

TCHC Outplacement Services

Growing Success



The provider of choice for the delivery of outplacement employability and skills development for public and private sector employers

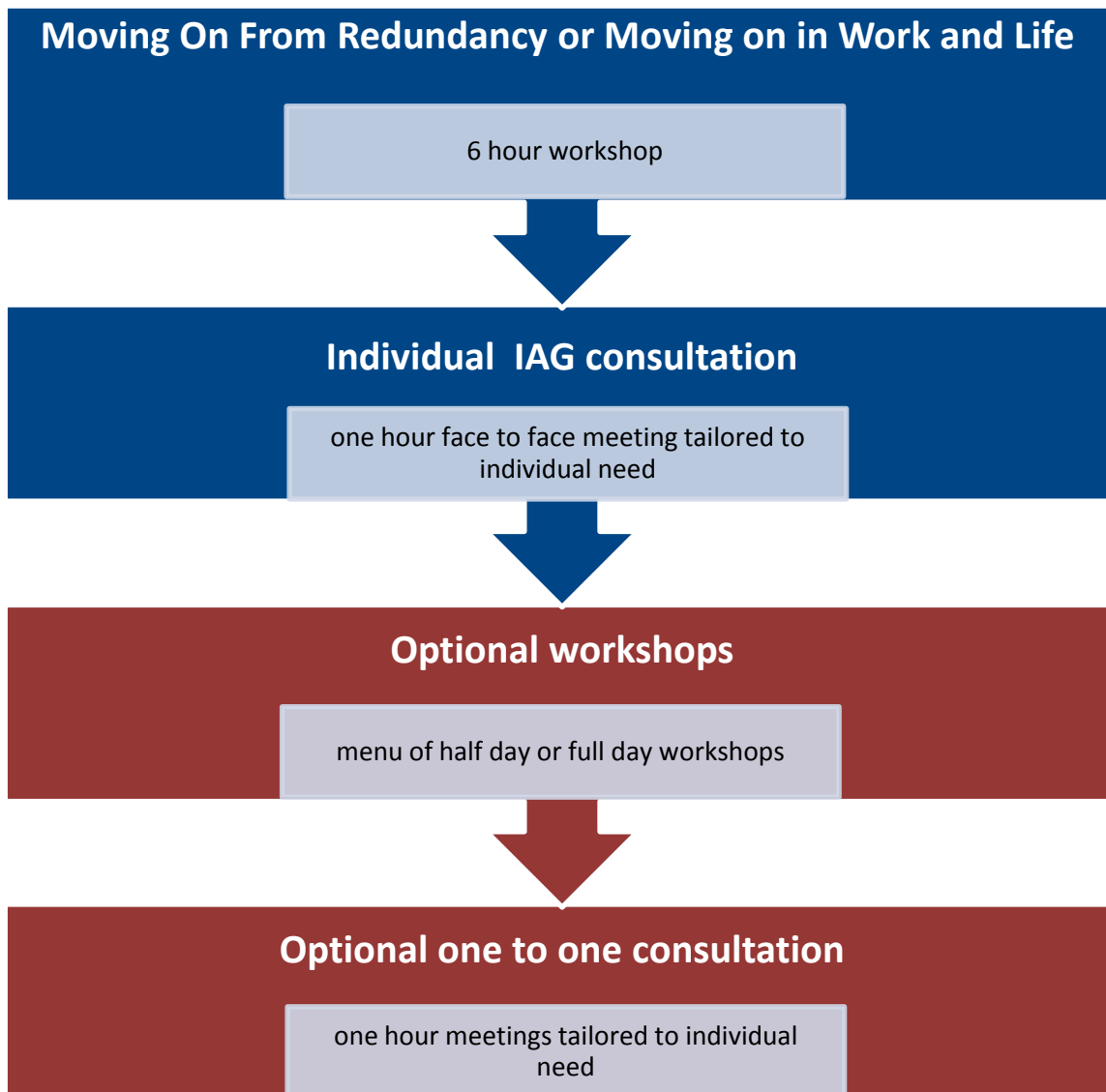
Introduction to Outplacement Services

Making changes within an organisation can be a challenging and demanding process, no matter how compelling the business reason. Our team of fully qualified, highly experienced staff will help smooth the difficult process of change for you and will offer practical help for your employees.

We offer a flexible and pro-active service that can be tailored to meet the needs of your organisation.

Using our experience of working with other organisations facing similar challenges, we have mapped out below a possible plan of support to enable the transition of change for staff.

Organisational Change – Leaving the organisation



Organisational Change - Leaving the Organisation - Core Programme

For many people faced with the task of applying for a job, seeking a career change or taking early retirement through ill health, there are challenges to overcome such as dealing the emotional adjustment, understanding the skills they have or need to develop, opportunities to re-skill, writing a CV that makes them stand out, understanding the job market or how they can contribute to their local community during retirement. The core programme equips staff with the skills, confidence and knowledge they need to be successful in their future endeavours. It consists of:

Moving On From Redundancy Workshop: Leaving the Organisation/Internal Redeployment

A six hour session that covers all the key skills needed to maximise chances of success in job seeking. It includes addressing emotional responses to change, addressing job criteria and competencies, CVs, interview preparation, transferable skills, understanding the job market including social media, options and possibilities. This workshop can be adapted for those organisations having an internal recruitment or redeployment exercise and content tailored to the processes and competencies of the organisation.

