

Career Transition



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Career transition, whether voluntary or involuntary, can give rise to a host of questions and emotions. Self-doubt, worry about the future. A sense of

insecurity. Uncertainty about how to proceed in identifying new career options.

The Career Transition Office can assist you in transforming difficult emotions into positive and productive feelings that will bring excitement (yes, excitement) to this period of change. You will re-discover your potential for success and the powerful gifts you bring to your job-search and future.

Sister Donna Capuano has helped more than 1,000 individuals navigate the sea of career transition since 1995.

The secret in the search for meaning is to find your passion and pursue it.

*Gail Sheehy
New Passages*

The Career Transition Office will guide you through the transition process by providing:

- ❖ Skills Assessment/Identification
- ❖ Discernment support and guidance
- ❖ Coaching in the areas of
 - ❖ Job Search Plan Development
 - ❖ Resume Preparation
 - ❖ Interviewing
 - ❖ Negotiation
 - ❖ Closing the Deal



The Career Transition Office assists with:

- ❖ Grieving a job change and refocusing for the future
- ❖ Assessing strengths, interests and direction
- ❖ Building self-confidence, self-esteem and assertiveness
- ❖ Reducing stress
- ❖ Developing communications skills for the workplace
- ❖ Identifying educational options
- ❖ Re-entering the job market
- ❖ Revitalizing careers
- ❖ Discerning new careers



Here's what others are saying about the Career Transition Office

I came away with a much clearer sense of what's important ... in negotiating a transition. — Deborah

The support and guidance I received from the Career Transition Office helped me stay focused and organized in my employment search. — Pat

A new employment world has opened to me. The Transition Office held a key. Steadfast in its belief in me as a person of value and worth, as one capable of pursuing my dream ... the Center supplied the motivation, resources and education about how to proceed. — Nicole



You, too, can successfully make your way through the transition process. The Career Transition Office can help!

Your coach in navigating career transitions



Career Transition Office



Practical assistance in charting a path for the future

**Sister Donna Capuano
Career & Transition
Consultant**

Phone: 440.442-4160, Ex. 226

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Career Transition Office

Assessment, Discernment, Job Search, Resume, Interview

**Sister Donna Capuano
Career & Transition Consultant**

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