

英汉对照管理袖珍手册

职业转型

本书中的各种技巧与工
具有助于你进行成功的职业
转型

Keith Corbin 著
李鹏、魏红 译

上海交通大学出版社



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Phil Hailstone 图

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李 鹏 魏 红 译

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INTRODUCTION

导 言

INTRODUCTION

THE IMPACT OF CHANGE



This Career Transition Pocketbook is for those of you who have found yourselves at a crossroads. You could have got there by yourself or you could have been placed there unwillingly to face the traffic on your own!

Changing your job or career is one of *the* major decisions you have to make in a lifetime. The change can be driven by you, or forced on you when you least expect it. The current reality for many of you is a world that is changing at a pace that, at times, can be very scary. For most, *what you do is who you are*. Your job or your career tends to shape how you live your life. Some current realities:

- Understand that NO job/career is for life!
- The global economy can sometimes have a major impact on your job security
- A deteriorating environment has knock-on effects on world markets and hence jobs
- International politics is not only volatile but sometimes it can seriously affect your job and standard of living
- For the foreseeable future there are always going to be *booms* and *busts*, eg: the e-business and telecoms boom and spectacular bust of 2000 - 2001

Be ready to react positively if one of the above realities begins to affect you.



本书是专为那些站在十字路口的人编写的。你可能是自己走到这一十字路口的，也有可能是被强行带到这里的，从而不得不面对现实作出何去何从的抉择！

更换工作或改变职业是你整个一生中所必须作出的几个重大抉择之一。这一改变可能是由你主动作出的，也有可能是在你最不希望发生的时候被迫作出的。目前许多人面临的一个现实就是，世界正以一种有时看来甚至是令人吃惊的步伐在向前发展。对大部分人来说，工作决定了身份。你的工作或职业往往决定了你的生活方式。眼前的现实是：

- 不存在终身的工作或职业，这一点你必须认识到！
- 全球经济变化有时会成为影响你工作稳定性的主要因素
- 日益恶化的环境给全球市场和就业带来了致命的打击
- 国际政治风云变幻，并且有时它还会严重威胁到你的就业和生活水平
- 在可预见的将来，繁荣和萧条还会交替轮回，如 2000 年到 2001 年间电子商务和电信业经历的极盛极衰

当你面临上述任何一种情况时，请做好准备来积极应对。

INTRODUCTION

A WORD OF CAUTION!



There is a well-known truism that goes: *Looking for a new job/career is a full-time job in itself.* Making that career change can be daunting, time-consuming, frustrating and hard work. If you are not totally committed do not start! Landing up in a job that does not use all your skills or one that is taking you nowhere is usually a recipe for disaster and more frequent job searching.

Now let's look forward. Imagine what job/career success looks like:

- An interesting job with good career prospects
- Working with a group of people you enjoy being with
- You work really well with your boss
- You find that you are always learning new things
- One success leads to another success
- People look up to you and your reputation soars
- You are doing something that makes a difference



导言

几句告诫!



这是一个众所周知的道理:找份新工作/职业本身就是一个全职工作。职业转换可能是一项令人畏缩、需要花费大量时间、令人沮丧和充满艰辛的工作。如果你还没有做好充分的思想准备,就不要急于行动!找一份并不能充分施展你的技能或者无所事事的工作通常只会把你引向灾难,并导致你日后更频繁地跳槽。

现在让我们向前看,描绘一下成功的工作/职业是什么样的:

- 一份令你感兴趣并有良好职业发展前景的工作
- 与一群乐意共事的人一起工作
- 与你的老板相处融洽
- 你发现自己能够不断学到新东西
- 从一个成功迈向另一个成功
- 获得他人尊重,个人声誉不断上升
- 你从事的工作具有极高的价值



INTRODUCTION

PURPOSE OF THIS POCKETBOOK



This book has been written to:

- Help you if you are at a crossroads (thinking about a job/career change)
- Guide you if you have had a job change enforced on you through redundancy/restructure or downsizing
- Assist you if you want to *brush-up* on your job search skills
- Provide a coaching road-map for managers and team-leaders who have to coach others on changing career direction
- Take the fear out of taking the *first step* when considering a career change
- Offer some practical tips and advice on how to use technology when job changing and job hunting; recruitment is now increasingly Internet dominated
- Be used by trainers, managers and human resource managers on workshops as a compact guide to career transition
- Act as a *last minute* source of helpful information prior to an important promotion interview or vital job interview

Before everything else, getting ready is the secret of success.

