**Week 1: Foundation and Skill Building**

**Day 1: Assess Current Skills and Goals**

* Review your current skills and identify gaps in IT admin support and training knowledge.
* Research job requirements for IT admin support roles to understand what employers are looking for.

**Day 2: Online Learning**

* Enroll in online courses related to IT admin support (e.g., CompTIA A+, Microsoft Certified: Azure Fundamentals).
* Begin with introductory modules to build foundational knowledge.

**Day 3: Hands-On Practice**

* Set up a virtual lab environment to practice IT admin tasks (e.g., installing and configuring software, managing user accounts).
* Use free tools or trial versions to gain practical experience.

**Day 4: Explore Training Techniques**

* Research effective training methodologies (e.g., adult learning principles, instructional design).
* Read articles or watch videos on creating effective training materials.

**Day 5: Develop a Training Plan**

* Create a sample training plan for a common IT admin task (e.g., onboarding new employees, troubleshooting common issues).
* Include objectives, materials needed, and a step-by-step guide.

**Day 6: Networking**

* Join IT admin and training-related groups on LinkedIn or other professional networks.
* Reach out to professionals in the field for informational interviews or advice.

**Day 7: Resume and LinkedIn Profile**

* Update your resume and LinkedIn profile to highlight relevant skills, certifications, and experience.
* Tailor your resume to emphasize skills relevant to IT admin support and training roles.

**Week 2: Applying Knowledge and Building Experience**

**Day 8: Advanced Learning**

* Continue with advanced modules in your online courses.
* Focus on areas like network administration, security, and advanced troubleshooting.

**Day 9: Create Training Materials**

* Develop a sample training presentation or handout based on the training plan created in Week 1.
* Ensure it is clear, engaging, and informative.

**Day 10: Mock Training Session**

* Conduct a mock training session using available materials.
* Record yourself and review the session for areas of improvement.

**Day 11: Job Search Strategy**

* Research companies and job openings in IT admin support and training.
* Create a list of target companies and roles to apply for.

**Day 12: Apply for Jobs**

* Apply to at least 5-10 job openings that align with your goals.
* Customize a cover letter and resume for each application.

**Day 13: Prepare for Interviews**

* Review common interview questions for IT admin support and training roles.
* Practice answers and scenarios with a friend or mentor.

**Day 14: Follow-Up**

* Follow up on job applications
* Continue networking and reaching out to contacts made during Week 1.