



Making Redundancy Work for Your Business!

Three practical workshops designed to give employees facing redundancy the best possible chance for a swift and positive return to employment.



Making Redundancy Work for Your Business!

In a challenging market, difficult decisions have to be taken to ensure the long-term future of your organisation. Invariably this means staff reductions, leading to many individuals needing to secure new employment, possibly for the first time in their career.

These workshops are highly practical, interactive and are designed to equip staff with the confidence and ability to launch their job search with conviction and help them re-energise, re-position and re-apply themselves as their career meets new challenges.

Designed specifically for those employees who wouldn't normally qualify for outplacement support, the following workshops can be delivered as stand-alone events or combined for a more comprehensive programme.

❖ Re-Energising Yourself

❖ Re-Inventing Yourself

❖ Re-Skilling Yourself

Each workshop can accommodate a minimum of 8 and maximum of 12 delegates

A&DC® Tutors

All A&DC Course Tutors are Occupational Psychologists with experience in coaching and counselling and regularly design and run workshops to help develop individuals for our clients both in the UK and around the world.

As experts in assessment and development, A&DC have over 20 years experience in delivering high quality and reliable talent management solutions to the Public and Private sectors. Our clients value the professionalism of our consultants as much as they benefit from the quality and robustness of our products and services.

Re-Energising Yourself

Duration:

One day, non-residential.

Overview:

This workshop helps employees who are undergoing redundancy to maintain their self-esteem, by understanding their individual strengths and how to capitalise on them in a practical way that enables them to effectively pursue new employment opportunities.

Designed for:

Individuals who are being made redundant and who may not normally be offered traditional outplacement support.

Objectives:

By the end of the workshop, employees will be able to:

- Create an appropriate level of positive energy to help them tackle the challenge at hand
- Embrace the situation they are facing and feel confident about their job prospects
- Identify and articulate their personal strengths, supported by written value statements
- Appreciate the value of these strengths and how they will benefit a prospective employer
- Determine how their talents and skills can map to different employment opportunities
- Identify future possible career paths and career goals
- Prepare for next steps

Tangible Outputs and Takeaways:

- Personal Strengths profile
- Possible employment opportunities for further research
- Personal plan with possible career path and goals

Location:

Workshops will be delivered at your own premises or an agreed venue.

Price:

The price per delegate for this workshop is **£200** plus VAT.

For more information or to book now call **0845 6888782** or email info@adc.uk.com

Materials

Each delegate will receive a binder containing all workshop materials and will have access to a dedicated page on our website, as part of the workshop fee.

Re-Inventing Yourself

Duration:

One day, non-residential.

Overview:

This workshop helps employees who are undergoing redundancy to prepare for and pursue relevant job opportunities, with the aim of maximising their chances of success at each stage of the recruitment process, from submitting a written application through to the final selection interview.

Designed for:

Individuals who are being made redundant and who may not normally be offered traditional outplacement support.

Objectives:

By the end of the workshop, employees will be able to:

- Appreciate the need to re-invent themselves and maximise their appeal to a prospective employer
- Draw up an effective job search action plan using a variety of resources
- Describe how to maximise their chances of success at each stage of the recruitment process
- Appreciate the key features of an effective CV, application form and cover letter
- Maximise their performance with any psychometric tests they need to take (online or offline)
- Demonstrate in practice how to perform effectively in a structured interview
- Prepare for next steps

Tangible Outputs and Takeaways:

- Personal job search action plan
- Interview preparation guide
- Template CV and cover letter

Location:

Workshops will be delivered at your own premises or an agreed venue.

Price:

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Re-Skilling Yourself

Duration:

One day, non-residential.

Overview:

This workshop helps employees who are undergoing redundancy to prepare for and succeed at the most demanding selection tool of all, the Assessment Centre. The development of the skills identified will also help the employee to perform more effectively at earlier stages of the recruitment process.

Designed for:

Individuals who are being made redundant and who may not normally be offered traditional outplacement support. This workshop will be of particular benefit to individuals who have had little or no prior exposure to an Assessment Centre and who wish to develop job-seeking skills aimed at increasing their chances of success.

Objectives:

By the end of the workshop, employees will be able to:

- Explain what an Assessment Centre is and describe its key features
- Recognise the different types of Assessment Centre exercises and what they are measuring
- Display effective behaviours in several different types of Assessment Centre exercises
- Approach other activities within a typical Assessment Centre with confidence
- Identify how to have a positive impact at the Assessment Centre
- Effectively prepare for an Assessment Centre
- Recognise how the skills used on an Assessment Centre can help improve their performance at earlier stages of the recruitment process

Tangible Outputs and Takeaways:

- Briefing for Participants due to attend an Assessment Centre
- Personal action plan to use their job-seeking skills
- Complimentary copy of the book 'Succeeding at Assessment Centres'

Location:

Workshops will be delivered at your own premises or an agreed venue.

Price:

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About A&DC

A&DC is an HR Consultancy specialising in talent management. We combine our expertise in business psychology and behavioural change to offer the best tools and processes to discover, transform and energise talented people at all levels.

Our focus is on understanding and optimising human performance, recognising that behaviour – what people do and how they do it every day – is the key to creating vibrant, happy, adaptive and successful places to work.

Based in Surrey, we operate throughout the UK and have a global reach through our network of hand-picked partners.

Redundancy Support Workshops from A&DC

Telephone: **0845 6888782**
Email: **info@adc.uk.com**
Web: **www.adc.uk.com**

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