

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 ET.
- > 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 ET.
- > 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.