



**G S CONSULTANCY**

# Outplacement Services

Support for your business  
during challenging times.

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113a Hucclecote Road  
Gloucester, GL3 3TS

Tel: 01452 616726  
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## 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

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For any questions about the program, email [gilly@gsconsultancy.net](mailto:gilly@gsconsultancy.net) or call us on 01452 616726



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## 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

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# 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

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## 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:

## 1. “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

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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

**6.** “Professional Interview Techniques”

Knowing what to wear

Non verbal communication

Giving the right signals

**7.** “After the interview”

Reviewing your performance

Keeping in touch

Negotiating your package

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## 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.**

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