

APSEA So Chapter: May 2013 MINI-TRAINING SESSION

Topic: **“Managing Work Transitions”**

(Condensed and modified from Working World Mag)

1. What is “Transition”? To Change, To Grow, To leave the comfort of the familiar and wander into the unknown. Also: To leave a job, a position, or a career. All of these catapult a person into a stage known as transition. That stage can be unsettling unless you have tools for managing it.
2. According to William Bridges, author of “Transitions”, there are three stages: an Ending, a Lostness, and a Beginning. A caterpillar, ends his life as a caterpillar, crawls into the lostness of cocoon, and emerges life as a butterfly. A seed enters the ground. After a season of apparent nothingness it rises from the ground in new form, as a plant.
3. Following are five tools to help you manage transitions:
 - a) **STRUCTURE**: Without some kind of plan, a ship would not make it through a storm. Maintaining a sense of order during times of transition is one of the keys to safe navigation. Develop a simple routine that can be carried on every day. That can be as basic as eating one of your meals at the same time each day or as advanced as having a firm daily itinerary. That makes a huge difference during times of change.
 - b) **SUPPORT**: The in-between stage, like the cocoon, can be a very lonely experience. If we close ourselves off completely, we risk missing insights others can give from the outside. A cocoon is firmly grounded and supported by the branch. We need support during the transitional phase. Ask who is your support team. Connect with co-workers at your new job. Look for others also making similar transitions and form your own support group.
 - c) **SIMPLICITY**: You need a lot of space to process your emotions, thoughts, and transformations. Prepare in advance. Resign from commitments that no longer serve your present situation. Try to increase your monetary savings and increase your reserve funds.
 - d) **SENSITIVITY**: The pain that accompanies transitions can be enormous but is a useful learning experience. These lessons can and will prepare us for the next inevitable transition, but only if we are sensitive enough to feel and identify them.
 - e) **SELF CARE**: In the chaos of transition, self-worth can be attacked, particularly if you have burned out, quit, been replaced or dismissed. Rejection or failure can seriously affect our Self-Esteem. The remedy is to increase the care you give yourself. Go beyond the ordinary in valuing yourself. This is not being selfish. It is the core to your survival in times of transition.
4. Transition is a necessary part of life that can be managed with “Structure, Support, Simplicity, Sensitivity, and Self Care. **STAY POSITIVE**, take the opportunity to learn, grow, and be part of a new team; a great career stepping stone and **SMILE**. It’s a great way to show your friendship, positiveness, and willingness to make the transition and start a new Team. **FOCUS ON YOUR ACCOMPLISHMENTS**.
5. See you at our next APSEA meeting to continue discussing our Mini-training series . pp