Moving On in Work and Life Workshop: Leaving the Organisation through Ill Health

Most of us want to continue to work until we reach retirement age preferably in the roles for which we have trained. We want to reap the benefits of our pensions and feel that we are contributing to the upkeep of our family and community. Things, however, might not always go according to plan. Some occupations have their own share of hazards and sometimes bad luck or ill health means that we cannot continue to work in our current occupation and we are forced to leave our employment. However, this does not mean *the end of the road* for us.

Our programme will show that people in this situation still have a lot to give and can be useful members of society. It explores dealing with emotional adjustment, looks at talents, interests and skills that could be put to good use either in alternative employment/self employment, voluntary work or in retirement. It looks at possibilities of re-skilling and where to get the help needed to achieve goals. It considers retirement in the 21st century- myths and top tips for being successful, healthy and happy.

Individual IAG Consultation

A one to one session for an hour with a qualified careers adviser tailored to individual needs. It could include advice on a job application, career change, CV review or interview coaching, review of skills or training needs.

Optional Support Services:

Social Media Workshop (half day)

Social media and networking sites can be used for careers research, job seeking and to market oneself to future employers. Likewise employers also use social media to find qualified applicants because it is often a faster and cheaper method of identifying good candidates than advertising a job. This interactive session covers making the most of networking sites such as LinkedIn, Facebook and Twitter for effective job hunting.

Skills Health Check Workshop (half day)

If someone is not sure about what job is right for them, or what skills they need to brush up on, the Skills Health Check tools will point them in the right direction. This is an online assessment of skills and abilities with a detailed report designed to give insights into possible career options.

Presentation Skills for Interviews Workshop (half day)

Many people today are required to deliver a presentation as part of their interview. This can be nerve racking because the person feels they lack the skills or confidence. This workshop will cover the key elements such as preparing an effective presentation and how to present oneself positively using PowerPoint.

An Introduction to Self Employment Workshop (half day)

For those that want to explore self employment and want to test their business idea to see if it is viable, this workshop will provide an insight into business start up and the enterprise skills required to run a successful company.

An Introduction to Neuro-linguistic Programming (NLP) at Work Workshop (one day)

The thought of redundancy can make people very fearful and they can fall into a spiral of negative thinking. In this workshop they will learn about Neuro-linguistic Programming (NLP) skills and techniques to improve their motivation, reframe their thinking and believe in themselves. It will help them take control of their lives and open their eyes to the vista of opportunities available. It will inspire them to make a successful transition to the next stage of their lives.

Additional One to One Careers Coaching and Support Consultation (1 hour)

This consultation will be adapted to an individual's need and could include:

- Emotional responses to redundancy
- Review of Skills Health Check report to discuss possible career options
- Training Needs Assessment and how to access vocational training
- Interview preparation including mock interview
- Advice on further or higher education
- Advice on self employment and business start up
- Leaving the organisation - job seeking and the external job market

Cost of Services

TCHC Outplacement Services are designed to support both internal and external transition stages within an individual's career. We are happy to talk to you about the cost of our services and, where possible, how we can offset the cost with funded support. We will work with the budget you have, to produce an individualised proposal that meets your needs. We offer bespoke packages at competitive prices.

Our charge includes:

- Workshop learning resources and materials
- At the end of the consultation each individual will receive an action plan containing the summary of discussion setting out key steps to achieving identified personal short term and long term career goals.
- Follow up telephone review to check on progress

What is not included:

- We assume that the support will take place on employer's premises. Should we need to arrange accommodation, there will be an additional charge.

Our Track Record

TCHC has delivered redundancy, employability, staff development and enterprise provision for over the last ten years, during which time it has successfully supported 45,000 plus participants in the South East & East of England. Our ethos of putting the customers first together with our team of highly experienced advisers makes us stand out.

The organisations we have supported range from small enterprises to large blue chip companies and public sector employers.



Our results speak for themselves. On average 73% of our participants have progressed into employment or further learning. Through our existing activities and our widespread contact with employers, we have a comprehensive picture of the labour market and where job opportunities exist or are likely to exist in the short and medium term.

Our people are passionate about developing skills, facilitating business growth and helping our clients to improve their quality of life through employment and advice.

This is what some of our previous customers have said about us:

“Your workshop was inspirational: it was all your advice on CV writing etc, that allowed me to impress at a competency-based interview and be offered the position 2 days before the official date” D Plummer, Boeing Defence UK

“The trainer gave our self confidence and self esteem back. It was a real worthwhile project to attend and everyone should go on it. I found employment after participating” M Tripanera, HRMC.

“I believe had I not attended this course I would probably not have been ready to undergo job interviews in a manner that would impress a future employer. This proved a point when a job offer followed after two interviews” A Shields, Petroplus Refinery

“The team were extremely helpful and very caring and helped markedly to raise my confidence. The advice I received enabled me to go out into the job market better prepared. I found a job almost immediately”

J Eacott, Renault Trucks

“This is a very worthwhile service which has been offered to us in a very helpful and sympathetic manner.”

C Campbell, Manager, Accenture, Bedford

If you would like to discuss our services further with a member of our business development team please contact::

e: tchcoutplacement@tchc.net ; t: 01923 698474; W: www.tchc.net





Suite 2A Floor 2, Gresham House, 53 Clarendon Road, Watford, Hertfordshire, WD17 1LA
Tel: 01923 698430, Fax: 01923 211687, www.tchc.net

