



Career & Wellbeing Solutions



Career Transition Capabilities



Career & Wellbeing Solutions

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Note: CareerWell Limited makes every effort to ensure the accuracy of information contained in this workbook, however legislation can change, names of organisations can change and websites can be withdrawn. You are therefore advised to confirm the current situation on all information with your professional adviser before making decisions or proceeding with any action.



Career & Wellbeing Solutions

1. ABOUT CAREERWELL



We specialise in career management and work with corporately sponsored individual clients from all business sectors across a wide range of professional and management backgrounds. We provide career transition for those people leaving their organisations, redeployment for internal roles and career coaching for people moving into new roles or developing their skills



CareerWell retains career coaches and consultants who provide career transition, coaching and talent management support to organisations and their people throughout the UK. We advise companies in all industries, as well as the professions, local government, health, and “not for profit” organisations.

Our business operates in three distinct ‘streams’, which have one common link – we focus on people:

CAREER TRANSITION	CAREER COACHING
<ul style="list-style-type: none"> • Outplacement • Redeployment • Career Surveys • Stay or Go Decisions • Pre-Retirement 	<ul style="list-style-type: none"> • Development Coaching • Work Relationship Coaching • Lifestyle Coaching • Coaching Maternity Returners • Coaching for Retirement
WORKPLACE HEALTH AND WELLBEING SOLUTIONS SOLUTIONS	
<ul style="list-style-type: none"> • Strategic Health and Wellbeing Consulting • Design of Wellbeing Programme • Mental Health Training • Building Personal Resilience • Building Resilient Teams 	<ul style="list-style-type: none"> • Employee Engagement • Wellness Coaching • Counselling Services • Mindfulness • Healthy Workplace Workshop



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Materials are custom designed to meet the needs of, and provide an ongoing resource for, individuals participating in our programmes as they pursue their career and personal aspirations. Training programmes, study packs and operating manuals are regularly commissioned. Technology is used to support our programmes, and custom designed websites, with local & national information and research are available.

We are guided by our commitment to providing excellent service and to lead and reflect best practice. Furthermore, we are proud of our achievements and our reputation for creativity, innovation and a client focused approach that makes no apology for the passion we have for working with people.

WORKING IN PARTNERSHIP

The needs of organisations and individuals vary. We place great emphasis on establishing close and open working relationships with our sponsor organisations, endeavouring to understand and work in concert with their culture, business goals and demands. In this way, we are able to design creative solutions to meet the specific requirements of both individual and corporate clients.





1.1. Project Management

We place great emphasis on project management. This is one of the key factors that contribute to the success of any support programme. We establish clear and professional project management structures to support our service and our aim is to:

- Build rapport & understanding with all the individuals involved
- Work closely with sponsor organisations on the planning and implementation of projects
- Report regularly on progress and issues to be addressed
- Allocate appropriate resources to meet demand
- Control all administrative matters
- Monitor all activity, quality and success regularly
- Address and resolve any problems and issues in an open manner.

1.2 Professional Code of Conduct

We support and adhere to the principles of the CIPD Code of Practice. Our coaches and consultants are active members of the British Association of Counselling, the British Psychological Society (BPS), the CIPD and/or other professional bodies.

EQUALITY AND DIVERSITY

CareerWell is committed to equality and diversity as an essential part of our work in supporting and promoting individuals and organisations in the delivery of support programmes.

We believe in working in partnership with individuals and groups, recognising and valuing their uniqueness and diversity, and identifying and removing any barriers to achievement.

We recognise and are committed to combating unfair discrimination on all grounds. We aim not to make any assumptions about others that might reinforce stereotypes or any form of bigotry whether it is around race, gender, disability, sexual orientation, age, religion or nationality.





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1.3 Feedback

We welcome the comments of those with whom we work in partnership. By listening to these comments and acting upon them we will keep our commitment to our clients as an active and current part of our practice.

The language and content of all the material provided to our clients will reflect our equal opportunities, anti-discriminatory and diversity approach.

CareerWell is totally opposed to any unfair discrimination or to the harassment of any client or employee of a client, and we invite our clients to join us in implementing this commitment. If a client is unsure of appropriate equal opportunities practice or becomes aware of discriminatory feelings towards another, they should seek advice from the Project Manager.

1.4 Summary

Our approach is simply to provide the help and advice each individual client needs, tailored to his or her objectives, and to combine this with a realistic assessment of the current local and national business and employment situation. This ensures that both the individual and organisation receive the correct support for the assignment at hand.



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2. WHY CAREER TRANSITION AND OUTPLACEMENT SUPPORT?

A recent industry survey reveals that 81% of employers engage help from external consultancies for outplacement and it is recognised best practice for HR. This is because most organisations do not have the staffing levels, the required knowledge of outplacement support or degree of independence, to assist employees leaving the organisation. When the emphasis is on achieving cost efficiencies a relatively small investment in outplacement makes sound business sense.

Industry statistics prove that the benefits of outplacement for both employer and employee far outweigh the costs:

- 78% of organisations felt that the offer of outplacement improved their reputation
- 87% believed it eased the pressure on managers
- 70% believed it improved staff morale, motivation and productivity to see exiting employees treated with compassion and receiving professional support.



