

## Dealing with Redundancy

### Overview

**Duration: One Day**

Many employers are facing the hard commercial reality of job cuts to their workforce. This course affords organisations the ability to provide an affordable post redundancy support service through the delivery of practical, contemporary and constructive materials.

### Description

These training course materials have been designed to first address the emotional impact of redundancy on the individual before moving on to introduce a planning and problem-solving model for easy application by any participant. With these foundations in place, the practicalities of job searching, applications, CV's and interviews are tackled before the training course concludes with some motivational and supportive guidance and useful references.

As well as the usual training material documents, this course provides several useful handouts and exercises relating to dealing with redundancy, such as CV template, cover letter and application samples etc.

### Topics covered:

- **Looking After Number 1 – Reacting to News of Redundancy** – in this opening section we consider the external factors that affect how individuals react to the news of redundancy with a view to rationalising matters and providing focus
- **Looking After Number 1 – How Does it Feel?** – moving on from the first section, here we examine the emotional aspects of redundancy, addressing them appropriately and clearing the way ahead to deal with future practicalities
- **Planning – Where are you Now?** – we take a simple but practical planning tool to begin assessing finances, career achievements and responsibilities
- **Planning – Where do you want to be?** – now we move on to outline aspirations and needs for the future, identifying blocks and applying an effective problem-solving technique to achieve progress
- **Planning – How Will you get There?** – this section completes the planning model by established the practical steps that are needed to put into place the plans made in the previous 2 planning sections
- **Job Searching** – we consider all the appropriate options for maximising results when seeking employment Applications – the 'nuts and bolts' of job applications are assembled here, including application packs, application forms, job descriptions, person specifications and covering letters
- **CV Preparation** – here we consider how to create an effective and high-impact CV

- **Networking** – we look briefly here at the types and merits of networking to achieve progress after redundancy
- **Interviews** – this section de-mystifies the format and types of interviews that a prospective employer might use
- **Interview Skills** – a practical session geared towards thinking things through from a creative perspective and with a view to building confidence
- **A New Direction?** – re-training, qualifications, voluntary work and working for yourself are all discussed here for those who may be considering a post redundancy change of direction
- **Staying Focused** – our closing session provides motivational and practical tips on keeping things together and being realistic about the future.

### **Who Should Attend?**

Anyone dealing with redundancy, or who will support a group of people who are dealing with redundancy.