

## THE PEOPLE GROUP PEOPLECAREERS



## CAREER MANAGEMENT AND OUTPLACEMENT SERVICES OVERVIEW



## ABOUT PeopleCareers

The People Group has been a specialised Career Transition and Outplacement provider for over 16 years, providing practical, creative solutions to meet the career transition needs of both individuals and organisations. Our PeopleCareers Team have successfully helped many hundreds of people at all levels and across many industries with individual programmes and workshops.

PeopleCareers service offering includes Career **Talent Pathways** as well as **Transition Coaching** Programs for employees that are either seeking to develop and launch their career within the organisation or are exiting the organisation. All programs are flexible in content and time and are tailored to suit the needs and expectations of each individual. These programs are offered in the form of one-to-one programs that are usually one month to six months in duration.

When restructures take place our services assist people to make decisions about internal redeployment and for those, whose roles are made redundant, help people achieve new career goals outside of their organisation. We use comprehensive assessment tools, full job search skills training and the advice and guidance of a very experienced advisor team.

PeopleCareers Outplacement is made up of a team of expert consultants who typically have backgrounds in management, psychology and HR and have chosen roles as careers advisors as their vocation. Our coaches and consultants are trained and accredited and use empirically validated career planning tools in combination with their own expertise to meet the needs of the person or situation.

We focus on getting results for the individual and the integration with our alliances in the recruitment and business arenas, provide additional opportunities and market feedback for participants.



# CAREER TRANSITION PROGRAMS

## OUTPLACEMENT

### Core components:

- Review of events around retrenchment
- Career Review and insights (Career Drivers, Career Anchors, Motivators)
- Resume update – incorporating powerful achievement and profile statements
- Interview skills and techniques
- Networking, including working with recruiters and internet
- Job Search campaign skills, including the hidden job market

The value of Career Transition Coaching in times of change is through its ability to enable you to develop the portfolio of skills that will give you a significant advantage through the change process as it unfolds.

The competition is very real and we will give to you the tools and skills that will ensure you will stand out from others in the marketplace. This will involve sessions on career insight and opportunity and some assessment work to identify the areas of expertise that you have (both technical and non technical).

We will then work with you on the practical aspects of preparing an effective resume, identifying and accessing opportunities which fit your skill set, interview techniques, self-marketing strategies and the capability to be able to articulate your value proposition.

### Outplacement Programs - One on One Sessions (1 hour)

- One month Program – Foundation (Administration / support roles)
- Two month Program - Professional (Team leaders, Project Managers, IT)
- Three month program – Versatile Managers (Middle Management)
- Four month program – Versatile Managers (Senior Managers)
- Six month program – Premium (Executives)
- Elite Program - Open-Ended (Director, Senior Executives)

### Elite Program (Director, Senior Executive)

For Executives this service is a flexible program designed to help executives plan and implement a career strategy, assess opportunities, and successfully redeploy professional expertise and skills to achieve their career goals as quickly as possible. It includes detailed financial counselling, leadership and directorship coaching, personal introductions to search firms and partner involvement.

### Premium Program (Executive)

This service is designed to assist senior managers with a higher need profile to assess opportunities and successfully redeploy expertise and skills to achieve their career goals through career assessment, defining career direction, developing and implementing a personal marketing plan through to securing the role.



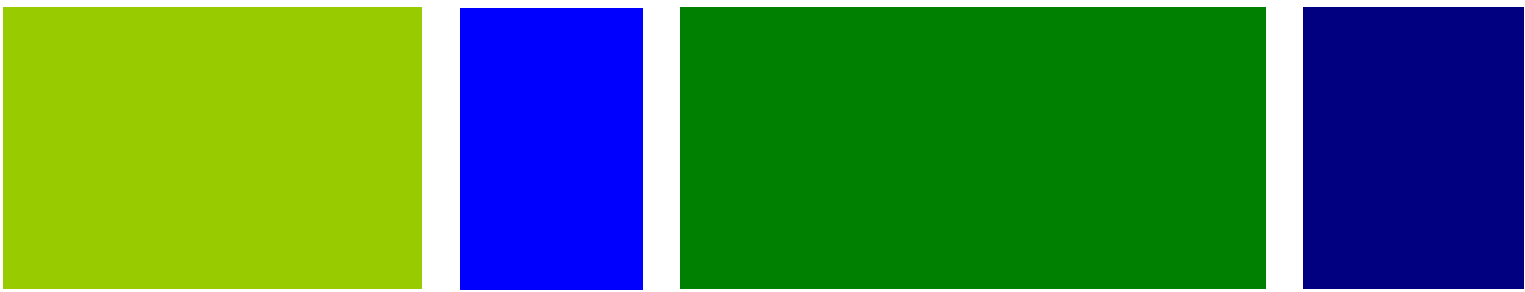
### **Versatile / Professional Programs (Senior Manager, Managers, Professional)**