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BENEFITS FOR THE ORGANISATION	BENEFITS FOR INDIVIDUAL EMPLOYEES
<p>Staff Retention and Motivation is upheld if remaining employees see that their colleagues who are leaving the business are being treated fairly and offered professional support.</p> <p>Reputation Management – outplacement promotes good PR internally and externally. It minimises the risk of overt criticism by employees leaving or remaining, depicting a caring organisation.</p> <p>Support to Decision Makers and Messengers – it is stressful for decision makers to decide who goes. Outplacement support lessens the blow, assists with Union discussions and supports managers to convey difficult messages while at the same time having to manage disrupted teams and maintain business continuity.</p> <p>Future Recruitment – organisations will inevitably recruit again at some stage and will be more successful in that process if they are able to manage their reputation during the difficult times.</p> <p>Costs – expenditure on outplacement is recouped by savings on potential legal costs and the time spent managing any conflicts. Management and HR time in supporting leavers is saved.</p>	<p>Managing Anxiety – outplacement support provides a safe place for individuals to express and manage their anxieties. Independent professional counselling helps people deal with the emotions associated with job loss. It helps them focus on how they can channel their energies into building their future. In the absence of such support their anxieties can weigh down themselves and others.</p> <p>Ethically – where staff have been with an organisation for a considerable period, they are unlikely to have any knowledge of the job market and how it works.</p> <p>Personal Career Ownership – Outplacement offers an opportunity to work through careful life and career planning. It provides a structured and thorough opportunity to assess personal strengths, evaluate achievements and recognise their own potential.</p> <p>A Head Start – Outplacement is proven to reduce the time taken to get settled by up to 60%. It provides valuable networking opportunities with contacts from public and private sectors, advice and guidance for self-marketing and gives access to the hidden job market. Outplacement boosts confidence and motivation when applying for jobs.</p>



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3. CAREERWELL APPROACH TO CAREER TRANSITION AND RESTRUCTURING

At **CareerWell** we have the experience and expertise to provide total support to organisations who are undertaking a restructuring.

We can manage the process to ensure effective outcomes for both the organisation and individuals. We will help you plan an effective downsizing strategy and manage your transition process from start to finish. Most importantly, we'll help ensure that your affected employees are constructively engaged in transition activities, and that those you retain remain productive, committed and focused.

We help you with upfront planning that is essential for effective and successful transitions. This can include providing advice on communication strategy, project planning and milestones, effective manager notification training, employee representative training, 'tell day' support, change management support, career decisions associated with voluntary redundancy, redeployment and introductory briefing sessions to help you manage many positive outcomes.

ORGANISATIONAL PLANNING	REDEPLOYMENT	OUTPLACEMENT SUPPORT
<ul style="list-style-type: none"> • Communication Strategy • Project Planning and Milestones • Communicating Bad News Training • Group Announcements • Change Management Interventions • Elected Representatives Training • Announcement Day Support • Briefings to Staff 	<ul style="list-style-type: none"> • Career Decision 1:1 / Workshops • Change and Self Awareness • Internal CVs and applications • Internal Self Marketing • Interviews • Evaluating Opportunities • Assimilation into New Role 	<ul style="list-style-type: none"> • Flexible 1:1 programmes or workshops • On Site Career Centre • Change and Self Awareness • Job Research Skills • CV production • Self -Marketing Strategies • Interview Techniques training • Psychometric and Assessment Tools



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4. OUR APPROACH AND METHODOLOGY

We have created a reputation for innovation, customer service and quality whilst helping people to find new jobs or alternative lifestyles. Our success in this evolving and life-enhancing process has attracted much curiosity . . .

Why do so many people receiving our support go on to better things?

(About 80% of the executives / professionals on our outplacement programmes go on to achieve higher packages. Typically, around 90% of people using our support centres are “settled” in a new role within 6 months.)

We believe it is because our approach to Career Transition and Outplacement is unique. We believe that each project is different and each client faces different challenges, opportunities and issues. We never forget the maxim: ‘How would we like to be treated?’

Our Career Transition methodology will enable each individual to consider their ‘professional objective’; or their mission/vision in life and where work fits into that mission. The methodology we apply helps them to consider skills and knowledge, both formal and tacit, competencies, and accomplishments. It will address an individual’s interests, motivations, beliefs, and personality traits; aspects that can affect adaptability, commitment and career choices. Our methodology will also enable individuals very early on to be able to consider values, organisational cultures and work environments they wish to focus on.

Our unique contribution:

- We constantly adjust our programmes and coaching styles to meet the changing needs of the world of work and the changing structure of the labour market. We pride ourselves on passing on our expertise in order to extend the range of opportunities and choices open to our clients, including self-employment, small business start-up, franchising, re-skilling and retraining, interim management and other lifestyle alternatives.
- We don’t assume anything about our client’s future direction. As a result, we provide each client with a highly personalised approach to reviewing lifestyle and work style options – not just a focus on winning a new role but more a focus on enabling an individual to maximise their talents and to move towards achieving their aspirations – whatever they may be.
- We work with each individual to raise their self-esteem, confidence and skill levels, enabling them to be stronger and more resilient than before our contact. We believe that the biggest contribution we can make to each client is to enhance their ability to get the most out of change and to raise their personal effectiveness in terms of handling transition.



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How do we work?

- Firstly, we help everyone to use a personal decision-making model, which can be repeated way beyond their time with us.
- Secondly, we set out to leave a real legacy – this goes beyond training and counselling – we set out to make a difference.
- Thirdly, we are in tune with the key questions individuals need to answer and our team knows when and how to raise these issues with equal measures of challenge and support.
- Fourthly, we believe that the key to success in today's working environment lies in three attributes above purely technical and functional skills:
 - You need to be enterprising and aware of what you can bring to the party.
 - You need to be effective at working with people flexibly; good at building relationships and influencing people in a positive way.
 - You need to be in control of your own career; to have an understanding of yourself, to have a game plan (even if it is to be an opportunist!) and above all, be prepared to learn and embrace change positively.

