

**TRANSITION  
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# **My Transition 101**

## **Planning My Transition**

**Participant Workbook**



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## About this Workshop

This participant workbook has been designed to complement the Planning My Well-Being workshop. It includes the learning outcomes, training pre-work, activities, and a resource list for this session. Your Transition Trainer will refer to this workbook; please have it on hand during the workshop.

The goal of this workshop is to provide you with additional knowledge, tools and resources to assist you in setting your goals and actions for your transition plan in several Domains of Well-Being.

You will engage with a combination of short interactive lectures, group discussions, and activities to further your understanding of how these Domains of Well-Being apply to your transition.

The *My Transition 101* self-paced eLearning is a prerequisite to this workshop. By completing *My Transition 101*, you will be better prepared to get the most from the *Planning My Transition* workshop. Other components included in My Transition 101 training suite are:

### **Psychological Well-Being** (Self-paced Online Learning)

*Self-paced e-learning unit that focuses on your psychological well-being, factors that can affect it, and strategies that you can use to mitigate challenges you may face as you transition from the military into civilian life.*

### **Planning My Well-Being** (Workshop)

*A workshop that is available in class or virtually and delivered by Transition Trainer's from the Transition Centre. By the end of the workshop you will be able to identify challenges you may face in the domains of Social Integration, Health, Housing and Physical Environment, Life Skills, and Culture and Social Environment. You will be provided with strategies and resources to assist you in addressing the challenges you may face in these domains.*

### **Planning My Finances** (Workshop)

*An instructor led workshop that is available in class or virtually and delivered by a Transition Trainer from the Transition Centre. It ensures you have and are aware of the knowledge, tools and resources available to you to assist in creating your transition plan for the Finance Domain.*



## Learning Outcomes

By the end of this workshop, you will be able to continue your transition planning process by:

- Identifying common challenges you may face in the Purpose Domain of Well-Being
- Identifying resources to help address challenges in the Purpose Domain
- Describing the value of CAF CTS, VAC CTS, and VAC ETB and the role they may play in your transition.



## Tab 1: Pre-Work



## Questions to Think About

*Instructions: Review the questions for each domain, and indicate whether you have considered it (Y = Yes), haven't considered it (N=No), or whether it doesn't apply to your situation (N/A = Not Applicable).*

| Y   | N | N/A | Some things to consider:   |
|---|---|-----|--|
| <b>General Questions</b>  |   |     |  |
|   |   |     | Did you carefully consider what to do after transitioning from military to civilian life?  |
|   |   |     | Have you developed a plan that balances and integrates work, study, community engagement and/or retirement options?  |
| <b>If you are considering retiring...</b>                                       |   |     |  |
|   |   |     | Do you have several interests, outside of your career, which you are looking forward to pursuing after release (such as hobbies, volunteer work, personal growth, learning, travel, family, etc.)? |
|   |   |     | Do you envision your days being rich with experience and meaningful? If not, have you considered what changes can you make to achieve this?  |
| <b>If you are considering going back to school to further your education...</b> |   |     |  |
|   |   |     | Did you assess your education/training needs and interests?  |
|   |   |     | Did you identify an appropriate school or learning institution?  |
|   |   |     | Are you looking to attend full time or part time?  |
|   |   |     | Do you know the acceptance criteria for your program? Do you know if you meet them? If no, how can you?  |
| <b>If you are considering starting your own business...</b>                     |   |     |  |
|   |   |     | Have you done any market research?   |
|   |   |     | Are you considering starting a business or just a hobby that makes some supplemental income?   |
|   |   |     | Are you comfortable with the idea of failing?  |
|   |   |     | Do you know how to create a business plan?   |
|   |   |     | Have you done any market testing of your idea?   |
|   |   |     | Is your partner onboard with your business idea?   |
|   |   |     | How much capital are you willing to invest to start your business?   |
| <b>If you are considering employment...</b>                                     |   |     |  |
|   |   |     | Do you know how your military credentials translate into civilian job classifications, skill and authority levels? Are you able to explain that to a potential employer?                           |
|   |   |     | How much capital are you willing to invest?  |





| Y | N | N/A | Some things to consider:  |
|---|---|-----|---|
|   |   |     | Did you assess and summarize your formal, informal and experiential learning to ensure that they will be recognized after my military career (e.g. Prior Learning Assessment and Recognition – PLAR)? |
|   |   |     | Do you know the civilian workplace culture is different?  |
|   |   |     | Are you prepared to adapt successfully?   |
|   |   |     | Will your spouse/partner be able to find appropriate post-transition employment (if applicable, if moving, if looking for work)?  |
|   |   |     | Did you prepare yourself for civilian job interviews, including learning about different types of interviews and understanding how to communicate your key strengths to a civilian?                   |
|   |   |     | Did you investigate civilian salaries and know how to explain your competencies and expertise, and learn how to negotiate a satisfactory offer?   |
|   |   |     | Did you develop a civilian résumé that summarizes transferable skills, accomplishments, strengths and management/leadership ability in terms civilian HR personnel can understand?                    |
|   |   |     | Did you look into today's best job search techniques and have you begun to build a solid network of contacts to help?   |
|   |   |     | Did you investigate civilian careers that fit your training and experience and identified a realistic 'second career' option that will provide the personal fulfillment and meaning you need?         |
|   |   |     | Did you look into labour market trends and have you done a job market analysis (formal or informal) based on your qualifications and career aspirations?  |



## Action Plan

This Action Plan will help you to be better prepared to meet the challenges you identified in the 'Questions to think about' activity.

