



decipher

creating strategic partnerships with business and people

Outplacement Programmes – Decipher Group Limited

Decipher Group has designed three practical programmes to enable the job-seeker – or an employee uncertain about their career future - to put their best foot forward when looking for their next opportunity. The programmes are differentiated by the level of assessment and focus of the one-on-one coaching provided and will suit different levels of job-seekers.

The substantial experience of Decipher Group in human resource management, coaching and recruitment means that we are well placed to provide valuable, practical advice and support to job-seekers. The programmes will guide them on career choices, the approach to job hunting and appropriately marketing themselves through CV and Cover Letter coaching and interview training. Our programmes have been developed in conjunction with Winsborough Limited which provides tailored psychometric assessment using the Hogan tools (Programmes Two and Three incorporate the Hogan assessments).

In addition, our programmes include consideration of non-employment options like study and government support where this is appropriate.

Our Outplacement Programmes are provided nationally and where we need to travel to provide one of our programmes to the job-seeker, we will work with you to ensure the most cost effective solution to you while maintaining the best level of service to all parties. Throughout the process, we will report back to the appropriate manager on issues of note arising from conversations with the job-seeker/s together with a final summary report.

Programme One – “Get the Basics Right”

Programme One is suited for someone who is looking for assistance putting together an effective curriculum vitae (CV) and who would benefit from tips in searching for a new role.

1. CV and Cover letter– this includes provision of a CV template so that the job seeker can prepare a draft CV for discussion before the face to face session.
2. Face to face coaching on job search and interview techniques. This will provide the job-seeker with essential job search tips and techniques on performing your best at an interview.
3. Discussion on non-employment options as appropriate.

The total cost of Programme One is \$750 plus GST and disbursements (travel costs etc) per job-seeker.

Where the job-seeker requires Decipher Group to prepare a CV in draft for discussion (where time or capability prevents the job-seeker undertaking that prior to the face to face discussion), there will be an additional charge of \$450 plus GST.

Where Programme One is provided outside the Christchurch area and we agree that a face to face meeting is required to best meet the needs of the job-seeker, a daily charge of \$1500 plus GST and disbursements will



www.deciphergroup.co.nz

P O Box 13352
Armagh
Christchurch 8141
Tel +64 3 343 1145
enquiries@deciphergroup.co.nz

apply (this includes the Programme One fee/s and is not an additional charge). Where Decipher Group works with two job-seekers (or more) through Programme One on the same day and at the same non-Christchurch location there will be no minimum daily charge.

Programme Two – “The Next Step”

Programme Two is suited to someone who is looking for a simple and pragmatic approach to taking the next step in their career.

This programme is designed to provide practical and relevant guidance on how to search for a job, how to best market yourself and how to conduct an interview. The assessment phase will provide the job-seeker information on strengths, weaknesses, motivations and career preferences. The face to face sessions will consider other non-employment options for the job seeker (i.e. further study and government support) should this be appropriate.

1. Career Builder and Career Compass Assessments will demonstrate job-seeker strengths and weaknesses together with career options and preferences (sample reports attached).
2. Face to face feedback session on assessments together with introduction discussion on the needs of the job-seeker.
3. CV and Cover Letter – this includes the provision of a CV template so that the job-seeker can prepare a draft CV for discussion prior to the face to face coaching session.
4. Face to face coaching on job search, interview and networking techniques. This will provide the job-seeker with essential job search skills; tips, techniques, perspectives and secrets for increased effectiveness; increased awareness of current job search tools; process for evaluating then leveraging strengths and resolving weaknesses; a new perspective on job search best practices and support in thinking through career change options.
5. Discussion on non-employment options as appropriate.

The total cost of Programme Two is \$1150 plus GST and disbursements (travel costs etc) per job-seeker.

Where the job seeker requires Decipher Group to prepare a CV in draft for discussion (where time or capability prevents the job seeker undertaking that prior to the face to face discussion), there will be an additional charge of \$450 plus GST.

Where Programme Two is provided outside the Christchurch area, a daily charge of \$1500 plus GST and disbursements will apply (this includes the Programme Two fee and is not an additional charge). Where Decipher Group works with two job-seekers (or more) through Programme Two on the same day and at the same non-Christchurch location there will be no minimum daily charge.

Programme Three – “The Next Step and Beyond”

Programme Three is best suited to a technical specialist or management level job-seeker that may need guidance around immediate career options together with future career planning.

This programme is designed to provide practical and relevant guidance for the next step and planning for future career options, how to search for a job, how to best market yourself and how to conduct an interview. The programme will include a comprehensive assessment and coaching phase which will focus on personality

attributes, motivations and values and will provide you with a path to achieve your longer term career goals. Throughout the face to face sessions, it may be appropriate to consider additional study as an alternative to an immediate employment search.

1. Professional Development Assessment – a comprehensive personality, behaviours, motivations and values assessment (sample report attached).
2. Face to face feedback session on assessments together with introduction discussion on needs of job-seeker including career options and future career planning.
3. CV and Cover Letter – this includes provision of a CV template so that the job-seeker can prepare a draft CV for discussion prior to the face to face coaching session.
4. Face to face coaching on job search, interview and networking techniques. This will provide the job-seeker with essential job search skills; tips, techniques, perspectives and secrets for increased effectiveness; increased awareness of current job search tools; process for evaluating then leveraging strengths and resolving weaknesses; a new perspective on job search best practices and support in thinking through career change options.
5. Discussion on non-employment options (eg: further study) as appropriate.

The total cost of Programme Three is \$1950 plus GST and disbursements (travel costs etc) per job-seeker.

Where the job seeker requires Decipher Group to prepare a CV in draft for discussion (where time or capability prevents the job seeker undertaking that prior to the face to face discussion), there will be an additional charge of \$450 plus GST.

The Decipher Group Job-Seeker Tool Kit

As part of the programmes each participant will receive a Tool Kit which includes the following:

1. CV Template
2. Cover letter Template
3. Interview Guide
4. Job-Search Guide
5. List of contacts for non-employment options (Tertiary Study, Government Subsidies) as appropriate.

Reporting

At the completion of the Outplacement Assignment, we will provide a summary report to you on all activities undertaken and our findings. At this point, we would like the opportunity to meet with you to discuss findings and discuss how else Decipher Group can support you and your employees through this transition.

Contact details:

Sarcha Feary

M: 021 2425 2224

E: Sarcha@deciphergroup.co.nz