We believe this is the legacy that we leave with people working with us and that this accounts for our success.



5. CAREER TRANSITION OVERVIEW AND SERVICE

At **CareerWell** we have the expertise and capability to support your organisation through all aspects of a successful restructuring. As already highlighted, we have a holistic approach and can provide value added services including;

5.1 Managers – Communicating Bad News Training

On the day employees are notified of their termination, you can expect a full range of emotions from individuals and on the part of the managers who are conducting these meetings. Most managers are uncomfortable and inexperienced with this assignment, even though they have often been coached by Human Resources. Indeed, it can be more stressful for the notifying manager than the employee being notified.

This training is designed to help line managers and those responsible for severance interviews to prepare for the meeting, to anticipate possible associated reactions, to respond appropriately to the emotions and issues raised, and to effectively communicate next steps to employees, as well as to those remaining.

Setting a positive tone and conveying the right amount of concern and support goes a long way for both the individual and the organisation. By understanding how to conduct legally sound separations with skill and sensitivity, notifying managers become more practiced with the process, and achieve a better outcomes result.

5.2 Elected Representatives Training

This training is for employee representatives and gives an insight into the role they should play and how they can best contribute to the process of consultation. Often employee representatives feel the weight of responsibility for the people they represent but are not clear of their role and how they can discharge that responsibility. This potentially stressful situation can be alleviated if appropriate training is provided.

Our purpose is to engender a collaborative rather than a confrontational approach. The training gives a third-party perspective to employee representatives, providing information, structure and support. We define the employee representative role as an iterative process whereby they:

- Canvass
- Consult
- Communicate

Key distinctions are made between consulting and negotiation. Communication and meeting discipline are explored and communication techniques discussed. This training sends a powerful message on behalf of the company regarding the intention to consult in good faith.



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5.3 Preparing for Organisational Change

Organisational change programmes, restructuring and relocations benefit greatly from assistance at the preparation and planning stage. We can provide support for the organisation, announcement and implementation of closures, part-closures or selective group projects. Our experience has shown that the earlier we are directly involved, the greater the impact on the ultimate success of the project.

Early involvement also ensures that a true partnership between line management, HR and **CareerWell** is achieved. When we start to work with you, we invite you to think through a number of questions. Your responses will help us to ensure that we propose the correct support programmes, support you effectively and meet your requirements

5.4 Leading through Change Programme for Managers

Often it is assumed that organisational change is just about work processes, systems, structures, or strategy. Arguably, the most critical factors in the success of any organisational change are how aligned people are with the organisation and how well-equipped managers are to lead during these times. If these factors are not well managed, people can become resistant to the change as well as more negative and less productive.

Valuable skills and experience can be lost as retention rises and others disengage (this is often described as “leaving without leaving”). Managers may not agree with the changes and consequently fail to own the message or take a role in driving the organisation forward. This can be particularly relevant against the backdrop of a TUPE transfer to a new strategic partner once confirmed.

Our approach mitigates these risks by helping managers to learn new skills and approaches and take on the organisation’s message and agenda, rather than their own and begin to lead others through change. We begin with an understanding of where people are, the challenges they are facing and the support they need to make the change successful and then deliver the support via a 1-day workshop. Our programme for managers equips them with a toolkit to help manage and lead change for their teams and build their own resilience and agility for the future. We aim to provide a pragmatic and participative session which engages on an emotional as well as an intellectual level to optimise learning. The objectives of our programme are;

- Understanding of the current business context within which the change is occurring
- Knowledge of the normal and predictable emotions associated with change
- Clarity about their role as Leader during change
- Strategies for increasing their effectiveness in supporting their teams
- Strategies for increasing their effectiveness in supporting their teams during the period of change



5.5 Employees – Navigating Change

As with the sessions above, our intention is to achieve an attitude and behavioural change towards change where individuals move away from “Victim” mentality to one of control and where they are not merely “survivors” of change but are equipped to navigate the future. We will also encourage more collaborative working and mobility in both the practical sense and through a shift in mindset.

Mirroring three of the four areas covered in our Managers workshop, these sessions are again highly participative and practical.

The objectives of the employee programme are to provide:

- Understanding of the current business context within which the change is occurring
- Knowledge of the normal and predictable emotions associated with change
- Strategies to increase personal effectiveness during change
- Growth in self-awareness
- Increased Alignment with the changes

In order to embed the learning from this programme, we would also recommend that participants follow up this session with an individual discussion with their line manager to follow up on any action plans or focus areas.

5.6 Career Review/Decision

This may take the form of a career review or may be a way of addressing a ‘stay’ or ‘exit’ decision. A career review will cover the individual’s career to date, and analyse their skills, experience, qualities and values with the aim of determining possible future options to assist the individual to reach a good career decision.

We are also able to provide a half-day workshop that will provide a framework for making career decisions when a number of individuals are affected.

5.7 Redeployment

Our services are designed to increase the internal mobility of your workforce which is increasingly necessary in a rapidly changing, global environment. We help your people recognise and hone their strengths, assist with career decisions, make improvements in any necessary areas, and map out a career path that is best for them and for your organisation.



