



# Outplacement Services

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# Outplacement support

Outplacement support from Hunter Adams allows you to offer your people a positive element to the end of their time with your organisation. And for those individuals, our outplacement support prepares them well for exploring the next stages in their careers.

Our approach helps people to build an understanding of their unique strengths and how these could be applied to a range of career possibilities. We also guide people to create CVs and personal profiles that will help them stand out, as well as demonstrating how to use a range of different channels when searching for their next role.

We offer three packages, all of which are fully customisable to fit the requirements of your organisation. We can work with you to define what you need and create the right package of support that will enable your employees to positively progress their careers.

## Support packages

### 1. Group Package

- 'My Strengths, My Career' workshop: 'Expert' Strengths Profile, including Career Guide profiles for all participants; and a group debrief session to help people interpret their own profiles, recognise their unique strengths and understand how these can be applied in a range of career areas.
- 'Career Booster' workshop: This energetic, outcome-focused workshop is designed to share best practice when it comes to writing CVs, preparing LinkedIn profiles, searching for recruitment agencies and using online and social channels to find available roles.

#### *Agenda:*

- » Outstanding CVs – using fit-for-purpose best practice to stand out.
- » LinkedIn – updating your profile, aiming to achieve All-Star status.
- » Finding your top 5 most relevant recruitment agencies and making personal connections.
- » Using LinkedIn and social channels to find available roles.
- » Action planning – committing to value-adding steps to take to drive careers forward.

### 2. Blended Package

- 'My Strengths, My Career' workshop: 'Expert' Strengths Profile, including Career Guide profiles for all participants; and confidential one-to-one debrief sessions, allowing people to explore their strengths in relation to their personal career goals.
- 'Career Booster' workshop: This energetic, outcome-focused workshop is designed to share best practice when it comes to writing CVs, preparing LinkedIn profiles, searching for recruitment agencies and using online and social channels to find available roles.

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### Agenda:

- » Outstanding CVs – using fit-for-purpose best practice to stand out.
  - » LinkedIn – updating your profile, aiming to achieve All-Star status.
  - » Finding your top 5 most relevant recruitment agencies and making personal connections.
  - » Using LinkedIn and social channels to find available roles.
  - » Action planning – committing to value-adding steps to take to drive careers forward.
- Moving Forward: This stage is designed to provide people with individual support to consolidate the takeaways from the previous stages and to motivate people to progress the search for their next career move. During 60-minute one-to-one coaching sessions, we'll focus on what's most relevant to each participant. This could be to review CVs, LinkedIn profiles, discussed the strengths-based approach and review job search progress.

*All one-to-one sessions will be confidential between our career coach and each individual.*

### 3. Individual Package

- This tailored approach supports people on an individual basis through a series of confidential coaching sessions. The outcomes and value in each session will be determined by the individuals themselves however, we can guide each session using the following suggested structure:
  - » Session 1: Strengths Profile debrief and career goal setting
  - » Session 2: CV and profile reviews
  - » Session 3: Finding the right channels for the right roles
  - » Session 4: Interview preparation
  - » **Optional additional sessions are also available**

## Benefits of career transition support

#### For the organisation:

- Provides a positive perception of how you treat your employees
- Helps retain your organisation's reputation as an 'Employer of Choice'
- Improves productivity, motivation and morale during a difficult period of change
- Improves engagement with 'survivors' remaining with the organisation
- Saves valuable management time and complete objectivity through external support

#### For the individual:

- Ensures a structured approach by providing the individual with the relevant tools and techniques to successfully approach the market
- Helps to support individual self-confidence and self-esteem throughout a major period of change
- Enables an employee to transition to a new role quicker by providing them with current CV writing, interview/assessment skills and job search tools
- Provides access to new and wider networks

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## Pricing

Our Outplacement support pricing varies depending on the level of support required and the number of individuals involved.

These are the guide rates for each of our three support packages:

Group package: £550 p/p

Blended package: £750 p/p

Individual package: £1200 p/p

Please do bear in mind that our approach is entirely flexible, and our offering can be tailored to suit different budgets and requirements.

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