

# Outplacement.



### **OUTPLACEMENT SERVICES**





With a fragile and volatile UK economy and wider international environment, organisations are continuing to reassess their staffing levels. Whether your organisation is facing large-scale redundancies or smaller-scale restructuring; as a professional career management specialist we provide you with effective outplacement services to help support you through this challenge.

We have worked for over 35 years as a career management solutions provider, managing both large-scale and individual redundancy, outplacement and redeployment situations for companies across the UK and internationally.

We have a strong track record having successfully settled thousands of people to date, for businesses both large and small.

#### Why Use Outplacement?

Enabling 'leavers' to make the right next move, with their dignity and selfesteem intact, ensures that those who stay behind see the company in a positive light and embrace its goals for the future. Four key reasons for outplacement include:

- 1. Your organisation's reputation is enhanced
- 2. Key employees are retained
- 3. Employee morale and productivity is improved
- 4. Fair & transparent redundancy process

#### How We Help You

From providing transition career following advice to employees supporting redundancy to redundancy management and survivors, we provide the career transition expertise your organisation needs restructuring to ensure success.

### Our Programmes

We match our style of service to your needs and budget.

Once we've analysed your organisation's challenges, we develop solutions which can be delivered on an **Individual** or **Group** basis across all levels of employees, management and executives.

Our outplacement service is flexible. Our programme overview at a glance:



Flex Access

## Flexible Access Board, Senior Executive, C-Suite

Programme Elements:

- One-to-one coaching sessions (content driven by individual requirements)
- CV Preparation
- · Interview Skills
- Intro to LinkedIn
- · Interim Management
- · Starting your own business
- Diagnostic tools

Number of Meetings **Unlimited Support** 

Duration: 12 months

- Starting a Consultancy
- On-boarding meeting
- Personal Branding
- Head-Hunter Networking Support
- Executive Recruiter Introductions
- Executive Presence Coaching
- Regionalised Company Searches
  - \* 12 Months Access To 'Virtual Career Coach' (Online Career Centre)

platinum

## Versatile Support Programme Platinum

For professionals, senior managers, executives

Typical Programme Elements:

- One-to-one coaching sessions (content driven by individual requirements)
- CV Preparation
- Interview Skills
- Intro to LinkedIn
- Interim Management
- Starting your own business
- Diagnostic tools
- Starting a Consultancy
  - \*\*Not limited to these choices\*\*

Number of Meetings/Units: **32 Max** 

Duration: 6 months

- On-boarding meeting
- Personal Branding
- Head-Hunter Networking Support
- Executive Recruiter Introductions
- Executive Presence Coaching
- Regionalised Company Searches
  - \* 6 Months Access To 'Virtual Career Coach' (Online Career Centre)

gold

## Versatile Support Programme Gold

For professionals, middle managers

Typical Programme Elements:

- One-to-one coaching sessions (content driven by individual requirements)
- CV Preparation
- Interview Skills
- Intro to LinkedIn
- Planning Retirement Workshop
- Interim Management
- Starting your own business
- \*\*Not limited to these choices\*\*

Number of Meetings/Units:

16-21 Max

Duration: 6 months

- · Diagnostic tools
- Starting a Consultancy
- · On-boarding meeting
- Personal Branding
- \* 5 Months Access To 'Virtual Career Coach' (Online Career Centre)

silver

#### Versatile Support Programme Silver

For supervisory staff, technical and junior managers

Typical Programme Elements:

- One-to-one coaching sessions (content driven by individual requirements)
- CV Preparation
- · Interview Skills
- Intro to LinkedIn
- Planning Retirement Workshop
- Interim Management
- Starting your own business
- \*\*Not limited to these choices\*\*

Number of Meetings/Units: 9-15 Max

Duration: 6 months

\* 3 Months Access To 'Virtual Career Coach' (Online Career Centre)

bronze

## Versatile Support Programme Bronze

For junior and administrative employees

Typical Programme Elements:

- One-to-one coaching sessions (content driven by individual requirements)
- CV Preparation
- Interview Skills
- Planning Retirement Workshop
- \*\*Not limited to these choices\*\*

Number of Meetings/Units:

5-8 Max

Duration: 6 months

\* 2 Months Access To 'Virtual Career Coach' (Online Career Centre)

### Why Choose Us?

### 1. A Highly Bespoke Service

Every outplacement programme is tailored to the needs of the organisation and your individual employees.

We take the time to 'listen and learn', assessing your business imperatives as well as the hopes, fears, needs and abilities of your people so that a truly dynamic solution is delivered, no matter how challenging the circumstances.

Importantly, we recognise that each client is different and needs a truly personalised service to fit with your culture, your people and your budget.

### ? Recruitment Agency Partners

We have an extensive range of professional recruitment agency partners, by sector, who dovetail with our career transition programmes to facilitate access to job markets.

This means we offer unbiased, independent and sector specific final stage support to ensure your employees secure the right role, not just any role, in their chosen field.

### 3. Global Outplacement Reach

We're founding members of OI Global Partners, a network of 1000 consultants and 225 offices in 28 countries providing you with both local experts and a global perspective – all accessible with one call to us.

OI Global Partners specialises in complex international Career Transition Projects requiring both international co-ordination and detailed knowledge of specific national markets.

In working with our alliance, you benefit from the opportunity to enter into international contracts, including group contracts.



# hda

#### Our Areas of Expertise:



#### Just some clients who chose us:



#### **Contact Us**

For more information please call: 08452 60 90 40

info@hda.co.uk

