

## **Managing Transition A Practical response to Redundancy**

### **An Overview**

#### **Objective**

To provide a supportive environment for small groups of individuals, enabling participants to:

- review their career to date, identify key competencies, and begin to make decisions about future employment
- create a professional cv which reflects their career aspirations
- approach selection interviews with a full understanding of the process
- understand the power of networking

#### **Method**

Based on small groups, using a mix of consultant input, and the experience and energy of the group. Formal input to identify key stages and tools in the process of looking for the next career will be reinforced by practical work. Participants will be given opportunities to work with each other in pairs/triads during each workshop with the aim of helping them work in this way between meetings

Every participant will get a workbook/manual to support the process, supported by the opportunity for individual discussion with one of the presenters

#### **Content**

There will be four half day Workshops, covering the following areas:

- **Taking Stock**
  - Reflecting on the present and starting to plan for the future
- **Building an effective CV**
  - Writing a good CV isn't difficult but many people get frustrated in the process. Usually this is because they don't put themselves in the position of the reader. We use a mix of "real" CVs and group work to provide a forum for creation and discussion of CVs which work.

- **Preparing for your ideal job**
  - Reviewing current and previous experience
  - Identifying goals for the future
  
- **What's going on during the selection process?**
  - Many of us may have had very few interviews during our career; consequently we review the entire form and content of the selection process and get participants to practice interviewing each other.
  
- **Securing your next job**
  - How to market yourself
  - Networking
  - Sources – internet, agencies, search, advertisements, word of mouth
  - Handling rejection
  - Following up
  
- **Making success happen**
  - Planning and reviewing
  - Buddying up

## **Consultant Profiles**

Stuart McAdam and Tom Forster

Stuart and Tom work together on a variety of consultancy projects in the field of organisational and personal change, including executive coaching, outplacement and talent management. Both have managed and been recipients of outplacement.

Stuart has held a variety of senior roles in consultancy, financial services and logistics. He was a Principal Consultant with KPMG, Executive Board Member for HR at Swiss Re Life & Health and Global HR Director at GE SeaCo. He holds an MBA from Bradford University and is a Chartered Fellow of the CIPD and trained as a coach at the School of Coaching and the Tavistock Institute

Tom's experience includes HR Director roles at Liberty Re, ERC-Frankona and Citibank in the financial services sector. He also held senior HR positions in the pharmaceutical and healthcare sectors. As a consultant he has worked as an executive coach and mentor for a variety of UK and international clients. He has a PhD in Physical Chemistry and is a member of the Royal Institution