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Specific interventions can include workshop covering:

- Self-awareness
- Internal CVs and Applications
- Internal self-marketing
- Internal interviews and assessment centres
- Evaluating internal opportunities

5.8 Briefings to Employees

The majority of people are unfamiliar with the theory and practice of career transition. Many of which feel anxious about the future, and almost certainly begin a job search campaign too early, without sufficient preparation, and in a manner that may well undermine their best networking opportunities or job lead prospects.

In the case of larger scale redundancies, to ensure that those leaving the organisation have a complete understanding of the type of support available to them, we recommend a presentation to each constituent group, with question and answer sessions.

In our experience, this approach alleviates much of the anxiety and builds confidence by making clear the quality of the help available. This approach also sends a further message on behalf of the sponsor organisation with regard to the level of support for staff going through career transition. It also allows the company to control and manage the exit of staff until people have to leave.

In keeping with best practices, we strongly recommend either one-to-one or small group briefing sessions soon after notification. These sessions last approximately 1 hour and can be hosted on-site at your premises where there are groups of individuals leaving within a given period.

These sessions make clear what Career Transition support is and the flexibility of such programmes and also provide an opportunity for individuals to express feelings about leaving the organisation, learn about the transition process, and help employees to focus on the future. Such sessions can alleviate a lot of anxiety and build confidence by making clear the quality of the help available and how to structure support.

It is important to note that in the case of smaller numbers of individuals leaving your



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*organisation and/or where support is not to be provided on site that a Senior Project Manager at **CareerWell** will personally meet/call each individual to identify their requirements and match them with the most suitable career coach.*

5.9 Career Transition / Outplacement Programmes Overview

Our One-to-One programmes are always tailored to suit the individual. Clients may stay with us on an open-ended basis or, alternatively, work with us through a series of modular sessions, depending on personal and organisational circumstances. Our approach is based on our personal decision-making model, which is supported by a series of optional tools, exercises and materials that allow us to adjust the style, pace and content of a programme to suit the individual concerned.

Group Services are provided via our Career Development Centres, our Securing a New Future Workshops and Clinic Days.

An overview of our programme content follows although it is stressed that these programmes are a guide and we can tailor a programme to suit both the individual client's needs and the organisation's financial budget.

Clearly the one-to-one programmes can support individuals with job search, self-employment or indeed retirement.



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5.9.1 Programme Overview Matrix for 1:1 Programmes

PROGRAMMES	EXECUTIVE	SENIOR MANAGER	MANAGER	PROFESSIONAL	JOB SEARCH
CONSULTANT GRADE	Executive Coach	Senior Coach	Career Coach	Career Coach	Career Coach
ADMINISTRATIVE SUPPORT					
Admin Support - CV Production	√	√	√	√	√
ADVISORY SERVICES					
Financial Advice (FSA)	√	√	√	√	√
Pensions Advice	√				
MATERIAL - SECURING A NEW FUTURE WORKBOOK					
E / Hard Copy Handbook	√	√	√	√	√
CONSULTANT SUPPORT					
One to Ones with Consultant	Unlimited	22 hours	16 hours	12 hours	6 hours
Lifetime Consulting Access	√				
First 100 days support	√	√			
Support to Partner/Spouse	√	√			
ADDITIONAL SUPPORT					
Unlimited Access to Coach via telephone and e mail on completion of 1:1 Sessions	Unlimited	12 months	9 months	6 months	3 months
PSYCHOMETRICS					
Career Anchors	√	√	√		
Competency Profiler	√	√	√		
Myers Briggs	√	√	√		
Retirement Success Profile	√	√	√		
Self-Employment Profile	√	√	√		
Career Insights	√	√	√		
WORKSHOPS					
Securing a New Future Workshop 1 day					
Pre-Retirement 1 day					
Start Your Own Business 1 day					



5.9.2 Securing a New Future Workshops

Where the appropriate support to be provided is deemed to be workshop based clients are invited to attend a 1 day "Securing a New Future" workshop and ongoing support days, timed to "fit" their departure dates and the needs of the business. Ideally, there should be a break between the workshops and support days to allow attendees to complete work on CVs, skills audits, etc. and to facilitate retention of key staff during the restructuring process. Workshops are normally delivered to groups of 8 to 10. Where possible, delegates can be grouped together dependent upon roles and aspirations. A workbook and other publications, as appropriate, support each workshop

The workshops will be conducted at a suitable local location. (If internal facilities are unavailable, we suggest the use of serviced office facilities, which are considerably more cost effective than hotels). The workshops ensure that individuals take stock of themselves and their needs; create an effective CV, initiate a self-marketing plan and practise some interview skills. This programme would be tailored to suit individual, client and operational needs.

Attendance at the workshops may be determined by leaving date, or, if this is a common date, on a first come, first served basis. Providing it does not prejudice efficient workflow, it is often beneficial to support employees in their functional groupings so that workshops can be flexed to meet the needs and levels of the group.

Key aspects of the programme are 'learning through doing', feedback and coaching, so as to effectively support an individual's career transition. Ongoing group network support is encouraged. Professional career coaches who are also very experienced trainers and facilitators will deliver the workshops.

5.9.3 Self Employment Workshops

There is an increasing number of our clients who are thinking about or opting to move into self-employment and we are able to offer a 1-day Workshop on Self Employment – A New Future. The workshop can be supported by ongoing support days.