Henry Ford

导言

本书的功用



写作本书的目的是：

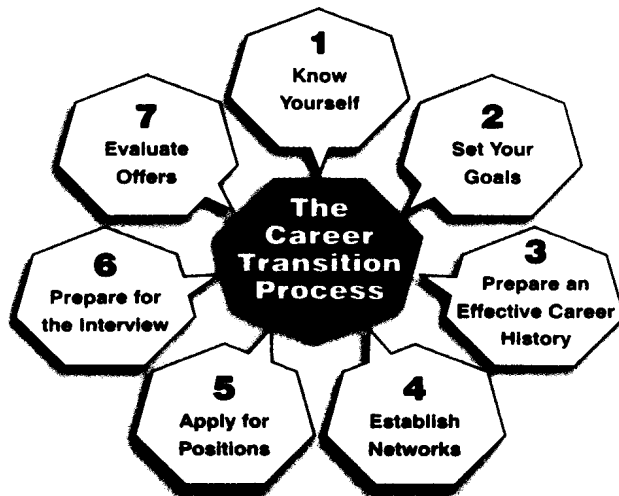
- 为站在十字路口(考虑转换工作或职业)的你提供帮助
- 在你因冗员/重组或裁员而被迫转换工作时,为你提供指导
- 帮助你温故知新,进一步提高求职技能
- 给那些需要为其他人提供职业转型指导的经理和团队领导提供培训指南
- 消除因职业转换而产生的恐惧,勇敢地跨出第一步
- 提供一系列的实用技巧和建议,帮助你更好地运用现代技术来换工作或找工作;如今,网上招聘已日渐成为主流
- 供培训师、管理人员和人力资源经理在有关职业转型的研讨会上作简要介绍之用
- 作为关键时刻的救生手册,指导你如何顺利通过一个重要的升职面谈或求职面试

“有备而战是成功的第一秘诀。”

亨利·福特

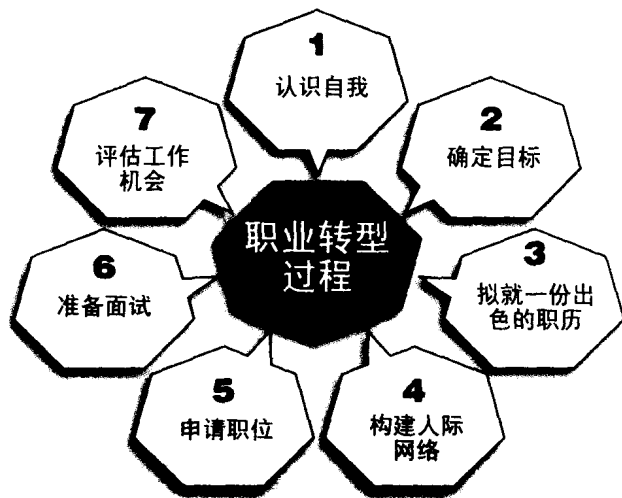
INTRODUCTION

SEVEN STEPS TO CAREER TRANSITION



导言

职业转型七步曲



INTRODUCTION

CAREER TRANSITION IS A SIMPLE PROCESS!



The seven most important steps to making your career change are:

1. Know yourself
2. Set your goals
3. Prepare your most compelling career history
4. Establish your networks
5. Apply for positions
6. Prepare so well for the interview that you are better than anyone else
7. Evaluate your offers

If you haven't made the change you are looking for after the first run through the sequence, go through the steps again, evaluating your experience and deciding on new goals and methods. Then follow up these decisions with action.

Repeat this cycle until you make the change, eg: find a new job, gain promotion, change careers, become self-employed, start your own business, do voluntary work or retire.

Change alone is eternal, perpetual and immortal.

Arthur Schopenhauer

导言

职业转型的过程并不复杂！



实现职业转型的七个重要步骤是：

1. 认识自我
2. 确定目标
3. 准备一份熠熠生辉的履历
4. 构建你的人际网络
5. 申请职位
6. 事前准备充分，力争面试时表现更胜一筹
7. 评估你所得到的工作机会

如果遵循上述步骤经过第一轮你还是没有达成你所期望的转变，请按此步骤从头再来一遍，先评估自己的经验，再确定新的目标和途径，然后依此行事。

按此循环往复，直到转变实现，例如：找到一份新工作，获得晋升，转换职业，成为自由职业者，开创自己的事业，从事志愿性工作或退休等。

“唯有改变是永久、永恒与不朽的。”

叔本华

NOTES

笔 记