



Options Consulting Group
Trusted Advisors in Human
Resource Solutions

Career Transition Programs

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Introduction

As we all know business continues to be ever challenging and complex, where growing shareholder value, business productivity and organisational restructure is commonplace. This often results in the need to displace key personnel from time to time. In this scenario, Options Consulting Group can provide expert advice on the best ways to handle this decision, and more importantly, lead the affected employees through their career transition, using one of our programs.

The services outlined in this document include individual programs and group workshops that are tailored to meet specific needs of each participant.

Our skilled and qualified Career Transition Consultants have many years of experience in delivering these services. A significant feature of our career transition services is the support we provide management in preparing for the career transition process and dealing with any resulting organisational issues.

Where it is appropriate, we can also provide:

- Support to partner and/or family
- Health assessment and advice
- Financial advice on available options

Options Consulting Group has a long and successful track record of providing career transition services to Australian commerce and industry and is committed to delivering total satisfaction and underpins our services with rigorous quality assurance.

The Options Consulting Group Approach

Options Consulting Group offers a complete range of career transition services that are tailored to meet each participant's requirements. We enable the individual to work at their own pace to develop the skills, approach and resources necessary to achieve a successful outcome. The *individual* is the focus of each OCG career transition program delivered.

Initially, support and advice is provided to assist participants to deal with the challenges that career change can bring. There are three key questions we then assist individuals to answer when making their career related decisions:

- 1. Where am I now?**

We encourage participants to take a holistic 'stock-take' of where they find themselves, including looking at their health, finances, family issues, needs, values, constraints and work-related skills and experience.

- 2. Where am I going?**

We coach participants to research and develop a career plan for themselves based on their values, needs, constraints and skills.

- 3. How am I going to get there?**

We guide participants to develop and implement an action plan to achieve the first stages of their career plan, which may involve them developing a targeted résumé, interview skills, presentation skills, networks and/or undertaking training to fill skill gaps identified.

Executive Career Transition Program: 16 Weeks

1. Initial Briefing
2. Holistic 'stock take' to assess "where am I now?" This could include:
 - Partner and/or Family Support *
 - Health Assessment and Advice *
 - Psychological Appraisal & Values, Needs, Constraints and Skills Assessment
 - Financial Assessment and Advice *
3. Develop Career Management and Goal Setting Skills
4. Develop Career Plan to Fit General Life Plan
5. Develop Action Plan to Facilitate Career Plan
6. Develop Targeted Résumé
7. Self Promotion, Presentation and Assertive Communication Skills
8. Using Networks and Other Resources
9. Evidence Based Interview Skills
- Ongoing Support, Advice and Resources, Feedback to Client Organisation

This is a comprehensive career transition program designed to provide a person with holistic information, support and advice to coach them to effectively lead themselves in their career. The program allows for assistance to be provided in other areas of the person's life that may be affected by the job loss (e.g. family, financial, health).

This program can provide for initial assistance and support to the manager before and on the day of the participant becoming aware of their departure from the organisation, and for ongoing feedback to the client organisation.

* Optional

Manager Career Transition Program: 12 Weeks

1. Initial Briefing
 2. 'Stock take' to assess "where am I now?"
 3. Values, Needs, Constraints and Skills Assessment
 4. Develop Career Plan to Fit General Life Plan
 5. Develop Action Plan to Facilitate Career Plan
 6. Develop Targeted Résumé
 7. Using Networks and Other Resources
 8. Evidence Based Interview Skills
- Ongoing Support, Advice and Resources, Feedback to Client Organisation

This is a typical, intermediate career transition program designed to provide a person with self analysis and career management skills, along with fundamental job search tools and support.

This program provides for initial assistance and support to the manager before and on the day of the participant becoming aware of their departure from the organisation, and for ongoing feedback to the client organisation.

Corporate Career Transition Program: 10 Weeks

Career Transition Workshops

1.	Initial Briefing	1.	Initial Briefing
2.	'Stock take' to assess "where am I now?"	2.	'Stock take' to assess "where am I now?"
3.	Values, Needs, Constraints and Skills Assessment	3.	Values, Needs, Constraints and Skills Assessment
4.	Develop Career Plan	4.	Develop Career Plan
5.	Develop Action Plan to Facilitate Career Plan	5.	Develop Action Plan to Facilitate Career Plan
6.	Develop Targeted Résumé	6.	Develop Targeted Résumé
7.	Basic Networking and Interview Skills	7.	Basic Networking and Interview Skills
Ongoing	Support, Advice and Resources, Feedback to Client Organisation	Ongoing	Support, Advice and Resources

This is a typical career transition program designed to support a person through their retrenchment, assist them to look forward again with a suitable career plan, and provide them with fundamental job search tools.

Typically, career transition workshops can cover any of the above topics and are designed to work with a group to support each person through retrenchment, assist them to look forward again with a suitable, individual career plan, and provide participants with fundamental job search tools and opportunities. The duration of the workshop will depend on which topics are to be covered, in what depth, and the needs of participants and the organisation.

Fully resourced venues can be provided to meet the information and technological needs of participants, and a range of specialist career transition facilitators are available to conduct the workshops.

Quality Assurance

Our career transition programs are supported by the following quality assurance measures:

- Client Organisation Evaluation
- Career Transition Participant Evaluation

We continually seek to exceed the industry standard. The feedback we receive via regular surveys and questionnaires assists us in evaluating and tailoring our services.