

#### **G S CONSULTANCY**

# Outplacement Services

Support for your business during challenging times.

113a Hucclecote Road Gloucester, GL3 3TS

Tel: 01452 616726 Mobile: 07889 555358

#### **G S Consultancy's programmes are designed for:**

- Executives, Managers, Specialist and Professionally qualified Staff usually earning more than £25k
- · Individual and Group programmes for all levels of staff

#### **The Process**

Based on our experience of "best practice" the separation process has 3 distinct phases. Attention to all three phases is critical if the process is to be as painless as possible for both the Organisation and the Individual.



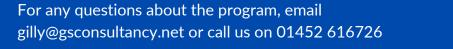
Phase 1
Pre-Planning



Phase 2 Coaching Management



Phase 3
Programme Delivery





#### **Pre Planning**

G S Consultancy can work with an Organisation to ensure detailed plans are drawn up in a practical and effective way. Items covered in this phase can include:



Establishing selection criteria



Reducing the Impact of down-sizing



Formulating Policy – Redundancy and Outplacement



Establishing terms of release



**Communication Strategy** 



Breaking the news



**Initial Support Mechanisms** 



Type of Outplacement Programmes required



#### **Management Coaching**

Delivery of the news is often ignored and yet can be one of the most difficult tasks undertaken by those involved. Coaching managers beforehand equips them to:



Be clear on what they are trying to achieve in the interview



Structure the meeting professionally



Control the meeting appropriately



Get the message across sympathetically



Recognise and deal with different reactions



Respond appropriately to questions



#### **Delivery of Programmes**

We can provide a flexible range of programmes to meet a full range of needs. Typically this mix might include:



Open-ended one to one programmes



Concentrated one to one programmes



One, two or three day group programmes



Job Shops/advice centres



Financial Counselling



Self Employment Advice



Retirement Counselling



**Conducting Virtual Interviews** 





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# **Example**Programme Content

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## Every programme is individually tailored but typically may include components from the following process:

"Reflecting on Yourself"

A personal SWOT( Strengths, Weaknesses, Opportunities and Threats) analysis

Psychometric profiling (E.G. Occupational Personality Questionnaire, Myers Brigg S Type Indicator, Motivational Factors, 16PF, Occupational Interest Inventory, Morrisby, Belbin Team Roles)

Assessment of personal circumstances and Financial position

2. "Choosing a new Career"

Getting organised

Defining what you are looking for

Defining the depth and breadth of your experience

Identifying your Key Skills

**3** "Writing a CV"

Choosing a Layout

Developing a Career Profile

Choosing the content and getting the order right

Using achievements to communicate your experience



### Every programme is individually tailored but typically may include components from the following process:

4. "Finding the right job"

Understanding the Job Market

**Agencies and Adverts** 

Create LinkedIn profiles, covering letters and suitable applications

5. "Preparing for the interview"

**Researching Organisations** 

Preparing answers for the likely questions

Mock interviews with CCTV

"Professional Interview Techniques"

Knowing what to wear

Non verbal communication

Giving the right signals

"After the interview"

Reviewing your performance

Keeping in touch

Negotiating your package

For any questions about the program, email gilly@gsconsultancy.net or call us on 01452 616726



#### **Typical Formats and Costs**

We have many options that can be adapted to meet the specific requirements of both individuals and Organisations.

Total costs will be affected by a number of variables. These include the size of the project and the number of tutors provided.

Please contact us to discuss your needs.

