



# Outplacement Services



Converge International Outplacement Services offer a planned systematic process whereby employees are supported through the event of job loss and provided with the tools to enable them to effectively begin a job search.

The Outplacement Service (or Career Transition Program) offers individual assessment, career planning, resume preparation, job search strategies and techniques and interview coaching. The process allows individuals to identify their key strengths and interests, and to effectively align those with possible opportunities. An outline of the Career Transition Program is attached.

The program is designed to enable flexibility that will suit each individual and organisation. Basic career transition skills may be built upon so the participant also has access to vocational and psychological assessment or testing, counselling support through the process, and administrative support if required.

Session times are flexible to suit the requirements of the individual and may be provided at a Converge International office, at the workplace, or at a location convenient to the participant.

Converge International understands that the level of support you offer to your employees will vary according to each individual's needs and we are happy to offer a flexible program incorporating a range of packages.

Further information regarding the Converge International Outplacement program may be obtained by calling your local Converge International office toll free on 1800 337 068 or by visiting our web site at [www.convergeinternational.com.au](http://www.convergeinternational.com.au)

## What are the Benefits of Outplacement?

### For the Employer:

- Eases stress and trauma for managers involved in the notification process
- Helps to maintain morale of remaining staff by demonstrating fairness and concern for those affected
- Reduces the risk of legal action
- Preserves and enhances the organisation's public image
- Provides an objective overview to balance the business needs of the organisation and professional needs of the employee

### For the Employee:

- Provides an opportunity for reassessing career options and desires
- Provides an emotional support network – reducing stress
- Provides a framework and a structured approach to a job search – maintaining focus and motivation
- Helps the individual look to the future rather than concentrate on the loss of the past
- Enhances and develops transition skills, teaching individuals how to manage ambitions and future career opportunities

# Career Transition Program

TOPIC	OVERVIEW
Skill Assessment	Assess Skills, Knowledge, Experience & Interests Personal Assessment (SWOT) Assessing Accomplishments
Career Planning	Develop Job Targets The Importance of Job Fit Criteria to Consider for Job Selection Researching Potential Employers The Self Employment Option
Resume Preparation	Effective Preparation of Resumes Drafting a Resume Responding to Selection Criteria
References	Identifying Referees Developing Guidelines
Job Search Strategy & Technique	The Visible & Hidden Job Markets Developing a Job Search Plan Objectives & Deadlines Attitudes & Expectations Developing a Contact Network Responding to Advertisements Working with Recruiters & Agencies Writing Marketing Letters Completing Application Forms Assessing Suitability
The Interview Process	Types of Interviews Interview Styles Illegal Employment Practices Equal Employment Opportunity
Interview Preparation	Key Interview Preparation Points Questions to Expect Questions to Ask Mentally Preparing for an Interview Researching the Organisation
Assessing Job Offers	Job Fit & Salary Negotiation Techniques