The PeopleCareers Versatile and Professional Programs are designed to assist middle managers and professionals with an optimum combination of professional career coaching and support. With an emphasis on results, specific tangible outcomes are accomplished in each phase of the program – designed to enable participants to stay focused, accountable and motivated for the activities that will have the greatest impact on their success.

### **Foundation Program (Team Members)**

The PeopleCareers Foundation Program provides your admin and support employees with the key tools and techniques for an expedient and successful job search. Support includes a combination of professional career coaching, career motivators and drivers and CV preparation advice.

*The three to six month programs, inclusive, can also include ‘shifting careers’ communication styles, psychometric assessments, the Careerview, Decision Styles and Future Focus Questionnaire and other assessment Tools. Independent Financial advisory services are inclusive in the six month program, for all others referrals apply.*



## EXPLANATION OF MODULES

### **Networking Strategies**

To assist the participant to access the hidden job market the careers advisor can assist the participant to identify their networks, develop networking techniques and provide support to take the first steps.

### **Job Search Strategies**

- The Careers advisor can then assist the participant with other aspects of the job search e.g.
- The place of psychometrics and assessment centres.
- Cover letters and application forms – making your application stand out.
- Applying for roles online.
- Working with recruitment consultants – how to make the relationship work for you.
- Making your job search smart.

### **CV Preparation**

The Careers advisor will assist the participant with CV advice on preparation, editing and shaping to create a compelling and market-ready resume and can assist with letters of application to accompany the CV.

### **Interview Skills Training**

The Careers Advisor can then provide Behavioural interview coaching: reviewing the structure and format of a typical behavioural event interview including how to prepare, what to expect and how to debrief. This can be a video interview if the participant wishes which can provide greater insight.

### **Psychometric Assessment and Debrief**

A change in career situation can provide an opportunity for a participant to assess their professional and personal development, and determine 'ideal' next steps in addressing identified development needs.

A Psychometric Assessment will allow the person to:

- Gain insight about how they profile.
- Learn about their individual, team and leadership style and preferences.
- Become more prepared for any future psychometric assessments.

Working at an agreed pace, the participant will be guided through the appropriate assessments and subsequent debrief with a PeopleCareers organisational psychologist. Following the de-brief, participants will receive an individual development report, which will augment their Career programme and provide a focus for development in their next role.



## Workshops Modules

The half day workshop is fully comprehensive and will give you a chance to explore the concepts thoroughly, and utilise exercises to fully embed the learning's.

Workshops Topics
Redeployment Preparation
Networking & Job Search Skills
CV Preparation
Interview Skills & Practice
Career Exploration and insights
Managing Your Finances during Career Transition
Retirement Pathways



## EXPLANATION OF MODULES

### WORKSHOPS

Participants will be able to attend any of PeopleCareers workshops in order to top up their skills or for networking purposes. (In areas where workshops are unavailable these elements can be covered in their one to one sessions).

#### **Redeployment Preparation**

A comprehensive workshop designed for participants, considering redeployment as a realistic and viable option. This enables you to effectively and confidently assess internal roles, prepare application, targeted interview skills focused on the STAR principle.

#### **Networking and Job Search Skills**

An interactive workshop which you can develop and refine your networking skills to help give you access to the hidden job market. Learn how to develop a job search strategy that will help you access your ideal role.

#### **CV Preparation**

In interactive and practical workshop to kick start your CV. Discover how to convey your skills and experience in a way that will communicate effectively with the reader. Learn about the different formats and layout tips for CV's, how much to include and what to leave out.

#### **Interview Skills and Practice**

A practical workshop in which you will refine your interview technique, Learn how to prepare for the interview, answer questions effectively and make a good impression. Practice being interviewed as well as being the interviewer.

#### **Managing Your Finances during Career Transition**

In this interactive workshop a financial advisor will help you deal with questions such as:

How long will my money last?

How do I manage any financial payment I may receive?

Should I pay the mortgage off?

