

TRANSITION GUIDE

The Transition Guide* is a self-assessment tool designed for businesses to help their people navigate common life-work transitions.



WHAT IS TRANSITION?

Before we unpack the Transition Guide, we must first examine, what is a transition?

Transition is more than change. It refers to the inner process in which we all go through when moving from a known present state to an unknown future state, learning how to manage new life circumstances.

Life circumstances can be viewed as positive or negative and capture any situation that requires an adjustment.

Transitions can be:

- **Anticipated** (e.g. starting a new job, moving into a new house, having a baby, exiting the workforce).
- **Unanticipated** (e.g. health crisis, car accident, organisational restructure).
- **A non-event** (e.g. not having a baby, not getting a promotion).

WHERE YOU ARE

Known present state:

- Student
- Non-parent
- Current house



TRANSITION



WHERE YOU'RE GOING

Unknown future state:

- Employee
- Parent
- New house

* The Transition Guide, designed by Kay and Schlossberg, is based upon Transition Theory developed by Professor Nancy K. Schlossberg.



THE FACTORS THAT CAN HELP OR HINDER TRANSITION

Moving into the unknown future state when making a transition can be challenging to navigate. An individual's ability to cope in times of transition can depend on four factors, outlined in **Nancy K. Schlossberg's 4S model**:



SITUATION

How does my current situation influence how I manage the transition?

- Is the timing right?
- What's within my control?
- Will this last a long time?
- Have I experienced something like this before that could help?
- Am I stressed?



SELF

How do my personal characteristics influence how I manage the transition?

- Am I an optimist or pessimist?
- How resilient am I?
- What's my physical health and wellbeing like?
- Does this align with my values?



SUPPORTS

What supports can I draw on to manage the transition?

- Family?
- Friends?
- Close relationships?
- Community?
- Workplace?
- Professionals?
- Activities that focus on wellbeing?



STRATEGIES

What coping strategies do I have that can help me manage the transition?

- Self care practices?
- Advice and support pathways?
- Cognitive strategies, like reframing and emotion regulation?
- Work and home life balance?

As an individual moves from present to future state some of these factors may help transition success, whereas some may hinder transition success.

EXAMPLE

A new graduate is about to enter the workforce for the first time.

Their lack of previous experience in handling a transition, as well as lack of knowledge of organisational supports may create some anxiety about the transition, potentially **hindering** transition success.

However, that same individual may be optimistic by nature, starting the job at the perfect time and feel well supported by their family and friends which may improve transition readiness and confidence **helping** transition success.



While an individual may not have control over when a transition will occur, or whether a transition will have a negative impact on them, it's important to recognise these factors and understand that they may influence transition success.

For the factors that **can** be influenced, individuals are encouraged to strengthen and build these to help transition well.

NAVIGATING TRANSITION WELL

Utilising the 4S model, the Transition Guide helps individuals unpack the four factors that are known to influence the ability to cope with transition (Situation, Stress, Support and Strategies), so that they can identify their personal strengths, and build their own personal toolkit of strategies to help them navigate transition well.

[Learn more here >](#)



SOURCES: M.L. Anderson, J. Goodman, J., and N.K. Schlossberg, Counseling Adults in Transition: Linking Schlossberg's Theory with Practice in a Diverse World, 5th ed. 2021, New York, NY, US: Springer Publishing Co. xvii, 334-xvii, 334.

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