



HtR Outplacement Programme for Approx 100 people

Schedule

- Week 1 Introduction Meetings
- Week 2 Start of Group Sessions
- Week 2 CV writing 1-2-1 Sessions with 7 per day / night
- Week 3 / 4 individual 1-2-1 sessions with 'open format'
- Number of Consultants on-site flexible to speed up CV writing etc

CV Writing

- Introduction Meeting
- Template Provided
- Individual Completes
- HtR Will Type Up
- 1-2-1 Review with Out Placement Consultant to 'tweak'

Support Material

- 4 Written Job Seekers Guide provided that supports the 1-2-1 and Group Sessions
- Comprehensive in content
- Internet access
- Local Business Directories
- On-line Guides

Group Guidance Sessions

- Subjects Include
 - Where to look for work
 - Covering Letters
 - Agencies
 - Newspapers
 - Job Centre
 - Speculative Approaches
 - Using the Internet
 - Online CV Databases
 - Job Sites
 - Search Agents
 - 'Buzz word' Optimisation
 - Jobsite Crawlers
 - Interview Technique
 - Common Questions
 - Dress Code
 - Preparation
 - What Makes a Good CV
 - Provided if no 1-2-1 CV Guidance Sessions
- 2 hour sessions
 - 12 per session to allow for interaction
 - Seminar Presentations with Comprehensive Notes

Marketing

- Internet Access provided via a PC / several PCs
- Local Papers / Reference Books
- Job Board - Local Jobs
- Pro-Active ringing of employers / agencies for vacancies
- Register with them
- Local Co's
- Employer Days
- Set up Job Shop Room
- Arrange Agency Days

1-2-1 Support

- CV Review
- Open format
- Allocate a set number of hours to each person - recommend 1 hours min to review CV
- Book 1 hour slots
- Rota covering 24 hour working if required
- Completely Open Format
- Self Employment
- Re-Training
- Benefit Form Filling
- Content
 - Interview Practice
 - Assessment Centres
 - Transferable Skills
 - Etc...

Based Upon Consultancy Time **Cost**

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