

CFM CAREER MANAGEMENT: CM.6 LIFELONG LEARNING

Planning a Career Transition and Reskilling Strategy

Detailed practice, calculation, decision-making, and assessment

GRADES 9-12	TIME 2 x 42 min	GROUPING I / pairs / whole	PRODUCT Recommend
YOUR CHALLENGE Analyze transferable skills, compare reskilling options, budget time and money, and write a staged transition plan.			

New York CFM Connections: Professional Organizations, Credentials, Continuing Education, and Career Change

Career paths can change because of interests, family needs, technology, workplace conditions, or labor-market demand. A strong transition plan identifies transferable skills, verifies the target role, locates real gaps, compares learning options, protects current resources, tests the new direction, and sets checkpoints before making a major commitment.

Term	Student-friendly meaning
Career transition	Movement from one role, occupation, or pathway to another.
Reskilling	Learning skills needed for a different role.
Upskilling	Improving skills for a current or related role.
Transferable skill	A skill useful across occupations.
Bridge experience	A small project, course, volunteer role, or work experience connecting current and target work.
Transition risk	Uncertainty involving resources, fit, eligibility, timing, or employment outcome.
CLASSROOM USE All people, employers, figures, brackets, and documents in this packet are fictional. Never place a real Social Security number, employer ID, bank number, or tax document in classroom work.	

Part 1 - Analyze a Fictional Transition Profile

Taylor has retail experience and wants entry-level IT support.

Current evidence	Transferable skill	Target application	Evidence gap
Customer service			
Cash accuracy			
Inventory system			
Training new staff			
Scheduling			
High-school coursework			

Do not treat retail experience as irrelevant.

Part 2 - Verify the Target Role

Use a fictional set of three job postings.

Requirement	Appears in how many postings	Current evidence	Gap	Verification question
Customer support				
Troubleshooting				
Ticketing software				
Network basics				
Credential				
Schedule				

Three postings are evidence, not the whole labor market.

Part 3 - Compare Reskilling Options

Compare self-study, school course, \$600 bootcamp, community-college certificate, and help-desk internship.

Option	Cost/time	Practice	Feedback	Career evidence	Risk
Self-study					
School course					
Bootcamp					
College certificate					
Internship					

Avoid assuming the most expensive option is best.

Part 4 - Build a 12-Week Resource Plan

Taylor has six hours weekly and \$300 available now.

Weeks	Learning action	Hours	Cost	Artifact/checkpoint
1-2				
3-4				
5-6				
7-8				
9-10				
11-12				

The plan must stay within 72 hours and \$300 unless funding is verified.

Part 5 - Write a Staged Transition Strategy

Write 150–200 words with a test phase, evidence, decision point, and backup.

Plan element	Action/evidence
Target	
Transferable strengths	
Priority gap	
Learning option	
Bridge experience	
Budget	
Week-6 checkpoint	
Week-12 decision	

Do not advise quitting a current job based on incomplete evidence.