Instructions: Conduct research on the questions you marked as 'No' in the 'Questions to think about' exercise. What resources and supports can you find that may offer support and information to assist you in addressing these 'No's'? Identify and star 2-3 resources that you feel are, or would be the most helpful. Think about and be prepared to discuss why you have selected these resources.

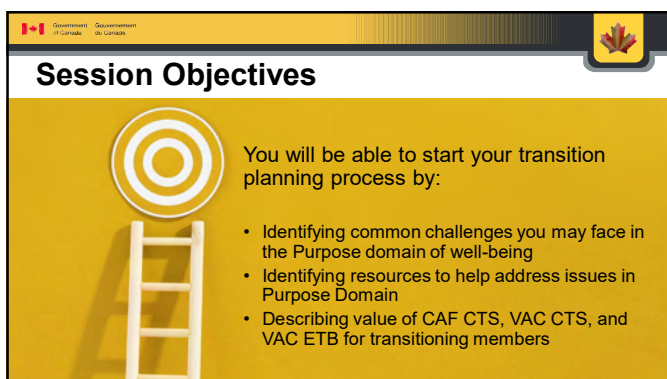
| Items Marked as 'No' in Questions to Consider Worksheet | Resources to Help |
|---|-------------------|
|   |                   |



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## Tab 2: Workshop Notes





**Agenda**

- Purpose Domain
- Common Challenges
- CAF CTS and VAC CTS
- Wrap Up




**Purpose Domain Options**

**Employment:**  
Full-time  
Part-time

**Education:**  
Going back to school

**Business:**  
Starting your own

**Retirement:**  
Taking up hobbies and interests



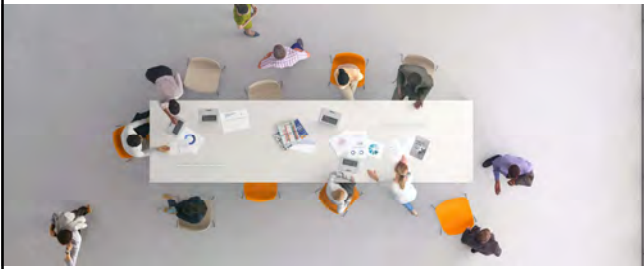


## Small Group Activity

- You will each be going into a break-out room where you will be asked to brainstorm types of challenges you think members may face in the Purpose domain
- List the challenges on the whiteboard
- **Tip:** Think of the challenges of people you have known who have transitioned
- You have 10 minutes to discuss
- Choose a spokesperson for your group



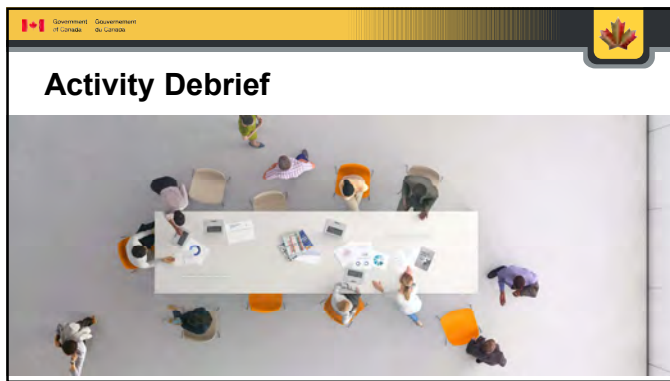
## Activity Debrief



## Small Group Activity



- You will each be going into a break-out room based on the purpose you have chosen
- Discuss resources (from your assignment) you feel are helpful for your choice and that can help you address challenges you may have identified
- You have 10 minutes to discuss
- Update your Action Plan with any new resources



### CAF Career Transition Services

- Second Career Assistance Network (SCAN) seminars; Transition Workshops
- Long Term Planning (LTP) Seminars; Individual Career and Education Counselling
- Education Reimbursement Programs; Enhanced Transition Training; MOSID/MNET
- MySet; Digital Transition Centre

### VAC Career Transition Services

- One-on-One Career Counselling
- Resume Writing/Interview Preparation
- Navigating Public Service Employment
- Private Sector Employer Networks


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## VAC Education & Training Benefit

- University Degree
- Trade School
- Certificate Program
- Workshop


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## Retirement

A man with a thoughtful expression, resting his chin on his hand, looking upwards. The background is filled with large, faint question marks, symbolizing uncertainty or questions about retirement.

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## Take Aways

A tan-colored duffel bag with multiple straps and a handle, representing items that can be taken away or carried over.

