

EXECUTIVE TRANSITION TIMELINE

Career Coaching & Transition: 9 Milestones and Project Tasks

9 MONTH DURATION

9 MILESTONES AND PROJECT TASKS

LAUNCH & FIRST 4 WEEKS

- > PERFORM NEEDS ANALYSIS of the Executive in Transition (ET) called THE PLAN. **This is Milestone #1.**
- > REGISTER PROFESSIONAL DOCUMENTS with your F&A consultant.
- > OUTLINE A TWO-MONTH PLAN for project design, timeline and accountability measures. **This is Milestone #2.**

MONTHS 2 & 3

NEXT 8 WEEKS (AND ONGOING)

- > PARTICIPATE IN CALLS held bi-monthly for one hour and complete assigned homework every 14 days.
- > CREATE A DATABASE that includes 100 target companies and five cities identified by ET and F&A. (F&A will provide key influencer identification, including contact information.) **This is Milestone #3.**
- > CRAFT A NEW RESUME and update the ET LinkedIn profile and SME documents. **This is Milestone #4.**
- > DEVELOP A CAREER MAP addressing career development, management and coaching. Pursue traditional and entrepreneurial paths. This process could include a personality assessment or a Ph.D. evaluation (if desired). **This is Milestone #5.**
- > DETERMINE CURRICULUM for a 10-module reading assignment. **This is Milestone #6.**
- > VET A REFERENCE LIST that is professional and polished, and work through interview strategies and negotiation philosophies. **This is Milestone #7.**

MONTHS 4 & 5

CUMULATIVE 16 WEEKS

- > PARTICIPATE IN CALLS held bi-monthly for one hour and complete assigned homework outlined for TE.
- > EVALUATE PROGRESS on the ET's developing career and offer opportunities. **This is Milestone #8.**

MONTHS 6, 7 & 8

CUMULATIVE 28 WEEKS

- > PARTICIPATE IN CALLS held bi-monthly for one hour and complete assigned homework outlined for TE.
- > EVALUATE PROGRESS on ET's developing career and offer opportunities (C-suite, board seat, other).

MONTH 9

PROJECT CONCLUSION

- > DEBRIEF ON OUTCOMES of learning, challenges and successes. **This is Milestone #9.**