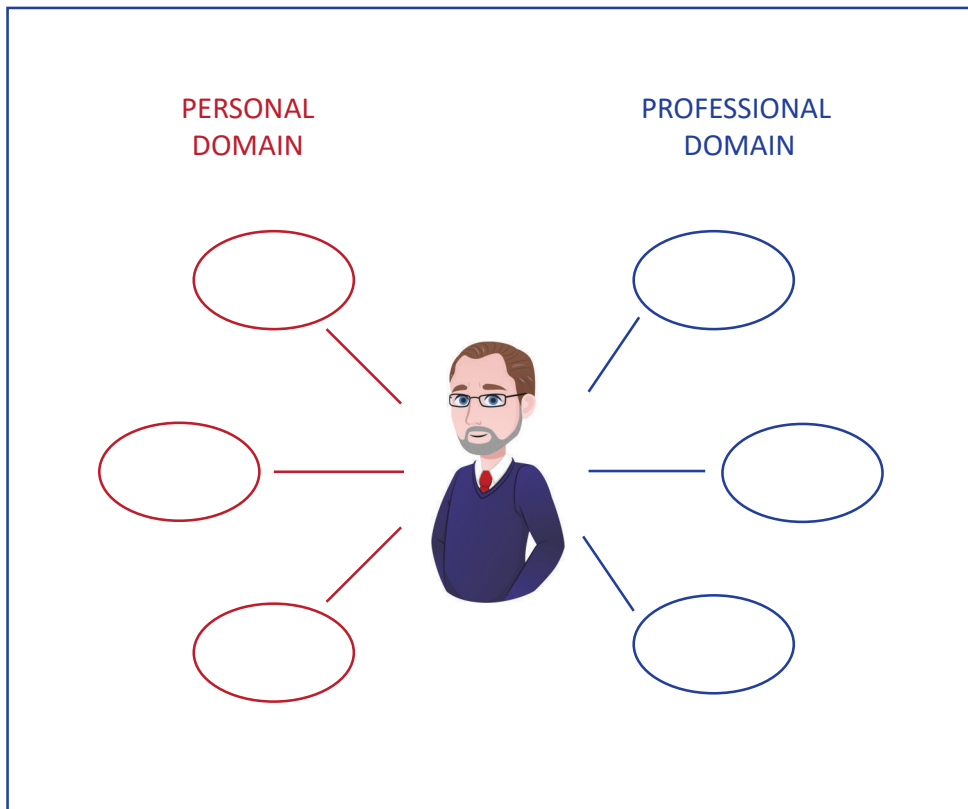
The client lists their three (sometimes four) most important personal and professional roles in the diagram.

Usually, I start by asking my clients first to think about all the relevant roles they can imagine. The intent is to get a larger picture of their roles and discuss why they chose them. But sometimes, this also unveils a neglected but essential role they still need to address.

When my client is a mid-career professional in the middle of a career transition, we can focus on the intended new position and discuss the critical roles of that position. Some questions to ponder:

- What is expected in those roles?
- Which one of these roles is of utmost importance?
- How well does the client think they fit those roles?
- What skills need to be learned?
- What characteristics support succeeding in these roles?

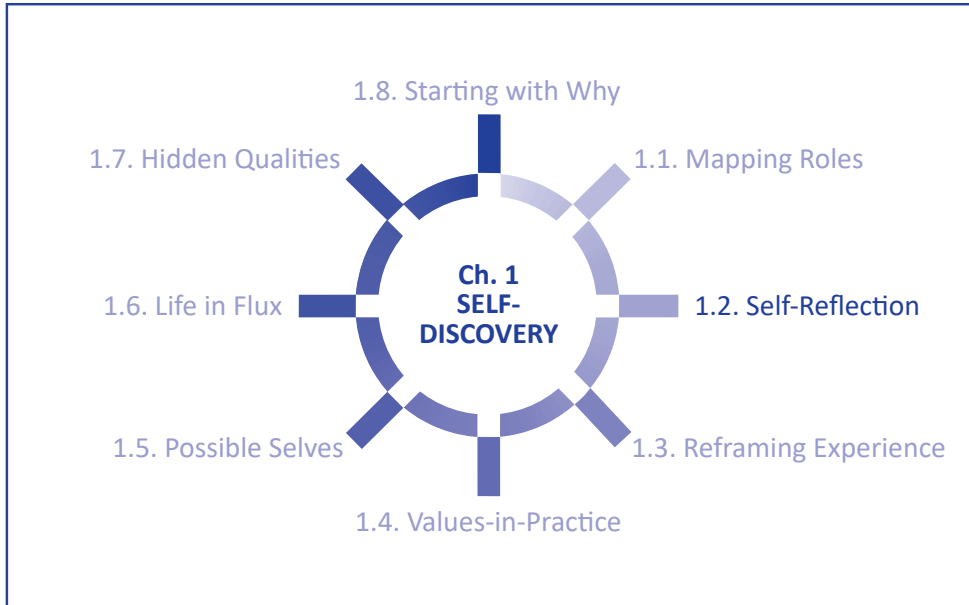
It's also essential to consider personal roles (those in your private life).



A variation to consider is also a single capacity role map.

The client can build the role map around this professional role if they are to proceed into a specific role, say, a consultant. It should include 4-6 sub-roles and preferably have at least one unconventional role (or characteristic) that gives a differentiating edge. Such a role could be, e.g., a visualizer if the client excels in describing complex issues in simplified and easily understandable diagrams.

Further discussions considering role maps can include topics like learning agendas, value alignment, or role discrepancies.



1.2. SELF-REFLECTION

Best used for:

When the client seeks a deeper understanding of their interaction with others, the novel definitions of the Johari Window quadrants open up developmental and instrumental views from which the client can benefit. For the coach, the Johari Window offers a versatile tool to facilitate the client's self-reflection.

In the graphic, I have described three versions of the Johari Window. Most coaches who apply this tool focus on the original Johari Window by Joe Luft and Harry Ingram.

The idea is simple: in the original Johari Window, the client looks at themselves and evaluates different quadrants.

In today's ever-evolving professional landscape, guiding individuals through career transitions is both an art and a science. Whether you're an experienced career coach or aspiring to enter the field, mastering the complexities of career transitions is essential.

Inside this transformative toolbox, **Risto M Koskinen**, renowned as an academic and seasoned career transition coach, shares decades of expertise to empower coaches like you. Drawing from over 30 years of coaching and training experience, Coach Risto combines academic research with real-world practices to provide a comprehensive roadmap for navigating career transitions.

Empower Your Practice

Explore the eight essential chapters covering self-discovery, finding direction, assessing skills, planning careers, setting goals, strategizing transitions, overcoming roadblocks, and balancing life.

Gain Insight

Each chapter delves deep into the challenges individuals face during career transitions, offering practical strategies, perspective-shifting insights, and tangible tools to guide your coaching practice.

Perfect for Coaches

Explore practical techniques and insightful strategies tailored to enrich your coaching practice. Hands-on tools and transformative exercises help you guide your clients through mid-career transitions with finesse. Whether you're an experienced coach seeking to expand your toolkit or an aspiring coach focusing on career transitions, this book provides invaluable insights and actionable steps to enhance your practice. **Career Transition Coaching** is essential for coaches committed to empowering individuals through meaningful transformations.

Take Your Coaching Practice to the Next Level

If you're ready to elevate your coaching practice, **Career Transition Coaching** is your essential companion on the journey through career transitions.