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## Feedback

Self-Assessment



<https://forms.office.com/r/BkbS4VJuPh>


Workshop Evaluation



<https://forms.office.com/r/ABLyXrj80y>

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## Session Conclusion



- Talk to your TA about your action plan
- Access the resources you have found
- Research the new resources your peers have shared





## Tab 3: Resources



## Resource List

### *Key Transition Resource List*

[\*\*MyTransition Guide – Transitioning from Military to Civilian Life\*\*](#), available from CAF in hard copy, online, and in downloadable PDF version, and in both official languages.

[\*\*Military Career Transition\*\*](#) online portal for centralized access to CAF and VAC information, including links to supporting mechanisms for transition/release and available benefits.

[\*\*VAC Career Transition Services\*\*](#): Links from the main page will lead you to the current information for serving CAF members, transitioning members and veterans.

[\*\*My VAC Account: A simple and secure way to do business online with VAC\*\*](#)

[\*\*Employment and Social Development Canada \(ESDC\)\*\*](#): Links from main page will lead you to the current information for the Canadian public

[\*\*Welcome to Veterans Affairs Canada\*\*](#): Links from main page will lead you to the current information for CAF members, family, and Veterans.

[\*\*Second Career Assistance Network \(SCAN\) Online\*\*](#): Material, accessible anytime/anywhere for members and their families, through the Transition on the CAF online portal.



### ***Purpose Domain Resource List***

| <b>My Needs</b>   | <b>Available Resources</b>   |
|---|--|
| <b>Looking for employment</b>   |  |
| How to translate my MOSID into civilian job classifications   | <ul style="list-style-type: none"> <li>• <a href="#">MOSID/National Occupation Code (NOC) Equivalency Tool (MNET)</a></li> </ul>   |
| How to identify post-secondary institutions that recognize my military skills, education, and training  | <ul style="list-style-type: none"> <li>• <a href="#">My Skills and Education Translator (MySET)</a></li> <li>• <a href="#">Canadian Armed Forces - Accreditation Certification Equivalency (CAF-ACE)</a></li> </ul>  |
| How to explore jobs or careers that match my military skills and knowledge  | <ul style="list-style-type: none"> <li>• <a href="#">Employment and Social Development Canada (ESDC) Match Your Skills and Knowledge</a></li> </ul>  |
| How to access one on one career counselling   | <ul style="list-style-type: none"> <li>• <a href="#">Contact your local PSO office</a></li> <li>• <a href="#">VAC Career Transition Services (CTS)</a></li> </ul>  |
| How to prepare for civilian job interviews  | <ul style="list-style-type: none"> <li>• <a href="#">CAF Career Transition Workshop (CTW)</a><br/><i>*contact local PSO office</i></li> <li>• <a href="#">VAC Career Transition Services (CTS)</a></li> </ul>  |
| How to develop a civilian resume  | <ul style="list-style-type: none"> <li>• <a href="#">CAF Career Transition Workshop (CTW)</a><br/><i>*contact local PSO office</i></li> <li>• <a href="#">VAC Career Transition Services (CTS)</a></li> <li>• <a href="#">Employment and Social Development Canada (ESDC) Resume Builder</a></li> </ul>  |
| How to conduct job search   | <ul style="list-style-type: none"> <li>• <a href="#">CAF Career Transition Workshop (CTW)</a><br/><i>*contact local PSO office</i></li> <li>• <a href="#">VAC Career Transition Services (CTS)</a></li> </ul>  |
| How to find jobs in the civilian labour market and the CAF Reserve Force  | <ul style="list-style-type: none"> <li>• <a href="#">Employment and Social Development Canada (ESDC) Job Bank</a></li> <li>• <a href="#">Government of Canada Jobs</a></li> <li>• <a href="#">Reserve Employment Opportunities (REO)</a></li> <li>• <a href="#">VAC Career Transition Services (CTS)</a></li> <li>• <a href="#">Helmets to Hardhats</a></li> </ul> |
| How to access federal public service employment opportunities   | <ul style="list-style-type: none"> <li>• <a href="#">Employment in the Public Service (GC Jobs)</a></li> </ul>   |
| How to start a business   | <ul style="list-style-type: none"> <li>• <a href="#">Prince's Own Entrepreneur (POE)</a><br/><i>* Register by contacting your local PSO office</i></li> <li>• <a href="#">Canadian Franchise Association (CFA)</a><br/><i>* Register by contacting your local PSO office</i></li> </ul>  |
| How to write resumes for public service jobs, learn about public service pension plans, plus many other additional courses...contact your local LCC | <ul style="list-style-type: none"> <li>• <a href="#">Learning and Career Centres (LCC)</a></li> </ul>  |



|   |  |
|---|--|
| Spouse looking for employment           | <ul style="list-style-type: none"><li>• <a href="#">CFMWS Military Spousal Employment Network (MSEN)</a></li><li>• <a href="#">VAC Career Transition Services (CTS)</a></li></ul>  |
| How to access my education entitlements | <ul style="list-style-type: none"><li>• <a href="#">CAF Education Reimbursement</a> (For members staying in-service, or transferring to the Reserve Force or Regular Force)</li><li>• <a href="#">VAC Education and Training Benefit</a></li><li>• <a href="#">MySET Education Funding</a></li></ul> |