

Five Steps to Successfully Transition When Leaving a Job



Course overview:

Transitioning out of one job and into another can be an exciting, yet sometimes stressful experience. Don't burn bridges when leaving your old employer, as you might be able to use the networks you created in the future. Instead, create a professional transition plan that allows you to graciously move on to your new opportunity.

The very nature of starting a new job jeopardizes the chances of a successful, or at least smooth, transition. In a time when you need to be at your best, you feel the greatest anxiety—anxiety that impairs your judgment and social skills.

Your anxiety is well-founded because you understand the risks. Studies indicate that failure rates for new managers approach 40 percent to 50 percent. Unfortunately, there is too much to know and too many unspoken expectations to make the transition process anything but stressful.

Key takeaways:

- Do's and Don'ts – What to do and say when your position has been eliminated, resigning or terminated.
- Handle the final details of your position if applicable
- What you can take and must leave behind.
- You will be able to map out priorities when starting a new job can ease stress and help you hit the ground running

Annette Limon

1100 N. Grand Ave., Bldg. 40, Rm# 136

Walnut, CA 91789

Phone: (909) 274-4027

Fax: (909) 274-2937

E-mail: workforcetraining@mtsac.edu

WTC.MTSAC.EDU