5.9.4 Pre-Retirement

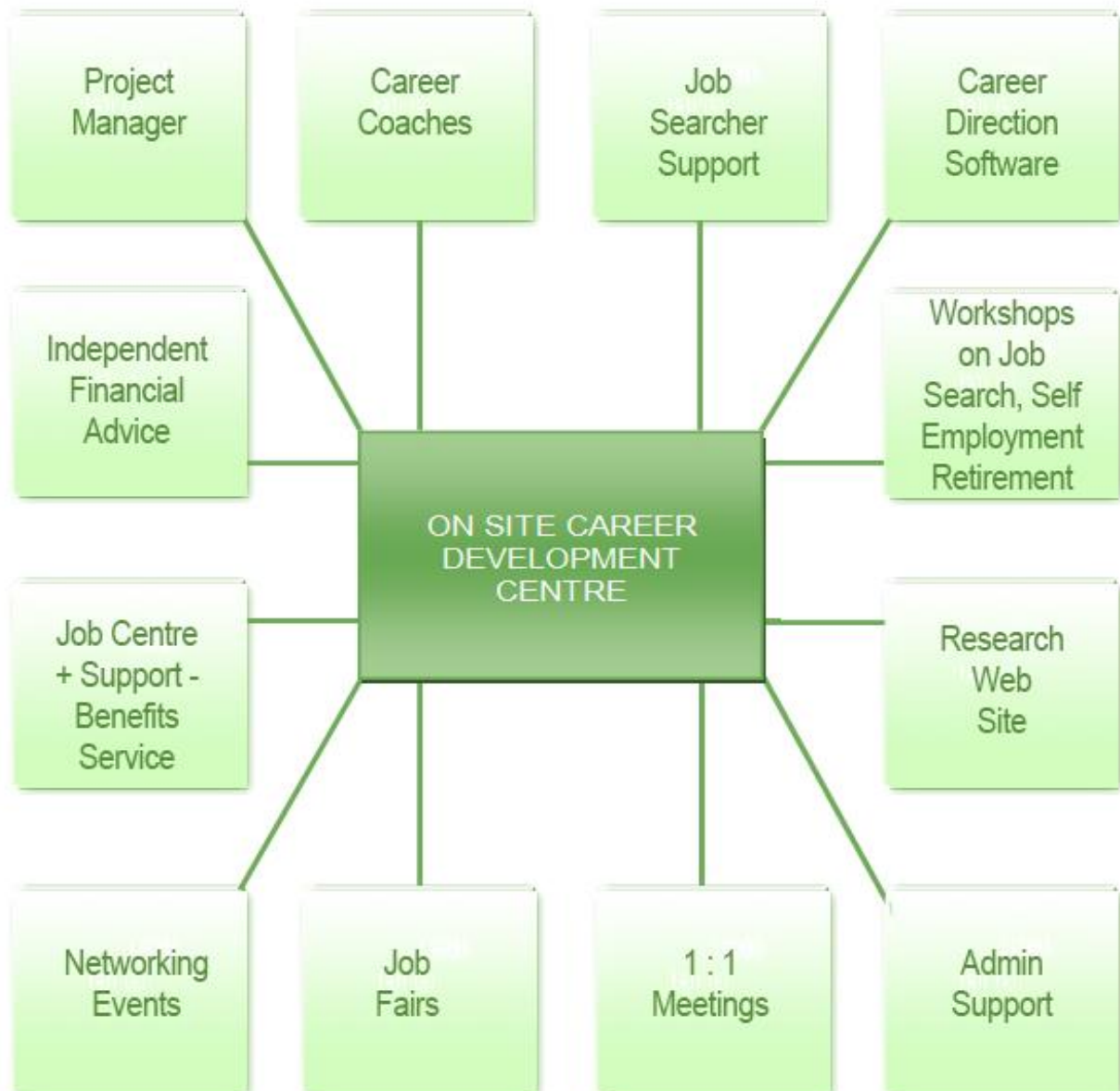
After many years of working, retirement is the next stage in one's life and needs planning if it is to be successful and enjoyable. In order to plan for retirement individuals need information, awareness, understanding and resilience.



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This 1-day workshop is designed for those employees who are approaching retirement and can accommodate their spouse/partner. The workshop will review a number of areas, taking time for self-assessment and reflection.

5.9.5 On Site Career Development Centres





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An on-site Career Development Centre is a valuable addition to our service, providing a focal point for all career change activity on major projects.

We work closely with the HR team to establish a branded centre, which contains resources and materials relevant to the functional, sector and geographic interests of its users. The centres are supported with IT, reference and administrative facilities.

In the Centre, clients will be able to:

- Identify job opportunities from published sources (newspapers, journals and databases)
- Access confidential careers guidance from our experienced career coaches
- Research companies and marketplaces
- Access information to support self-employment, returning to education, and other lifestyle choices
- Make use of IT facilities including office software, internet access and specialist databases
- Access group-based training sessions for proactive job search
- Make use of administrative support such as photocopying, fax and telephones

Career Development Centres are commissioned utilising a standard package of support, and then customised with additional optional elements.

Standard elements include:

- Local and national newspapers
- Company directories and reference books,
- Self-help textbooks and learning materials
- Job vacancy database
- Branding and display materials
- Administrator training
- Mail shot to local/peer group companies
- Online registration system



Each Centre is unique!



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- Single point of contact at **CareerWell** for all enquiries

Additional options include:

- CD-ROM or online databases for company, industry, recruitment or market research
- Job vacancy database with extra sources
- Enhanced library – to reflect sector or functional requirements
- Trade and professional journals
- Research and internet skills training courses
- Custom built web site – from basic source materials to full online research facilities
- Remote access to the **CareerWell** Research Team

To enable the Centre to reflect both the needs of your staff and the organisation, one of our consultants will spend time with you to discuss your requirements and the options available. We will then provide you with a detailed recommendation and costing.



