

Career Transition Programs

When organisations downsize, relocate or change strategic direction, there will always be the need to review future people capital requirements. The result, more often than not, is that individuals (even those that have served the organisation well) have to be made redundant. Most employers will want to provide support to these individuals and assist them in their career transition through personalised support and guidance.

We offer three Programs that are designed to assist employees at all stages and all levels:

- ✓ Program 1 - Clarity
- ✓ Program 2 - Clarity & Competence
- ✓ Program 3 - Clarity, Competence & Confidence
- ✓ Program 4 - Coaching Management on Dealing with Redundancies

Below is a general outline of the purpose, process and cost of each module

CLARITY (Program 1)

Purpose:

To provide career advice and coaching to help individuals understand their strengths and development areas and to provide advice and guidance regarding future career choices.

Process:

- Six (6) hours of consultation (3 x 2 hour sessions) with a Registered Psychologist/Career Coach in our St Leonards office.
- Consultations include:
 - ✓ Online JobFit assessment
 - ✓ Feedback on assessment results and guidance in relation to career planning and ideal next job opportunities
 - ✓ Exploring and summarising career strengths and recent job achievements
 - ✓ Resume assistance - ensuring focus on strengths and achievements

CLARITY & COMPETENCE (Program 2)

Purpose:

To provide career advice and coaching to help individuals understand their strengths and development areas and then use this knowledge to provide guidance regarding future career choices. Advanced interview skills training to increase the success rate of being short-listed for more jobs and provide guidance and coaching to achieve a more pro-active approach to job networking activities.

Process:

- Fourteen (14) hours of consultation (7 x 2 hour sessions) with a Registered Psychologist/Career Coach in our St Leonards office.
- Consultations include:
 - ✓ Online JobFit assessment
 - ✓ Feedback on assessment results and guidance in relation to career planning and ideal next job opportunities
 - ✓ Exploring and summarising career strengths and recent job achievements
 - ✓ Resume assistance - ensuring focus on strengths and achievements
 - ✓ Interview preparation and prospective employer research
 - ✓ Learn how to make an impact by effectively answering behavioural interview questions

- ✓ Learn how to effectively demonstrate personal capabilities and strengths during an interview
- ✓ The importance of being pro-active in networking activities
- ✓ How to accessing personal/business networks and develop a confident approach

CLARITY, COMPETENCE & CONFIDENCE

(Program 3)

Purpose:

To provide career advice and coaching to help individuals understand their strengths and development areas and then use this knowledge to provide guidance regarding future career choices. Advanced interview skills training to increase the success rate of being short-listed for more jobs and provide guidance and coaching to achieve a more pro-active approach to job networking activities.

Regular ongoing coaching to review progress, maintain/increase confidence levels and deal with setbacks. Provides advanced interview skills training, personal assessment using the “*Personal Capability 360° Career Survey*” and assistance with job offer negotiations.

Process:

- Twenty six (26) hours of consultation (7 x 2 hour weekly sessions followed by 8 x 1.5 hour fortnightly sessions) with a Registered Psychologist/Career Coach in our St Leonards office.
- Consultations include:
 - ✓ Online JobFit assessment
 - ✓ Feedback on assessment results and guidance in relation to career planning and ideal next job opportunities
 - ✓ Exploring and summarising career strengths and recent job achievements
 - ✓ Resume assistance - ensuring focus on strengths and achievements
 - ✓ Advanced Interview preparation and prospective employer research
 - ✓ Advanced interview skills (2 x 1.5 hour sessions)
 - ✓ Learn how to make an impact by effectively answering behavioural interview questions
 - ✓ Learn how to effectively demonstrate personal capabilities and strengths during an interview
 - ✓ The importance of being pro-active in networking activities
 - ✓ How to access personal/business networks and develop a confident approach
 - ✓ “*Personal Capability 360° Career Survey*” - specifically developed to assist professional managers to better understand their strengths and development areas and to provide them with independent information that can be shared with potential employers. The survey measures a range of skills, abilities and traits that are rated by groups such as customers, suppliers, direct reports, family and friends)
 - ✓ Job offer negotiation assistance

Coaching Management on Dealing with Redundancies

(Program 4)

Purpose:

To provide HR and operational managers with the training to manage organisational restructures and redundancy programs.

Process:

- Three (3) hour Workshop
- Workshop modules include:
 - ✓ Organisational Restructure Processes
 - ↔ Communicating the “Restructure” message
 - ↔ Answering employee questions (“What does this mean for me?”)

- ✓ Redundancy/Termination Meetings
 - ✦ Preparation
 - Reviewing individual's employment history
 - Environment (room, privacy etc)
 - Anticipating emotional reactions
 - ✦ Delivery
 - Managing your own emotive responses
 - Communicating the message
 - Do's and don'ts
 - Finishing the meeting
 - ✦ Managing the exit
 - Ensuring a graceful physical departure

- ✓ Communicating to the Remaining Team Members
 - ✦ Anticipating and responding to questions
 - ✦ Managing emotions

About our Career Transition Consultant

Peoplogica's Career Transition consultants are experienced psychologists and business coaches with a wealth of knowledge across a variety of industries.

Geoffrey Mitchell

Geoffrey has more than 20 years experience as an Executive Coach and Corporate Psychologist coupled with General Manager experience managing teams of sales professionals and consulting staff. As an Executive Coach, Geoffrey can take both a psychological perspective and a managerial/commercial focus working effectively with individuals who are facing complex work and life challenges.

Geoffrey has worked with many leading Australian companies providing Executive Coaching and Career Coaching for managerial and professional staff. In recent years clients include Investec Bank, Tourism Australia, ING, Detroit Diesel, and Suncorp Vero.

For more information please contact:

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