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"CAREERS IN TRANSITION©"

**THE HUNTER
OUTPLACEMENT PROGRAMME**

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*'Careers in Transition©' is the trademark for The Hunter Outplacement Programme.
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“Careers in Transition©”, The Hunter Outplacement Programme

We offer a range of career counselling and outplacement services which are individually designed and delivered to help professionals at all levels up to, and including board director level, during times of career transition.

The key aspects to our programmes draw upon our extensive industry experience and centre upon subject matter themes specifically chosen to help individuals identify, target and secure a new career opportunity:

- Identifying key personal competencies
- Articulating past achievement and future opportunity
- Relating and positioning individual skills to a chosen industry sector
- Facilitating lateral thinking on roles and industries
- Interview process and role play scenarios
- Skills profile and CV compilation – communicating competence and character concisely and accurately
- Analysing industry sectors and prospective organisations from strategic, cultural and career development perspectives
- Managing the logistics of personal marketing and effective communication
- Maximising the potential of selected social networking sites
- Conducting self assessment exercises
- Determining the right career move
- Assisting in salary and role negotiation

A more detailed summary of an example programme is detailed overleaf:

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'Careers in Transition©': 12 Stages to Effective Career Counselling and Outplacement Success

Programme Contents

1) Basic facts on job hunting – the true and the bogus

Purpose: to invest an understanding of the basic premises of job hunting and set baseline expectations on managing the securing of a new career role.

2) Self assessment appraisal – the career journey to date

Purpose: to reflect upon and determine in a structured manner the key factors which have shaped and influenced the development of core competencies on the career journey to date.

3) Career drivers – what are they and why are they important?

Purpose: to analyse the drivers that determine carer aspirations. Research in the psychology field suggests that there are nine career drivers. These are analysed in detail and related to personal experience and preferred modes of working.

4) Timescales – career options in the short, medium and longer terms

Purpose: to reflect upon and consider personal positioning in 5, 10 and 15 years' time

5) CV compilation, personal marketing and networking

Purpose: the compilation of a CV which concisely communicates core competencies, skills, achievements and aspirations in a clear and concise format.

Programme Contents (Cont.)

6) Personal marketing and networking

Purpose: accessing and communicating to a broad audience:

- Job skills overview summary
- Career intentions and ambitions summary
- Application letter design
- Industry analysis – lateral thinking and role analysis appraisal

7) The recruiter's perspective

Purpose: to empathise with the recruiter, their agenda, goal and motivations focusing upon the key target areas for personal assessment

8) Interview matrix

Purpose: to understand a structured schema for interviewing and be able to prepare mentally for a professionally managed interview and process

9) Ten key interview questions

Purpose: the principal questions that are posed in every interview and ones that the candidate will need to be prepared to answer clearly and accurately to create a positive impression. Interview coaching sessions are an integral part to our programme.

10) Interviewer personalities- tactics to employ

Purpose: to understand how interview styles vary and be able to accommodate each style for positive effect.



Programme Contents (Cont.)

11) Chemistry, culture and opportunity – knowing to accept the ‘right’ offer

Purpose: to be able to objectively analyse job offers in detail and the thought processes which govern successful decision making

12) Internet company directory , social networking and job web sites

Purpose: to detail a comprehensive listing of web sites which aide in job hunting, personal marketing, industry appraisal and vacancy identification

‘Careers in Transition’ draws upon a depth of consultative career counselling gained from working with professionals from a broad range of disciplines in many industries for over 25 years.

The programmes are designed individually and we work closely with all participants to ensure that they receive help in all aspects of career search and development – and we stay available to them until they have safely secured a new career appointment.

For a qualified discussion on the full range of benefits our career counselling and outplacement services offer, please call **Haydn Parry** on **+44 (0)20 8334 8804** or email **hrp@hunterstrategic.com**