

Role Management

Outplacement Support Services Employee Information Pack

Workshop with Additional Individual Support Pack

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INTRODUCTION TO ONE-DAY JOB SEARCH WORKSHOPS with additional INDIVIDUAL OUTPLACEMENT SUPPORT

This pack contains information to explain the support being offered to assist you to find alternative suitable employment. It consists of a focussed One-Day Job Search Workshop, plus a subsequent Individual Outplacement Support session.

The Role Management job search system and techniques are very successful when applied as recommended. On average, new job interviews begin to emerge within a week of participants activating the market approaches recommended. The aim is to enable you to generate several job offers, all open at the same time, from which to choose your next career move.

On the workshop day, we will cover all the topics listed in the attached Job Search Workshops Information Sheet. During individual sessions on subsequent days, you will have personal support to develop your effective, interview-getting CV and to receive confidential career guidance and/or discuss anything which may be of concern to you (see more details below). It would be helpful if you could email your current CV to donmac@role.co.uk before the workshop.

Most people find their experience of a Role Management workshop an interesting and stimulating experience. It deals with all aspects of finding employment at a deeper level than people imagine possible and very much with the potential employers' perceptions in mind.

The subsequent Individual Support sessions are designed to help you with:

- polishing and perfecting your CV*
- looking at options for career change*
- specific Interview Preparation and Interview Debriefs*
- self-Employment Exploration and Own Business Options*
- specific Advertisement Response letters*
- specific Speculative Job Market Approach letters*
- help with managing any personal anxieties arising, and any other topics you wish to use these confidential sessions for.*

We look forward to supporting you and hope you will not hesitate to contact me if you have any questions on the workshop or any aspect of the programme on offer to you.

Don MacLean

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SOME OF THE CLIENTS WE HAVE HELPED ...

ABB Limited
Amway (UK) Limited
Argos Limited
Aylesbury Vale District Council
Bartle Bogle Hegarty Limited
Beiersdorf UK Limited
Burberrys Limited
Cable & Wireless plc
Caldera International
Cleveland County Council
Callidus Technologies UK Ltd
Delphi Automotive Systems UK Ltd
Debenhams plc
Direct Line Insurance
EMI Records Limited
Forte Plc
Focus DIY Ltd
Fosroc Expandite Ltd
Frank Usher Limited
Going Places
GUS Home Shopping Limited
Harvey Nichols & Co Ltd
Holland & Holland Limited
HMV UK Limited
J Sainsbury plc
Kelly Services (UK) Ltd
Meat & Livestock Commission
King UK
Mazars Neville Russell

Midland Bank HSBC
Milton Keynes Development Corporation
Nissan Design Europe Limited
North of England Building Society
Nottingham Building Society
Peterborough Development Corporation
Portman Building Society
Principality Building Society
Punch Publications Limited
Rockwell FirstPoint Contact Limited
Scarborough Building Society
Sears Womenswear Limited
Sidney C Banks Plc
Snuggledown of Norway UK Ltd
Speedibake Limited
Tchibo Coffee International Limited
Texas Instruments plc
The Ratcliff Group Limited
The Scout Association
The Santa Cruz Operation
Thomas Cook Group Ltd
Toshiba Electronics UK Limited
Universal Flavors Limited
University of Buckingham
Victoria Mutual Finance Limited
Watford Borough Council
Wickes Building Supplies Limited
Woodbridge Foam (UK) Limited
Woolwich plc
Working Links

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COMMENTS FROM PEOPLE WE HAVE HELPED . . .

"... the degree of confidence that I feel the presentation of the CV gave made me realise that it would be possible to obtain another job after leaving the company. Our *meetings were of great benefit* to me. *I feel much happier* both in my job and in my personal life and would like to say once again, thank you for all your assistance."

"After the help you gave I was *less stressed* and coped with the change much better than last year. I applied for 80 jobs with a follow-up of some of last year's letters. *I was offered 20 interviews*. I would never have been able to obtain re-employment so quickly without the lessons I learned from the help and guidance you gave me."

"*I've got a job!* It's in north London working for ... I made 38 job applications and *received 7 interviews*. *Your CV format is good*. *Your interview ideas are also good* especially about using examples. Thanks."

