

Outplacement

“ In my opinion, The Connor Consultancy is the **best outplacement supplier** in the marketplace and a **true partner** of our business. ”

Vice President, HR - Gartner



Career Workshops & Follow - Up Support

Developing the Right Skills for Today's Job Market



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Connor has built a reputation developed over the last two decades for providing practical job search assistance and career guidance that is proven, industry specific, practical and based on common sense. We are knowledgeable recruiters as well as hiring managers and know how to help job hunters by sharing insights from both sides of the fence, when married with our extensive industry experience we really know what's what!



We have distilled all of our experience into the design of interactive, practical workshops and follow-up support that will give your people the skills and techniques to be successful in searching for their next role.

The Career Workshops typically follow three key phases:





Phase 1- Pre-Workshop Communication & Support

At this stage we can work closely with you to help you create and communicate the support on offer to your employees. This can include addressing employee representative groups, trade unions, etc.

We can also run pre-workshop “Drop in Centres” where we meet the employees due to receive the service, introduce ourselves, explain the service on offer and gain an understanding of their needs so that the support is specifically tailored to them. This is important as it gives your people a level of comfort that they are not alone and that we are there to help.

We are also able to organise the workshops, on your behalf, freeing up your time and reducing the administration burden.

Five reasons why we are different:

- ✓ A customised workshop experience
- ✓ We understand today’s job market and aim to get individuals on to the “yes” pile for interviews
- ✓ Practical job search materials
- ✓ The workshops are skills-based, not just theory
- ✓ Access to our award-winning On-line Resources



Phase 2 – Outplacement Workshops – Finding Your Next Role

The workshops relating to “Finding Your Next Role” fall into four main sections:

1. Taking Stock – identifying your key strengths and transferable skills
2. Building your CV
3. Routes to Market
4. Interview Skills Practice

By the end of the workshop all participants will have a clearer understanding of the type of career options that best suits them, will show them how to write a CV that is in the top 5% in the market, will help to target the hidden job market and most importantly give all participants the time to practice interview techniques that can help secure that all important next role.

The majority of people attending our workshops opt for the “Finding Your Next Role” however, we also deliver a “Starting Your Own Business” workshop, available to those individuals who want to set-up and grow their own business.

➔ Phase 2 - Career Workshops – Finding Your Next Role

The following information gives more details about what to expect from attending a Connor workshop programme:

Taking Stock

“ Q: What do I get out of this?

A: A clear understanding of the type of career options that are best suited to you. ”

‘Taking Stock’ is the foundation building stage of the workshop and identifies the skill-sets and aspirations of each person. We address the following:

- Am I looking to do more of the same or something completely different?
- What are my career options?
- What sector(s) am I looking to target?
- What can I offer my next employer?
- What are my transferrable skills?



Building your CV

“ Q: What do I get out of this?

A: A clear understanding of your selling points and creating a CV that’s in the top 5% in the market. ”

A successful CV is clear, has great impact and serves the sole purpose of securing an interview. We will demonstrate how to present value to a potential employer based on our experience as business directors having sat on both sides of the recruitment fence.

We will address the following:

- CV formatting
- Project based CV’s
- Creating CV’s that stand out from the crowd
- Making your CV “commercial”
- Passing the 5 second test
- Covering letters

Routes to Market

“ Q: What do I get out of this?

A: Tips on how to find job opportunities that match your requirements, whether these jobs are ‘hidden’ or are in the public domain. ”

No matter how good your CV is competition for roles is still fierce. We will work with each individual to proactively drive interest in their CV.

We will achieve this goal by.

- Researching the market
- Job Search techniques that work in today’s market
- How to bypass the competition by adopting a ‘reverse’ headhunt approach
- Searching the World Wide Web
- Networking
- Managing recruitment agencies
- Responding to advertisements



Interview Practice

“ Q: What do I get out of this?

A: Practice, hints and tips to beat the competition in the interviewing process. ”

Once a job interview has been secured the next big challenge is the interview itself. Each individual will get real practice on how to handle the different types of interview, whether this is from a Recruitment Agent, Human Resources Manager or a Line Manager.

As part of this process, we will cover the following areas:

- Preparing for the interview
- Identify what questions you should ask
- Preparing answers for the questions you are most likely to be asked
- Using competitive intelligence to demonstrate you’ve done your homework
- Preparing you to handle different interview types
- Note taking in interviews
- The telephone interview
- Rules for a successful job interview
- Interview skills practice

Phase 3 – Follow-Up Support

One on One Support

- ✓ Dedicated professional outplacement consultant
- ✓ Help your people to apply learning's from the workshop
- ✓ Practically support in the ongoing job search

On-Site Career Centre

- ✓ Based On-Site or at a venue of your choice
- ✓ Safe environment staffed by Outplacement professionals
- ✓ Contains all the resources job hunters need to be successful

Award Winning On-line Resource Centre

- ✓ 24/7 access from any PC
- ✓ Over 600,000 LIVE jobs scanned daily
- ✓ LIVE Webinars every week
- ✓ Database of 2 million+ UK companies

One on One Support

Our experienced consultants work with your people to ensure that they receive practical help to apply the learning's from the Workshop into day to day job search using a mixture of face to face, video phone and e-mail interventions.

