



Career Restart

Facing Up To Redundancy

Mike Kealey, Head of Human Resources, Peterborough City Council -

"These workshops have been very successful and were well received by all employees who acknowledged how practical, helpful, relevant and informative they were. They praised in particular the professionalism of the Trainers, how they dealt with issues sensitively and the content that focused on their needs, the level of information provided, and how it made them feel more confident and capable".

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Career Restart

Faced with redundancy – what next?

As local authorities are faced with hard decisions to make to substantially reduce their budgets, some of your employees will be faced with the decision as to whether to opt for voluntary redundancy or even compulsory redundancy.

Changing employer can be quite daunting, however long your staff will have worked with you....and indeed the current economic climate can be most unsettling for people looking for new work and opportunities.

Our one-day *Career Restart* workshop is aimed to give employees the tools, knowledge and confidence to plan for your future.

What sort of help will they need?

- How to get started with exploring future employment opportunities – where to go. Correct signposting is critical for motivation.
- Help with identifying individual strengths and talents and how to match these to future opportunities.
- Tips on the importance and impact of displaying positive body language and behaviours.
- Advice on composing a professional CV.
- Tips on interview techniques and skills.
- How to manage this very personal change.

Our Trainer, Cindy Sheppard has been through redundancy herself and has experience across a wide range of industries helping to bring a range of alternative solutions and techniques to the training room. Cindy has previously worked with; Lambeth Council, Peterborough City Council, LloydsTSB, Caterpillar Perkins Engines, National Grid, Thames Water, Anglian Water and Royal Mail.

Comments from previous courses:

“It made me realise that my current C.V. is letting me down, it also gave me the tools to make the improvements”

“the course was excellent and made me so much more confident about the future”

“it was great meeting other people in the same boat and the interaction with other delegates was great”

How is the course structured?

The course is very interactive; the morning is spent on self awareness, delegates get the chance to identify what they are good at as well as their development needs. At this stage they are also starting to consider their future options - full or part time employment, self-employment and/or volunteering. The sessions include body language and Johari's window.

The afternoon covers C.V.'s and job interviews. The delegates all write a powerful, positive personal profile statement and find this a rewarding as well as pragmatic session.

The final session is about the interviewing techniques they will encounter in any future interviews. This is usually the most rewarding part of the day and where the learning comes together.

What is the cost?

This course is offered at £1200 per day for a maximum of 12 delegates.

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Course objectives

By the end of the workshop delegates will:

Have started exploring future opportunities

Have identified their strengths and how to match these to future opportunities

Recognise the importance and impact of displaying positive body language

Gain the skills required to compose and structure a professional CV

Know what they need to consider when preparing for a job interview

9.30 Introductions

10.00 Coping with Change

11.00 Coffee

11.15 Skills, Ability & Awareness

- What am I good at?
- What do I need to work on?
- What can I do differently?
- What do I want to do?

12.15 Confidence

12.45 Lunch

1.45 Attitude and Behaviour

2.30 CVs and Interviews

- CVs
- Interview techniques

4.30 Job hunting and further training

5.00 Action planning and close

Worldwide Training also provides Team Building workshops, please contact us for more information.