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6. ACCOUNT MANAGEMENT

At **CareerWell** we recognise that clear lines of communication and a robust implementation plan are essential to any project/contract and to build a long-term partnership. Our account management structure is designed to provide maximum consistency and convenience, whether services are provided on a local, regional or national basis.

Our account management policy is to appoint Account and Project Management / Delivery Teams at the commencement of the contract which will remain in place for the duration. These teams will partner with the Organisation on contract implementation and all aspects of delivery and compliance thereafter.

The organisation will always get the benefit of our best advice, particularly as it relates to the price/value equation while ensuring that quality is never compromised.

There is a strong emphasis on effective account management at **CareerWell** and this will be the Responsibility of the senior management team;

TONY THORNELL – Co Founder and Director of Career Transition



Tony Thornell has over 25 years' experience and expertise in providing successful career transition and talent management solutions to organisations of various sizes in the public, private and third sector.

Prior to co-founding **CareerWell** he spent a large part of his career with two of the largest global career management consultancies where he held a number of senior Director level roles including Head of Career Transition, UK & I Sales Director and also Head of Public Sector. In all of these roles he provided long term vision and strategy to develop creative and flexible solutions for clients. He was the recipient of the Gold Award from the Management Consultancies Association for his work on a restructuring project with a major UK client.

He holds a Practitioner Diploma in Executive Coaching with the Academy of Executive Coaching (AOEC).



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7. OUR CAREER COACHES

Our coaches and consultants are individuals who have succeeded in their own fields and come from a variety of industry and sector backgrounds, with a diversity of disciplines including marketing, human resources and retailing as well as a range of professional occupations. Clients rely upon them for sound business like advice, understanding, motivation and independent counselling through periods of opportunity and despondency alike.

We maintain and encourage a philosophy of continuing professional development and our coaches and consultants meet regularly, under professional supervision, to ensure they are equipped to support individuals in dealing with lifestyle issues and personal challenges as well as career change.

All coaches are selected against profile criteria, which experience has proven are relevant for this type of work. They have obtained, or are studying for, relevant professional qualifications.

Our coaches are located throughout the UK, enabling us to deliver nationally but with local knowledge. We have the resources to staff major 'on site' programmes and can work on a 'one-to-one' basis where we will meet and work with clients at a suitable local venue. Coaches and consultants are selected carefully for each project. Their experience reflects both the broad-based disciplines of our individual clients and the market sector needs of the industry. The key consideration is the selection of the appropriate coach for the individual, group or organisation concerned.

For a complete list of our career coaches please visit www.careerwell.co.uk/coaches-consultants



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8. OUR CAREER TRANSITION (OUTPLACEMENT) PROGRAMMES

The content of our outplacement programmes is highlighted below although it is stressed that these are very much a guide and we can tailor a programme to suit both the individual client's needs and the organisation's financial budget.

Clearly the one-to-one programmes can support individuals with job search, self-employment or indeed retirement.

Workshops include Securing a New Future (Job Search), Retirement and Self Employment.



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CAREER TRANSITION SERVICES

Programme Overview

- 6 hours of 1:1 career coaching
- Telephone / e-mail access to career coach between meetings
- Reference Material – Securing a New Future workbook
- Additional ‘unlimited’ access to coach for 3 months
- Optional Emotional Wellbeing Session included in the programme

Our Approach

The programme is designed to meet your individual requirements, whether you wish to change job, set up a new business or seek an alternative lifestyle. Every situation is different and our commitment is to help you to make sensible, appropriate and realistic decisions about your future.

The programme will be delivered remotely via the Zoom (or similar) platform and by telephone and e-mail. The backbone of your programme is the provision of in-depth, one-to-one counselling and coaching sessions with an experienced career coach.

JOB SEARCH PROGRAMME

Your Programme includes;

An initial discussion to cover expectations, career management needs and to identify the most appropriate career coach to work with you with 6 hours of 1:1 coaching support. These sessions are typically delivered in 1 or 2 hour sessions. The sessions are bespoke and cover;

- Introduction to coach
- Programme objectives
- Career analysis
- Self Awareness – Knowing Yourself
- Review of options and clarify career direction
- Understanding of drivers, values, skills, interests, achievements, strengths and limitations
- Development of an effective CV & personal biography development and production
- How to prepare a self-marketing plan
- Networking
- Guidance on job applications, recruiter introductions, agencies and speculative approaches
- Marketing using Social Media
- Action Planning for Job Search
- Interview preparation and role-play, feedback and analysis
- Negotiation off job offers
- Future career employability

Access to career coach via telephone and e mail between meetings

Reference Material – Securing Your New Future Workbook

Additional unlimited access via e mail and telephone to the coach at the completion of the 1:1 sessions - for an extra 3 months

Financial planning advice (with an FSA registered adviser) can be arranged if requested.





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CAREER TRANSITION SERVICES

Programme Overview

- **12** hours of 1:1 career coaching
- Telephone / e-mail access to career coach between meetings
- Reference Material – Securing a New Future workbook
- Additional ‘unlimited’ access to coach for **6** months
- Emotional Wellbeing Session included in the programme

Our Approach

The programme is designed to meet your individual requirements, whether you wish to change job, set up a new business or seek an alternative lifestyle. Every situation is different and our commitment is to help you to make sensible, appropriate and realistic decisions about your future.