"*The system works!!* After my second appointment, I began my action plan. I wrote to 125 different employers, some replied straight away, others I am still receiving letters on a weekly basis. In total *I went to 17 interviews*. Words cannot express my thanks to yourself and company in helping me in time of need. Thanks very much."

"*You are indeed a miracle worker - you have pushed me when I'd given up, put up with my moods and constantly encouraged me when I really thought that there was no hope. I can never thank you enough for all you have done for me - my CV should be framed for posterity!* I know how good you are at your job but with me you went over and above the call of duty. Thank you for everything."

"To have had time to examine and pursue options has been very valuable and constructive. I know that venturing out on my own practice puts me in a very vulnerable position, but *the time spent with you has given me a good foundation and the confidence to have a go.*"

"*You have helped me see the whole experience as a stage and learning experience, not as the unmitigated disaster I first thought.*"

"I must admit I doubted the advice about mailing companies, but in my case *the result was very good with a dozen opportunities opening up; I started my new job within 2 weeks of mailing my CV.*"

"*I felt it necessary to write and say how impressed I was with Don MacLean's excellent outplacement service at Role Management; I managed to become placed in a new job very quickly because of the highly-skilled efforts of Don and his team.*"

"... I wouldn't have thought about the ways in which I should go about getting the job offers I want ... *I am now motivated to go out there and make things happen.*"

"*The course tutor is obviously very experienced, therefore top marks, made himself available to all without being asked.*"

"I found the information about self employment particularly useful as it was not a serious option before coming to the workshop."

"... it was a lot more useful and informative than I thought it would be before attending the course. *Many simple but helpful hints.*"

And finally, from a self-funded client: "Thank you for your help and support this year - since meeting with you I have received lots of compliments regarding my CV. I have just finished 6 months work at the XX - and I am now looking into the possibility of working on a consultancy basis - *something I hadn't entertained before meeting with you*. So many thanks for really making me think. With best wishes to you for 2005."

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JOB SEARCH WORKSHOPS - FACT SHEET

These run one day and are ideal for groups of four to eight people. Participants have a real chance to engage in practical exercises and end the workshop with a personal action timetable and a Job Search Handbook for future guidance. A subsequent day, or days, is usually devoted to individual support for CV development.

Topics covered on the workshops are as follows:

- ✓ The effects of job change on people; benefits and opportunities; looking at worst fears and how to tackle them; making money go further; dealing with feelings of anger and disappointment; the power of persistence; asking for what you want; maintaining the job search goal; resisting domestic temptations; use of Job Centres and claiming unemployment benefit; developing a contingency plan
- ✓ ways of finding employment: gaining the co-operation of personal contacts and networking; how to assess press advertisements properly, how to maximise your chances of being interviewed and writing effective response letters; how to obtain fast results via speculative approaches to potential employers, writing effective speculative covering letters; retaining control of the job search project and advice on the use of recruitment agencies
- ✓ looking at forms of self employment: franchises, consultancy, setting up a business, sources of assistance and support; advantages and disadvantages of self-employment - is it for you; personal qualities needed for success; how to sell and get work; exploring options; using what you have to earn an income; turning spare time interests into money
- ✓ how to develop an effective CV: the advantages of a good structure; developing an open style and avoiding deviousness; how to deal positively with gaps in employment history; how to describe job scope and dimension adequately; how to identify achievements (if desired, course tutor assists all participants with individual CV development on a subsequent day)
- ✓ how to deal with filling in application forms; differences in public and private sector recruitment; identification of the likely market area; methods for researching the job market and sources of information; using market intelligence effectively
- ✓ how to make your own luck; advice on the timing and phasing of approaches and repeat approaches to the job market; using tele-sales techniques to get interviews; avoiding dead recruitment periods; why a piecemeal approach doesn't work: avoiding loss of momentum
- ✓ interview preparation and technique; handling psychometric and other tests; researching prospective employers; hints and tips for how to be at the interview, body language, voice; responding to questions; buying and selling in the interview; typical interview questions with model answers; addressing interviewer's gut feel; panel interviews; dealing with references; following up interviews and progress chasing
- ✓ salary negotiation to obtain maximum start package; how to use job offers to obtain more; evaluating, comparing and accepting offers; retrieving offers accepted in error; stumbling blocks: failure to get interviews or job offers; making the job search plan happen; issue and use of the Role Management Job Search Handbook.