



## OUTPLACEMENT AND CAREER TRANSITION

Organisations can go through difficult times and in this current economic climate, how you handle having to restructure your employees can have a profound impact on your employer 'brand'. Using an outplacement service helps exiting employees deal with this life altering change. Working with Selection Partners allows your employees to leave with dignity – knowing they are in professional hands and will be provided with tailored support to meet their particular career needs.

### WHY USE SELECTION PARTNERS?

We are a boutique Melbourne based organisation and this has many advantages. At Selection Partners, our Outplacement Division is headed up by our Director June Parker, ably supported by experienced senior consultants. Our team possesses extensive experience and expertise in employee outplacement, HR Consulting, career coaching and recruitment.

There are many other reasons to choose our service:

- Our proven robust outplacement programs are contemporary, flexible and most of all practical.
- We don't dictate what service we provide, we work in partnership with you to decide what works best for your specific situation.
- We have proven success in working with small and large companies with people in clerical to executive management positions.

### OUR APPROACH

Our approach to helping your displaced employees' transition into their new role is unique – we focus on what they think and feel, as well as, what they do and say. We know that simple changes in their approach can enable them to make significant changes and reap huge benefits in the job search process. We focus on enabling them to feel positive about themselves and getting their next job, and not just coaching them on job search techniques. Programs typically extend from one month to twelve months depending on the seniority of the person or people involved.

### WE OFFER A VARIETY OF SUPPORT LEVELS

**The Foundation Program** suits clerical and support staff where the focus is on identifying the next career move and developing job search skills.

**The Career Transition Program** offers individual coaching sessions combined with attendance at job search strategy workshops.

**The Career Transition Partner Program** provides one-on-one career coaching and support for middle managers and above. This involves assessing their career options and developing their skill and competence in current job search strategies and career networking.

### CONTACT US

Our services are delivered by experienced consultants. To see if what we offer meets your needs, please call for a confidential discussion on (03) 9832 8100 or email [june@selectionpartners.com.au](mailto:june@selectionpartners.com.au) or call **(03) 9832 8100**.

## OUR 5 STEP PROCESS

### 1 MANAGING EMOTIONS

*"Feelings of rejection, failure and fear creep into everyone's psyche at times and can stop people from moving forward, unless these feelings are turned around."*

- ◆ Recognising how you feel about your situation.
- ◆ Developing strategies to move forward.

### 2 WHO AM I AND WHAT HAVE I ACHIEVED?

*"The key to getting a new job is to know who you are and what you offer."*

- ◆ Understanding skills, experience, accomplishments and competencies.
- ◆ Know what you enjoy. Your motivators, values and career drivers.

### 3 WHAT OPPORTUNITIES AND OPTIONS DO I HAVE?

*"You are the hunter. You take control of your outcomes. You do not sit back and wait, you strategise and then take action."*

- ◆ Identify long and short term goals.
- ◆ Define options for career development or career change.

### 4 WHAT STRATEGIES AND ACTIONS CAN I TAKE?

*"When you understand the power of the Internet you understand the power of modern networking."*

- ◆ Develop a strategy to reach your career goals.
- ◆ Develop your networking, interviewing and online personal branding skills.

### 5 REVIEW, FINE TUNE AND FOLLOW UP

*"If we have the courage to walk through the doors that open up to us, all sort of opportunities present themselves."*

- ◆ Develop, review and adapt plans.
- ◆ Learn and extend networks and skills.

## CAREER TRANSITION MODULES AND WORKSHOPS

Our programs are designed to equip your employees with the skills, tools, confidence and strategies they need to successfully achieve their career goals regardless of their career experience. Some of our skills based modules are detailed below.

### CREATING A CV

- ◆ Create a compelling CV that can be tailored to specific roles.
- ◆ Understand the importance of key words.
- ◆ Create a one page marketing CV.
- ◆ Create a Boast Book.

### APPLYING FOR ROLES

- ◆ How to use online job boards while understanding their limitations.
- ◆ How to source jobs using LinkedIn and social media.
- ◆ Learn how to tailor applications.
- ◆ Know how to work with Recruitment Agencies and Search Firms.

### INTERVIEWING

- ◆ Know how to conduct research.
- ◆ Understand all types of interviews including behavioural interviews.
- ◆ Understand what hiring managers think and learn to address their concerns.
- ◆ Prepare and know what questions to ask.

## WHY USE AN OUTPLACEMENT SERVICE?

There are many benefits to engaging an outplacement service provider:

- Assistance in planning and implementing a restructure can be less stressful for your managers and enable the process to be less disruptive to all employees.
- We help transitioning employees focus on the future and alleviate the inevitable negativity a redundancy causes.
- It reduces the chances of separation-related litigation claims, some say by an estimated 25%.
- It improves your employer brand and, reduces any negative publicity and shows that you are concerned for the welfare of all employees helping maintain the productivity, morale and loyalty of remaining employees.

## OUR PROGRAMS

Our programs include:

- Career values and behavioural assessments
- Career evaluations
- Communication style inventories
- Management and leadership style reviews PLUS
- Interview and networking practice.

We provide videos, information bulletins, webinars, online resources and comprehensive workbooks.



**Selection**  
PARTNERS

## CALL US ON (03) 9832 8100

### DIFFERENTIATING YOURSELF

- ◆ Create a 30 second pitch about your accomplishments.
- ◆ Learn how to create a strategy plan and to showcase your experience.
- ◆ Create your personal brand; create a LinkedIn profile and professional web presence.
- ◆ Understand the benefits of associations and forums.

### TAP INTO THE HIDDEN JOB MARKET

- ◆ Design your approach; identify informers, insiders, hiring managers.
- ◆ Learn how to conduct research, use LinkedIn, Google and your network.
- ◆ Create a polished marketing script – Know what to do and say & how to follow up.
- ◆ Know where and how to network.

### HOW TO KEEP POSITIVE AND MOTIVATED

- ◆ Understand the emotional roller coaster of the job search.
- ◆ Develop strategies to stay positive and optimistic.
- ◆ Develop time management strategies and how to keep on track.
- ◆ Plan to have fun and achieve outside of the job search process.