The programme will be delivered remotely via the Zoom (or similar) platform and by telephone and e-mail. The backbone of your programme is the provision of in-depth, one-to-one counselling and coaching sessions with an experienced career coach.



PROFESSIONAL PROGRAMME

Your Programme includes;

An initial discussion to cover expectations, career management needs and to identify the most appropriate career coach to work with you with **12** hours of 1:1 coaching support. These sessions are typically delivered in 1 or 2 hour sessions. The sessions are bespoke and cover;

- Introduction to coach
- Programme objectives
- Review of options
- Understanding of values, skills, interests, achievements, strengths and limitations
- CV / personal biography development and production
- How to prepare a self-marketing plan & networking
- Guidance on job responses, recruiter introductions, networking and speculative approaches
- Interview preparation and role-play, feedback and analysis

Access to career coach via telephone and e mail between meetings

Reference Material – Securing Your New Future Workbook

Additional unlimited access via e mail and telephone to the coach at the completion of the 1:1 sessions - for an extra 6 months

Financial planning advice (with an FSA registered adviser) can be arranged if requested.



Career & Wellbeing Solutions

CAREER TRANSITION SERVICES

Programme Overview

- 16 hours of 1:1 career coaching
- Psychometric assessment and feedback
- Spouse/partner support
- Telephone / e-mail access to career coach between meetings
- Reference Material – Securing a New Future workbook
- Additional ‘unlimited’ access to coach for 9 months
- Emotional Wellbeing session included in the programme

Our Approach

The programme is designed to meet your individual requirements, whether you wish to change job, set up a new business or seek an alternative lifestyle. Every situation is different and our commitment is to help you to make sensible, appropriate and realistic decisions about your future.

The programme will be delivered remotely via the Zoom (or similar) platform and by telephone and e-mail. The backbone of your programme is the provision of in-depth, one-to-one counselling and coaching sessions with an experienced career coach.

MANAGER PROGRAMME

Your Programme includes;

An initial discussion to cover expectations, career management needs and to identify the most appropriate career coach to work with you with 16 hours of 1:1 coaching support. These sessions are typically delivered in 1 or 2 hour sessions. The sessions are bespoke and cover;

- Introduction to coach
- Programme objectives
- Review of Options
- Understanding of values, skills, interests, achievements, strengths and limitations
- Psychometric assessment and feedback
- CV / personal biography development and production
- How to prepare a self-marketing plan & networking
- Guidance on job responses, recruiter introductions, networking and speculative approaches
- Interview preparation and role-play, feedback and analysis

Access to career coach via telephone and e mail between meetings

Reference Material – Securing Your New Future Workbook

Additional unlimited access via e mail and telephone to the coach at the completion of the 1:1 sessions - for an extra 9 months

Financial planning advice (with an FSA registered adviser) can be arranged if requested.





Career & Wellbeing Solutions

CAREER TRANSITION SERVICES

Programme Overview

- 22 hours of 1:1 career coaching
- Telephone / e-mail access to career coach between meeting
- Psychometric assessment and feedback
- Spouse/partner support
- Reference Material – Securing a New Future workbook
- Additional ‘unlimited’ access to coach for 12 months
- Emotional Wellbeing Session included in the programme

Our Approach

The programme is designed to meet your individual requirements, whether you wish to change job, set up a new business or seek an alternative lifestyle. Every situation is different and our commitment is to help you to make sensible, appropriate and realistic decisions about your future.

The programme will be delivered remotely via the Zoom (or similar) platform and by telephone and e-mail. The backbone of your programme is the provision of in-depth, one-to-one counselling and coaching sessions with an experienced career coach.

The combination of 1:1 coaching and job search resources will assist you in achieving your career goal.

SENIOR MANAGER PROGRAMME

Your Programme includes;

An initial discussion to cover expectations, career management needs and to identify the most appropriate career coach to work with you with 22 hours of 1:1 coaching support. These sessions are typically delivered in 1 or 2 hour sessions. The sessions are bespoke and cover;

- Introduction to coach
- Programme objectives
- Review of options
- Understanding of values, skills, interests, achievements, strengths and limitations
- Psychometric assessment and feedback
- CV / personal biography development and production
- How to prepare a self-marketing plan & networking
- Guidance on job responses, recruiter introductions, networking and speculative approaches
- Interview preparation and role-play, feedback and analysis

Access to career coach via telephone and e mail between meetings

Reference Material – Securing Your New Future Workbook

Additional unlimited access via e mail and telephone to the coach at the completion of the 1:1 sessions - for an extra 12 months

Financial planning advice (with an FSA registered adviser) can be arranged if requested.





Career & Wellbeing Solutions

CAREER TRANSITION SERVICES

Workshop Overview

- The workshop is structured over one day or two half days
- The workshop focuses on a Personal Career Review, Marketing Yourself, CV Production, Interview Techniques and Guidance
- Reference Material – Securing a New Future workbook
- Financial Planning Advice (if applicable)

Our Approach

The Securing a New Future workshop is a creative job search programme designed to help you through a time of career transition.

Whatever your individual starting point, **CareerWell** aims to help you consider fully your career options, to make realistic assessments and to take practical steps to achieve your future plans.

The workshop will provide an invaluable learning opportunity and you will leave with a clearer view of your abilities and achievements. We believe this awareness and confidence will significantly enhance your success in securing a new role, pay dividends in your new career and add value to your future employability.



