DUPE TALKS

YOUR FREE STARTER GUIDE

5 CAREER PATHS

WOMEN OVER 40

CAN EXPLORE

You do not need to have everything figured out. Start with one direction, find out what it involves, and take one small step.

THIS GUIDE WILL HELP YOU:

- Understand five possible career directions.
- Find realistic beginner roles to investigate.
- Use free learning links and a 7-day action plan.

Important: These are career paths to research, not guaranteed jobs. Most manager-level roles need relevant work experience. Training does not guarantee a job or salary.

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UNDERSTAND THE CAREER PATHS

What could these jobs look like?

Do not start by chasing a manager title. Start by learning the work and looking for a realistic way in.

01 AI & Automation

WHAT IT MEANS

Using tools like AI assistants and simple automated workflows to help teams handle routine work and information.

SEARCH FOR BEGINNER ROLES

Digital assistant, admin assistant with AI skills, automation trainee, junior digital operations.

A FIRST STEP TO TRY

Learn basic prompting. Then practise turning a repeated task into a clear step-by-step workflow.

02 Risk & Compliance

WHAT IT MEANS

Helping an organisation spot problems, follow rules, protect records and reduce the risk of expensive mistakes.

SEARCH FOR BEGINNER ROLES

Compliance administrator, risk assistant, quality administrator, data protection assistant.

A FIRST STEP TO TRY

Make a simple checklist of risks and safeguards for a fictional small business.

03 Programme Operations

WHAT IT MEANS

Keeping projects, people, budgets and deadlines organised so a programme delivers what it promised.

SEARCH FOR BEGINNER ROLES

Project administrator, programme assistant, project coordinator, PMO administrator.

A FIRST STEP TO TRY

Plan a small event with tasks, owners, dates and a simple progress tracker.

FIND YOUR LIKELY ENTRY POINT

Two more paths worth exploring

04 Product Operations

WHAT IT MEANS
Helping the teams behind an app, website or product work better by organising feedback, tools, processes and reports.

SEARCH FOR BEGINNER ROLES
Product support coordinator, operations assistant, customer insights assistant, junior product analyst.

A FIRST STEP TO TRY
Pick an app you know. Write down three user problems and a clear way to track them.

05 Strategic Partnerships

WHAT IT MEANS
Building relationships between organisations so they can reach customers, deliver services or create new opportunities.

SEARCH FOR BEGINNER ROLES
Partnerships assistant, business development assistant, account coordinator, outreach coordinator.

A FIRST STEP TO TRY
Choose two fictional businesses and draft a short proposal explaining how working together helps both.

WHICH ONE SOUNDS LIKE YOU?

Enjoy systems and experimenting?	AI & Automation
Spot details and follow rules?	Risk & Compliance
Like organising people and deadlines?	Programme Operations
Enjoy improving customer experiences?	Product Operations
Good at relationships and persuasion?	Strategic Partnerships

These are clues, not a career test. Check real vacancy requirements before committing to a course.

DUPE TALKS

TAKE YOUR FIRST STEPS

Your next seven days

Pick one path. Make progress before you spend money on training.

DAY 1	Choose one career from the five.
DAY 2	Search for 5 real UK vacancies, including junior roles.
DAY 3	Write down the skills employers repeat most.
DAY 4	Choose one free lesson and complete it.
DAY 5	Do one small practice task to show the skill.
DAY 6	Identify transferable skills from your work or home life.
DAY 7	Decide the next training step or job title to target.

FREE LEARNING LINKS & CAREER RESEARCH

- National Careers Service - free training & careers
- Microsoft Learn - start using AI
- OpenLearn - free risk management course
- OpenLearn - free project management course
- Atlassian - product operations explained
- National Careers Service - business development

UK note: Funded courses and Skills Bootcamps vary by location and eligibility. If you are outside the UK, check the equivalent careers and training service in your country.

YOUR NEXT MOVE

Tell DupeTalks which career you want explained next. The goal is not to collect courses. It is to choose one direction and start.