



Options Consulting Group  
Trusted Advisors in Human  
Resource Solutions

# Corporate Career Transition Program

Level 3 . 20 . 22 Albert Road  
South Melbourne VIC 3205  
P +61 3 9693 9300 F +61 3 9686 6988  
E [contactus@optionsgroup.com.au](mailto:contactus@optionsgroup.com.au) W [optionsgroup.com.au](http://optionsgroup.com.au)  
ACN 098 681 193 ABN 63 098 681 193

## □ 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.

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.

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.

## □ Corporate Career Transition Program: 10 Weeks

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

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.

## □ 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.