



# Your Individual Career Support Programme

The University of Bedfordshire has partnered with Working Transitions to offer expert career transition support – helping you explore your options and take your next steps – whatever that may look like for you.

As a trusted and experienced career transition provider, Working Transitions delivers high-quality, flexible, and responsive career coaching that's tailored to your individual circumstances, goals, and preferences.

Your Individual Career Support Programme is shaped entirely around you.

Through personalised one-to-one coaching with a dedicated career coach, you'll have access to expert guidance, space to reflect, and practical support – whether you're exploring full or part-time employment, moving into contracting or self-employment, transitioning into retirement, or considering a complete career change.

Navigating career change can feel daunting, but you're not alone. With empathetic, professional support, you'll be empowered to make informed decisions and take control of your future – with clarity and confidence.

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## Our Services...

### Programme Career Manager

At Working Transitions, we understand that meaningful support starts with a human connection – especially during times of change.

At the start of your programme, you'll be introduced to a Programme Career Manager (PCM) – a dedicated point of contact who will guide you through the first steps of your journey.

Your PCM will arrange a confidential discovery call to learn more about you – your personal circumstances, career goals, and what matters most to you. This conversation enables us to understand your needs and aspirations in depth, so we can shape the support around you and carefully match you with a dedicated career coach best suited to help you succeed.

## Career Coaching

Every career journey is different – which is why our career coaching is fully flexible and tailored to your individual needs. Through virtual one-to-one coaching, you'll work closely with your dedicated career coach to explore your options, build confidence, and take meaningful steps towards your next opportunity.

Carefully matched to your goals and preferences, your coach will provide highly personalised support, offering expert guidance, encouragement, and a confidential space to reflect. Whether you're unsure about your next move, exploring a range of possibilities, or following a clear direction, your coach will support you at every stage.

Sessions are arranged directly with your coach and delivered via MS Teams, Zoom, or telephone – giving you the flexibility to access support in the way that works best for you. With no set agenda, each session is shaped entirely around your priorities – ensuring you receive the right support, exactly when you need it.

# Making the Most of Your Career Coaching

Your coaching is tailored around you – so you can focus on the areas that matter most to you.

Working with your dedicated career coach, you'll receive support across a wide range of topics, which can include, but is not limited to:

- ✓ **Exploring "what's next"** - identifying your career anchors, values, motivations, and possible future directions
- ✓ **Navigating internal applications** - positioning yourself effectively
- ✓ **Job search strategies** - planning and executing a focused and effective search
- ✓ **Specialist guidance / support** - including retirement planning, self-employment, personal branding, understanding AI during your job search, and exploring interim or part-time opportunities
- ✓ **CV writing and optimisation** - tailoring your CV to stand out in a competitive job market
- ✓ **LinkedIn and social media profiles** - enhancing your online presence and visibility
- ✓ **Application support** - creating strong, targeted applications for specific roles
- ✓ **Interview preparation** - including mock interviews to refine your techniques, and build confidence
- ✓ **Confidence building and resilience** - overcoming self-doubt and navigating change with confidence
- ✓ **Developing self-awareness** - understanding your strengths, preferences, and development areas

## Getting Started: Your Personalised Onboarding

Once we've been notified of your eligibility for the Individual Career Support Programme, you'll receive a welcome email with a secure link to book your discovery call.

Your dedicated Programme Career Manager (PCM) will then connect with you for a confidential introductory conversation. During this call, we'll:

- ✓ Introduce the programme and what to expect
- ✓ Take time to understand your current situation and career goals
- ✓ Explore your coaching preferences
- ✓ Discuss the coaching support that would be most beneficial to you

This initial conversation ensures your programme is shaped entirely around your individual needs – offering a personalised and flexible experience from the very start.

## Who are Working Transitions?

With over 30 years of experience, we specialise in supporting individuals through workplace, career, or life change, and we've helped more than one million people to move forward positively.

As the UK's leading career transition specialist, our expertise ensures that both people and organisations receive the right support to manage the challenges and opportunities of a wide range of situations.

All our support is completely confidential and tailored to the unique needs of each person. Our flexible, people-centred approach empowers individuals to achieve their goals, and face the future with clarity and confidence.