



## Outplacement Programme

4 x 2 hour Workshops

### Who it's for

For people in a potential redundancy position. It will improve their confidence and abilities in finding a new job, role or way of life.

**Learning aims and outcomes:** At the end of this programme, people will:

- Develop and **practise the key skills** for CV writing and application form completion
- Be more aware of their underlying **career motivations** and their **marketable strengths**
- Be equipped to make an effective **transition** from their current job to their new role

### Outplacement Programme : Options

The Outplacement Programme is run in 4 x 2 hour Workshops. Or you can pick any one or more of the Workshops to run by themselves.

<b>Workshop One : Who am I?</b> <ul style="list-style-type: none"><li>• Change and uncertainty</li><li>• Career Lifeline</li><li>• Your career motivations and strengths</li></ul>	<b>Workshop Two: What do I want?</b> <ul style="list-style-type: none"><li>• Identifying your Marketable Skills</li><li>• What do you want in your job?</li><li>• Your career vision</li></ul>
<b>Workshop Three : Marketing Yourself</b> <ul style="list-style-type: none"><li>• Best practice CV writing</li><li>• Preparing your Personal Statement</li><li>• Best practice application form completion</li></ul>	<b>Workshop Four : Presenting yourself</b> <ul style="list-style-type: none"><li>• Interviewing preparation and presentation</li><li>• Next steps</li><li>• 10 must do actions to get your next job</li></ul>

Feedback from recent participants:

**"The 4 sessions have given me the opportunities to consider future career/job/life changes"**

**"The Workshops were extremely good and covered everything needed"**