

managingchange

career transition and outplacement

We are specialist providers of career transition and outplacement services, working with organisations and their people through periods of change.

- executive outplacement
- group outplacement
- personal career coaching

our approach

Our approach to outplacement is focused on dedicated, personal support from experienced consultants and business coaches. Our professional and affordable programmes are flexible and designed to meet your company's needs. We work with executives and managers at all levels within a wide range of organisations in both the private and public sectors, both large and small.

Our programmes comprise three key components which are balanced according to individual need:

- **practical support** – including CV development, job searching, interview skills, negotiating job offers
- **career counselling** – taking stock, assessing career direction and options, self assessment of skills, experience and attributes, career development/transition planning
- **emotional support** – managing stress, building and maintaining self-confidence and a positive attitude, moving on



our people

Our consultants and business coaches are highly experienced people who work with you in a practical, supportive and enthusiastic manner to help candidates stay confident, positive and in control of their direction and activities.

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executive outplacement

These programmes are aimed at executives and senior managers and provide one-to-one outplacement coaching specifically tailored to meet the individual's needs.



Typical executive programmes include:

- an initial meeting to discuss the situation, specific requirements and goals, and to agree the programme's content
- a series of ongoing meetings, scheduled according to their requirements, at suitably convenient venues
- taking stock of the career to date, discussing future direction and options
- self assessment of skills, experience and strengths and fulfilment needs
- unlimited advice and guidance on CV writing, application letters, networking, effective influencing and impact skills at interview, regular reviews of progress
- support and advice for maximum effectiveness during the first 90 days in the new role
- unlimited help and advice outside of scheduled meetings via email and telephone

What our executive clients have said

"Thanks for being a wise sounding board; much appreciated"

"I now know what my career direction is, this was such a fog before. I feel motivated again and have something to aim for"

"Your advice was top quality and I will be happy to recommend you in the future"

"...so thanks again for all you help. It really got me into the right mindset. It really made me think about how to answer questions and I used a lot of your advice in the HR interview"

Change is not merely necessary to life, it is life.

- Alvin Toffler

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group outplacement

Group programmes are designed to be a cost effective means of providing outplacement support to larger numbers of people within your company.

These programmes are conducted within workshops designed and conducted by our experienced consultants. We provide the same focused support and advice working with small groups of people both within the workshops and with full telephone and email support at other times.

Typical group programmes include:

- Workshop content including CV writing, skills and strengths assessment, job searching, interview skills, evaluating and negotiating job offers
- Assistance in coping with change and building/maintaining self-confidence
- Ongoing support from a dedicated consultant by telephone and email

What our workshop clients have said

"I can now handle any interview situation – bring 'em on! Thank you for all your advice"

"Thank you for all your wise advice. I am now so much more confident at presenting myself and my ideas and able to handle even the most difficult interviews"

"thank you so much for the help you have given, I feel confident, in control and enjoying life again"



*In the middle of difficulty
lies opportunity.
- Albert Einstein*

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1010 Cambourne Business Park, Cambourne, Cambridge, CB23 6DP
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personal career coaching

Our career coaching programmes are carried out by qualified and experienced business and career coaches. These are developed to meet the individual's specific needs and goals, and are conducted on a confidential, one-to-one basis.

Career coaching themes include:

- Career crossroads – where do I go now? How do I get there?
- Finding personal fulfilment and job satisfaction
- Assessing personal strengths and attributes and using these to best effect
- Finding the confidence to change direction
- Strategies for effectively managing your career and achieving goals
- Successfully completing the first 90 days in a new job

What our career coaching clients have said

"...my self confidence has soared during these sessions and I now feel suitably authoritative for my role."

"Thank you for all your support and advice – these meetings have been invaluable in helping me find real fulfilment..."

"I now feel able to make a positive impact with senior management and am considerably more confident."



Don't wait to be discovered.

- Gil Atkinson

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contact us

For further information on our outplacement and career coaching programmes, please call:

**01954 718037 or email us at:
enquiries@managingchange.org.uk
www.managingchange.org.uk**

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