SECURING A NEW FUTURE WORKSHOP

Your workshop includes;

The programme is designed around four workshop modules:

▪ **Personal and Career Review:**

Self-awareness

Analysis of strengths and development areas

Identify transferable skills and achievements, aspirations and options

▪ **Career Options and Preparing Your CV:**

Full or part-time employment, portfolio careers or semi-retirement

CV preparation, suggested formats, what to include and exclude, approaching the market

▪ **Marketing Yourself:**

Researching the job market, sources of opportunity, advertisement analysis, agencies, example letters and hints

Networking

Application forms

Telephone techniques

Research and administration

▪ **Interviewing:**

Approaching the interview from the employer's perspective

Types of interview

Interview preparation

Interview practice and typical questions, what to wear, handling the interview

Receiving feedback, evaluating offers, salary negotiation, offer acceptance.

Reference Material – Securing Your New Future Workbook

Financial planning advice (with an FSA registered adviser) can be arranged if requested.



Career & Wellbeing Solutions

FOR YOUR LIFESTYLE TRANSITION

Introduction

Planning for retirement is more important today than it has ever been as people are now much healthier, more active and can expect to live much longer. This means that potential for a whole new phase of life and opportunity opens up for them.

We recognise that the term retirement means different things to people. Some may see it as an escape from full time employment providing the opportunity for more leisure time; others may view it as a new challenge, a time to do some volunteering or stimulation through study. Privately some may see it as a time of inactivity, under stimulation and loss of status – something to fear. One thing that we may agree on is that retirement is changing in the traditional sense.

Retirement is a classic example of a lifestyle transition, a move from one stage to another.

Our Approach

In order to plan for a lifestyle transition, individuals need Information, awareness, understanding and resilience. Our **New Horizons** programme is designed for individuals (and can include partner/spouse) who are approaching or considering retirement within the next 12 months. It will review the choices people face and we ask the following questions of the client in preparation and to tailor their programme:

1. *Are you ready for retirement? Do you have a plan in transitioning to your new life?*
2. *What do you really want in retirement? Do you want to gain personal insight and discover yourself?*
3. *Does paid work have a part to play? What's the right balance? Part time or running a business?*
4. *Do you want to give back and help others? Do you want to explore the world of volunteering?*
5. *Do you want to improve your health and wellbeing?*

The programme will be delivered remotely/face to face over **6** hours of 1:1 bespoke coaching in addition to support from **Fitter for Life***. An additional 3 month's access to the coach via telephone and e mail is provided.

PRE-RETIREMENT – NEW HORIZONS

The New Horizons programme can cover the following topics;

- Approaching Retirement – Exciting or Scary?
- Work and Retirement - How do I balance this?
- Financial Advice (with a FCA registered adviser)
- Health and Fitness
- Personal Well-Being - The inner man or woman
- Communications and Relationships - getting it right
- Leisure Activities - Having fun!
- The Wheel of Life

If considering further employment (part time or voluntary) then the programme can cover;

- Development of an effective CV
- How to prepare a self-marketing plan
- Networking
- Guidance on job applications, recruiter introductions, agencies and speculative approaches
- Marketing using Social Media
- Action Planning for Job Search
- Interview preparation

*In support of our New Horizons programme, we partner with **Fitter for Life Limited**, who offer remote and on line services to cover areas such as nutrition, physical activity, exercising, recovery and rehabilitation and learning related to health and wellbeing improvement and its lifelong retention.

If taken up, Fitter for Life professionals will provide an initial 'fact finding' exploratory consultation, followed by a tailored, one-month personal activity plan as an output. There would then be two further sessions to discuss the progress and to give guidance as required.

Each client will also be offered the opportunity to access one group course – *Health Improvers, Pilates, Musculo-Skeletal & Arthritis Improvement, Beating Obesity, Younger and Stronger*.

Reference Material

A comprehensive electronic copy of the **CareerWell** retirement workbook is provided to each participant.



Career & Wellbeing Solutions

CAREER TRANSITION SERVICES

Workshop Overview

- The Self Employment workshop is structured over one day for up to 12 participants.

- The workshop focuses on five key modules;

Personal Assessment

Business Set Up

Business Planning

Sales and Marketing

Developing Client Relationships

Reference Material – Self Employment – Creating Your Own Business workbook

Our Approach

Strong and successful businesses survive and prosper because of sound planning and the resolve of owners to implement a chosen strategy.

This Self Employment workshop will cover all of the key aspects that an individual needs to think through in creating their own business. It will also guide individuals to various resources.

The programme will be delivered face to face in a group workshop or remotely via the Zoom (or similar) platform.

Clearly, as a one-day workshop, it cannot cover every aspect of self-employment in detail. It does, however, ensure that individuals are aware of the key issues.

SELF EMPLOYMENT WORKSHOP

Your Workshop includes;

The workshop is designed around five key modules:

Personal Assessment:

Self-awareness

Analysis of strengths and development areas

Personal Goals and Objectives

Personal Financial Planning / Survival Budget

Business Set-up

Key Steps for Business Set-up

Business Constitution Selecting

Professional Support Tax

Planning

Business Planning

The Business Planning Cycle

Business Plan Format

The Business Plan

Sales and Marketing

Market Research

Creating a Brand

Client Meetings

Proposals and Pricing

Developing Client Relationships

Client Management

Reference Material – Self Employment Workbook

Additional unlimited access via e mail and telephone to the coach at the completion of the workshop - for an extra 3 months



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