

CMF Consultancy Services Ltd

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Working together to point you in the right direction

Outplacement Programmes

Whether the need is a change of career direction within the organisation, or a move outside of it, career management coaching is vital for successful implementation of the change.

Programmes can be developed to meet the needs of groups and individuals to assist in establishing their future direction, both in terms of personal and professional objectives, whether on an employed or self-employed basis.

Let **us** help **you** help **them** move on proactively, and ensure that they secure a positive conclusion quickly and effectively.

AND most importantly, because many people have difficulty travelling to outplacement offices once they have left employment, individuals can be seen locally, even in their own home.

The programmes cover all aspects of Career Management including:-

Reviewing the Current situation

Clarifying Future Career Aims and Requirements

Personality Assessment, including both Style Analysis and Personal Interests, Attitudes, and Values

Creating a professional and effective CV

Using the CV effectively

Organising the Self Marketing Campaign

Researching the Market

Unlocking the Networking Potential

Identifying those unadvertised jobs

Speculative covering letters and targeted mailings

In depth Interview Coaching, including video recording and analysis

Negotiating the new contract

Setting up a new business and/or consultancy, where appropriate

Programmes can be conducted on a Workshop, or a One to One basis, and can allow an unrestricted number of meetings with the consultant for a period of up to six months. This includes unlimited telephone, fax and e-mail support where necessary. Any relevant documentation, workbooks etc are issued at the appropriate stage.

If you would like more details on how these workshops can benefit your company in a most cost effective manner, simply contact us by telephone, fax, or email and we will follow up your enquiry immediately.