

# HR Support

## **CAREER TRANSITION SUPPORT**

Our approach to career transition, or outplacement support, is to tailor the solution to suit each individual, in a cost effective way. The primary outcome is that each person is able to confidently take the next steps in their career, with the right tools to achieve their goals.

We offer one to one coaching sessions. This is normally a series of two-hour, one to one coaching sessions over a two to three month period. Some individuals do require more support and so more sessions can be added as required. Support does include telephone and email support as required.

Typically, junior staff are offered a 3 session programme and managers 6 sessions; sessions include:

### **TAKING STOCK**

- Achievements and challenges
- Transferable skills
- Personal strengths
- Gathering evidence
- Clarifying your objective
- Writing your CV
- LinkedIn and personal support networks

### **PREPARING FOR INTERVIEWS**

- Types of interviews
- Assessment centres
- Matching job requirements
- Handling behavioural interview questions
- Managing effective body language
- Presenting your evidence
- Final questions

### **MANAGING YOUR JOB SEARCH**

- Organising your job search
- Where to search
- Recruitment agencies, job boards and the internet
- The unadvertised job market
- Engaging your personal network
- Staying positive

The programme of sessions will be interactive and practical, with each client considering their unique situation and specific requirements. The focus will be on the individual taking responsibility and ownership for driving forward the next phase in their career and putting in place a plan and regular activity to achieve their objectives.