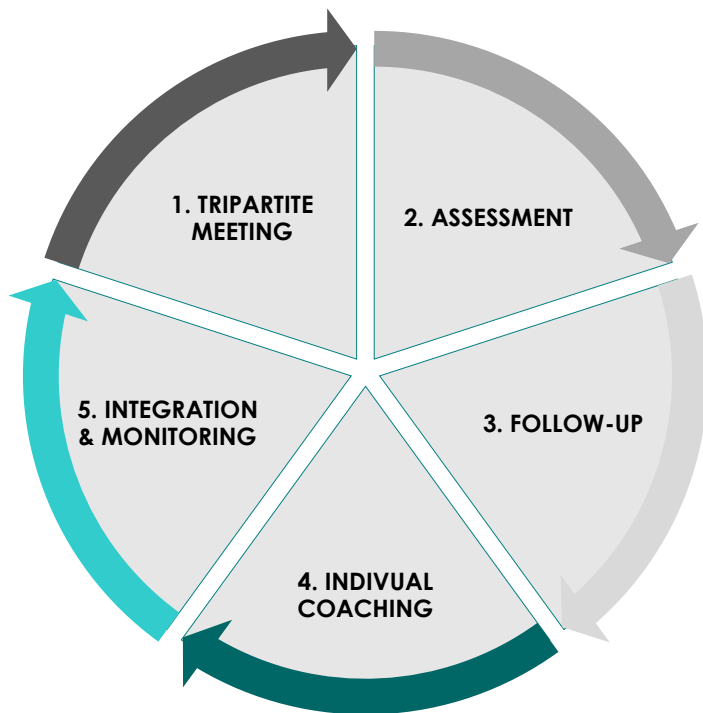


OUTPLACEMENT PROGRAM



FLEXIBLE ~ Aware of participants’ constraints, format is flexible and enables each collaborator to integrate sessions in his/her planning (8am to 7.30pm) and opt for remote individual coaching (i.e. conference call, visio conference, etc).

CONCRETE ~ Minimum of theory – focus is put on practical examples, tools and day-to-day situation.

INDIVIDUALISED ~ Each participant benefits from a personalized support by a dedicated coach appointed according to his/her profile.

SIMPLE & VISIBLE ~ The focus is put and kept on the definition of a concrete action plan while keeping the employer in framework to ensure the best possible impact on the employer brand.

Step 1 ~ Tripartite Interview ~ 1h

Format: Interview organized by a professional coach with the collaborator and the employer

Deliverable: Report produced by the coach to be signed by the stakeholders

Objectives

- ✓ Understand outplacement issues, agree on planning and identify measures already taken internally
- ✓ Get together and mobilized with the employer to support the collaborator for his/her transition



Step 2 ~ Assessment ~ Questionnaires & 1h30

Format: Digital Questionnaires *Assessfirst* (personality & motivations) & debriefing meeting

Deliverables: Complete results and reports are provided to the employee to kick-start the mobility work

Objectives

- ✓ Identify skills and motivational levers to increase self-awareness and find potential development areas to initiate the mobility process
- ✓ Settle a reference point which can be used all along the process
- ✓ Produce concrete personality & drivers-related content which can be attached to application files when relevant
- ✓ Identify future targets

Step 3 ~ Step Plan monitoring ~ 4 x 45 min

Format: “Operational” interviews (in our premises, by telephone or skype) to follow the collaborator in his/her actions with his/her counterparts (ADEM, Recruiters, Employers)

Objectives

- ✓ Identify open positions which could match collaborator’s wishes, needs and capabilities and define a strategy for each target
- ✓ Guarantee optimal management and follow-up of the different actions and processes initiated throughout the transition period
- ✓ Advise the collaborator on the organization of his/her research

Step 4 ~ Individual Coaching ~ 4 x 1h30

(in parallel of Step 3)

Format: Individual sessions with a professional coach to optimize employability and define an action plan

Session 1 – Review of the CV and supporting materials (Linked in, Viadeo, self-branding)

Inter-session exercise – Prepare a 3 min *elevator pitch* for a concise and professional presentation

Session 2 – Interview simulation with one or more professionals (coach, recruiters, etc.)

Inter-session exercise - Produce a short memo summarizing feedbacks received during the various interviews and undertaken steps to analyze and capitalize during session

Session 3 – Work together on collaborator’s capabilities and remove potential doubts to improve performance during interviews

Session 4 – Preparation for arrival in a new working environment based on the work done and capitalization on the lessons learned

Objectives

- ✓ Restore self-confidence by working on strengths
- ✓ Ensure the best possible preparation of the collaborator/candidate to offer his/her skills to a new employer
- ✓ Analyze past successes and failures to capitalize, assimilate and get prepared for arrival in a new environment in the best possible conditions
- ✓ Work on posture

Step 5 ~ Integration & Follow-up ~ 1h

Format: Follow-up interview - 3 months after start date within the new employer teams

Objectives

- ✓ Complete the process and identify any difficulties which would require an additional individual support
- ✓ Formalize the respect of the collaborator/employer/coach mutual commitments for a qualitative outplacement, mirror of the employer brand

