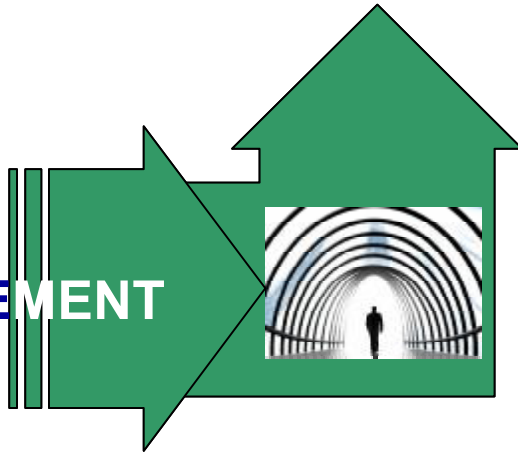


**TPS  
OUTPLACEMENT  
SERVICES**



“helping the people leaving your  
business to look forward with hope”

# TPS Outplacement Services

When you have to let people go, TPS Outplacement Services can help you do it the right way. We can help the people leaving your business to look forward with hope by providing practical assistance, support and guidance.

## Taking away your headache

We work closely with training providers and job agencies, fully **liaising with them on your behalf** to allow your people quick access to vacancies and access to relevant training schemes. Our New Start Pack (below) is also designed to cater for your people on long-term sick or those unavailable to attend sessions.

## Quick set-up, low-cost

Clients may find there is little time between the day their people are notified and their leave dates. Recognising this, we use an **efficient, streamlined process** of setting up, co-ordinating and managing the Outplacement process allowing us to set up quickly with just two weeks notice. We **work to your budget**, making sure your people get the best service possible for the money.

## Constant communication

You can stay in touch with us through the process, with a **designated TPS consultant**. We also have **secure, easy-to-use on-line tools**, which allow your HR team to monitor and track the process and view upcoming sessions.

## Practical, effective sessions

Our sessions have been developed to be practical, interactive, relevant and effective. Starting with an initial session with each of your people, we assess their **individual needs**, suggest a programme of beneficial sessions and explain the process. We also work flexibly, **fitting in with the working patterns** of your people to make sure they have the best chance of attending the sessions.

## Experienced consultants

Each session will be run by an experienced TPS consultant, with expertise in **psychology, recruitment, training and business**, making sure the needs of your people come first and that they receive credible advice.

## New Start Pack

At their initial session, your people will receive a **New Start Pack**, which includes an Outplacement Workbook, Information Handbook, and other supplementary information and guides. The Outplacement Workbook includes exercises, templates and guides which can be used outside of the workshops and sessions to prepare for interviews and create winning CVs. The Information Handbook is customised to contain local telephone numbers of agencies, training providers and helplines as well as local job market information.

## Our Sessions

We provide a range of practical, relevant, effective sessions. Look at our choice below. Do your people have different or more specific needs? We can tailor our sessions and may be able to offer other custom sessions to suit.

### Personal consultation



An introductory session to discuss needs and ways forward

### Job Searching

Planning an efficient job search, using different methods and job sources whilst managing time



### Covering Letters & Application Forms



Writing effective covering letters and completing different types of application forms

### CV Writing

Writing high quality CVs to show strengths, skills and experience.



### Doing Well in Interviews



Preparing for interviews and performing well with a chance to practice interview questions

### Personal Assessment

Matching skills to appropriate jobs by completing tests and questionnaires



### Career counselling



Matching interests and preferences to suitable jobs and careers

### Retraining

Pointing people towards suitable courses, training providers and funding opportunities



### Managing your Finances



Help with benefits and grants, cost saving tips and planning advice

### Retirement planning

For those who are not seeking re-employment, advice to help plan for a new phase of life



We provide these sessions as **one-to-one sessions or group workshops** to suit your time and budget constraints. You choose how many one-to-one sessions and/or group workshops you would like for your people and we will help your people choose the most beneficial sessions and workshops to suit their needs during the Personal Consultation session.

## About TPS Outplacement Services

TPS Outplacement Services are provided by TPS Developing Organisations - specialists in individual, team and organisation performance . Visit our website for more information.

### Get in Touch

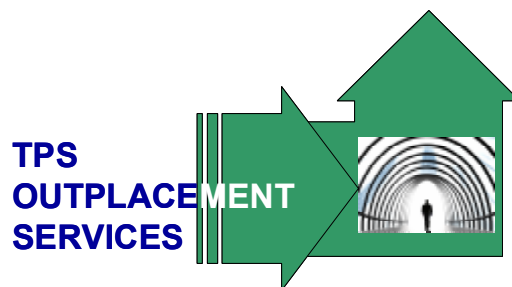
Contact us to find out how we can help **solve your outplacement needs**

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