What about my insurances?

What will happen to my Kiwisaver?

What are my tax obligations?

How should I structure my finances at the moment?

#### **Retirement Pathways**

This interactive workshop is ideal for those that are retiring or are approaching retirement.

It focuses on the practical and emotional factors that come into play with this adjustment and provides recommendations of how to plan a successful and fulfilling retirement.



### **Small Business and Self-Employment**

This program is ideal for those considering a franchise or other small business opportunity. Whether working for them or in partnership this program and follow up will help to understand the fundamentals of small enterprise.

This program covers information such as:

- Advantages and Disadvantages of setting up a small business.
- The right questions to ask when starting a small business.
- The right questions to ask when buying a small business.
- Checklist for investigating a franchise.
- How to write a great business plan.
- Marketing.
- Legal issues.
- Self employment readiness exercise.
- Comprehensive assessment processes to confirm the suitability of such a move for the individual plus insights in how they are likely to cope with the demands of such a change in work.
- For those transferring to consultancy, there is advice and training specific to the skill sets required and assistance in preparations of marketing documents, proposal writing, sales planning and customer relationship management.



## CAREER MANAGEMENT – TALENT GROW PROGRAMS

### ONE ON ONE PROGRAMS

#### **Career Exploration and Career Path Planning**

This section focuses on exploring the participant's motivation, skills, values and goals to evaluate different career choices. The participant can evaluate their short and long term career goals and develop a sense of clarity about the options they wish to pursue. This then facilitates a greater sense of focus, allowing a more targeted job search strategy.

Sessions include:

- **Assessment and Gap Analysis** - Clarifying where the client is now and where they would like to be. We identify baseline data, review existing business data, and gain input from the client and selected individuals.
- **Career Advantage** – A clearly defined strategic plan for the client's career identifying key milestones that need to be achieved and the skills, experiences and capabilities that need to be developed or enhanced to achieve them.
- **Outcomes Procedure** - A comprehensive process to establish compelling and measurable outcomes for the coaching and mentoring programme. This process also involves establishing timeframes and measurements for success.
- **Coaching & Mentoring** - Involves regular coaching sessions to work on the achievement of outcomes and any other challenges or opportunities raised by the client from time to time.
- **Measurement and Feedback** - The coaching engagement is completed with measurement and a client report identifying progress based on development, new behaviour and commercial results.

### Career Talent Programs

- Three month program – (Middle Managers)
- Four month program – (Senior Managers)
- Six month program – (Directors; Senior Executives)

#### **90-Day Career Launch Coaching**

New leaders can significantly increase the likelihood of meeting challenges by managing their transitions in an integrated and systematic way. This programme provides ongoing career coaching and mentoring.



## Outcomes

- Accelerate executive/senior manager time-to-full-productivity and minimize likelihood of failure.
- Proactively address potential derailers.
- Prevent rapid turnover:” Estimated that 70% of senior executives leave their positions within the first two years” (Source: Corporate Leadership Council))

People Careers has a pool of Coaches who work with participants to assist in “settling in” and provide guidance and further development once they have begun the next phase of in a new position.

At a practical level the GROW (Goals, Reality, Options, Wrap-up) model is used to facilitate our coaching interventions. Each session commences with a review of what progress has been made since the last, and revisits the overarching goal/s with new goal/s being set for that particular session. Our coaches facilitate the development of SMART (Specific, Measurable, Achievable, Realistic and Time-Framed) goals. This encourages participants to keep developing and assists them in recognising success, maintaining focus and motivation, while being empowered and “skilled-up” to overcome obstacles and set backs.

Each coaching solution is unique and is tailored to individual needs. In particular, those that have taken on a new direction, change in career status or those that have identified gaps in their skill set or experience will benefit from accessing Coaching as an additional module.

## RETIREMENT PROGRAM

This module is designed for people nearing the end of their professional career who wish to assess their remaining life and career goals, and are considering retirement or semi-retirement and/or evaluation of their life priorities.

Considering retirement can lead to the beginning of a new, enjoyable and rewarding phase of life. Retirement is a period of unprecedented freedom in the choice of how a person spends their time. However, it can also be a time of significant unsettling change as an individual takes on a new identity and attempts to strike the best balance of activities: recreation, social, spiritual, volunteer services, education, community and/or continued income earning. There are many aspects to consider in planning for the best balance and therefore partners and/or spouse are encouraged to participate in the support.



## CONTACT DETAILS

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