

## Preparing for Redundancy

### Course length

2 days (can also be delivered on a modular basis)

### Course overview

This programme is designed to provide those facing redundancy with practical tools to help them prepare for the next stage of their career. It can be delivered on a two day or modular basis and can be adapted and tailored to suit the needs of the participants.

### Who should attend

This course is designed for staff members who are facing redundancy. The recommended maximum is 12 delegates.

### Learning outcomes

By the end of this course you will:

- Understand how to manage the change process redundancy will take you through
- Have carried out a skills audit to identify the kinds of jobs you would be suitable for
- Be aware of the most effective ways to search for jobs
- Have produced an up-to-date CV
- Have a clear understanding of the way organisations select new employees
- Be familiar with competence-based interviewing
- Know how to prepare for interviews
- Be able to make the most of interviews
- Know where to get further help and advice

### Training style

This programme is delivered in a supportive and practical way. The emphasis is on helping people to manage their redundancy and be as successful as possible in the employment market. The second day consists of one-to-one interviews with feedback on CV's and technique. The course is entirely confidential.

## Course contents

### The change process

- How we deal with change
- The changes redundancy may create for you and where to get help

### Skills Audit

- What skills do you use now?
- What skills have you used in the past?
- Identifying the kind of job which would best suit you
- What skills would you like to develop?

### Job Search

- What do you want from work?
- How to approach a job search
- Where to find job opportunities
- Dealing with recruitment agencies

### Job Applications

- The importance of person specifications
- Using your experience to show your capabilities
- Writing an effective CV
- Completing application forms

### Job Interviews

- Preparing for interviews
- How to handle competence based interviews
- Dealing with nerves
- How to show you are the best person for the job

### Individual Interview Practice and Feedback

### Personal Action Planning

## Additional modules

Other courses which can be incorporated into a redundancy training package are:

- Individual career planning discussion and feedback
- Presentation Skills
- Microsoft Office (such as Access, Excel, Outlook, PowerPoint, Project, Visio, Word)

### How do I book?

- ☎ Call us now on 020 8658 6994
- ✉ Email us at [admin@alphatraining.com](mailto:admin@alphatraining.com)
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