We can:

- Help them to construct a CV
- Help them to apply for a job On-line
- Show them how to access relevant job sites
- Assist in writing cover letters for a job application
- Show them how to target 'live' jobs and submit applications
- Help them prepare for an interview
- Assist on interview skill techniques

On-Site Career Centre

This Centre gives access to employees either On-Site or at a nearby venue. The Centre is staffed by Connor Career Outplacement experts who work alongside individuals in real-time to help them in their job search, be this, helping prepare a CV, showing how to apply for a job or perhaps helping prepare for an interview.

The Career Centre will have opening and closing times where individuals will have access to all the job search equipment and materials that are needed which typically includes:

- Desk top PC's with access to our online resources and database of companies
- Printers and Telephones
- Envelopes, paper, stamps, pens etc
- CV Templates
- Typical Interview questions
- Local agency contact details and local employer vacancies

Award Winning On-line Resource Centre

Connor, in partnership with MyWorkSearch, offer your people access to our award winning On-line Resource Centre. This Centre is available 24/7/365 from any PC with internet access which allows the individual to browse and research areas of interest at any time during the outplacement programme.

All our website content is researched and written by professional writers and researchers and is updated daily. The site has recently won the Best Business Start-up award at the Linked IN European Business Awards Ceremony.

The website includes:

- ✓ Ability to search over 850 job boards simultaneously in one click
- ✓ Over 600,000 LIVE jobs scanned daily
- ✓ Over 7 hours of eLearning videos
- ✓ LIVE Webinars every week
- ✓ Access to a database of 2 million+ UK-wide companies
- ✓ Database of 8,000 recruitment agencies, job boards, newspapers and trade journals
- ✓ Job search e-mail & productivity management tools
- ✓ CV Builder with professional templates
- ✓ eCV tool that publishes CVs online for employers and recruiters to search
- ✓ Activity management that allows you to track your job search progress

MyWorkSearch For people For employers For advice Sign in

Follow us on [social media icons]

Everything you need to find and get a great job

- Professional CV builder
- Comprehensive job search facility
- Intuitive dashboard & workflow
- Interview coaching
- Psychometric testing practice
- Available 24/7 365 days a year

FREE 14 day trial

Take the tour

What MyWorkSearch can do for...

- Job seekers**
Find and get a job
- Your career**
Improve your prospects
- Employers**
Outplacement services
- Advice**
help & support

Tell it like it is

“ I was very impressed with the facilities and opportunities provided by MyWorkSearch, a very useful tool.”
Andrew Hoggart Read more

Receive a FREE guide to redundancy for employers
Receive PDF link

Is your business facing redundancies?
A viable and flexible alternative to traditional high cost outplacement services...
We can help

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totalJobs.com jobsite reed.co.uk LinkedIn EUROPEAN BUSINESS AWARDS 2010 jobcentreplus DWP Department for Work and Pensions Accredited



About Connor

“ We chose Connor, not because they had the biggest name, but because we felt their values most closely matched ours at the RHS. **They have not disappointed!** They really listened to what we wanted and quickly got to grips with our distinctive culture. ”

Head of Human Resources, Royal Horticultural Society

Founded in 1992 and with offices throughout the UK, Connor has two decades of experience in delivering personal, results driven Career Workshops and follow up support.

People who have received our service have said the following about Connor and our team:

- ✓ That we are PASSIONATE about making a difference
- ✓ That we are highly personable and accessible
- ✓ That we are able to really connect with employees at all levels
- ✓ That we are able to provide practical job hunting tips that work in the ‘real world’
- ✓ That we focus on the proactive methods of identifying job opportunities
- ✓ We know how to get people onto the “yes” pile when applying for jobs
- ✓ Award winning; market leading, On-line Resources Centre

What Next?

We'd love to talk – let us know how you would like to support your people and the budgets available and we will make sure we come up with a programme that will support your staff without compromising on quality.

Points of Contact

Paul Connor or Fraser Silvey

Office Telephone number: 01491 414 010

Mobile for Paul: 07774 236250

Mobile for Fraser: 07946 433768

Website: www.connor.co.uk

Our Clients Include:

