



Career Transition

Are you implementing a restructure that will affect staff in your organisation?

Do you want to support employees under notice of redundancy?

Our range of career transition services support staff to take the next step in their career. Sessions are packed with really useful tips and advice from how to prepare a 30 second networking commercial to a range of exercises which help individuals understand the strengths they bring to the job market.

Packages can be tailored to suit both the employee's needs and your budget and range from helping people think through what their next move should be to practical support with CVs, job hunting and interviews.

What we offer

Career Development

- ✓ Career assessment
- ✓ Motivation and values
- ✓ Transferable skills
- ✓ Career planning

Job search & self-marketing strategies

- ✓ Feedback and support writing CVs, cover letters and application forms
- ✓ Job search strategies, dealing with recruiters and tailoring applications
- ✓ Self-marketing skills

Interview Skills

- ✓ Dos and don'ts
- ✓ Preparing for an interview
- ✓ Handling interview questions
- ✓ Mock interviews

Group Sessions

- ✓ Tailored to meet the needs of your staff group
- ✓ Helps information sharing, networking skills and peer support
- ✓ Can include all the above and interview skills and practice

Why choose us?

- ✓ Qualified experienced HR professionals
- ✓ Expert knowledge of recruitment and job-searching
- ✓ Tailored and flexible programmes
- ✓ On-site support as required



**Call us for
more information**

Tel: 01403 240205

www.hrservicespartnership.co.uk



How can I improve skills? HOW DO I INTRODUCE A NEW PAY STRUCTURE?
 What is the process we need to follow?
 How can we adapt? WHO CAN I TURN TO?
 We need a strategic approach? We haven't got the time!
 HOW DO WE UPDATE OUR STAFF POLICIES? HOW CAN WE DO THIS LEGALLY?
 What do my staff really think? What is the risk?
 WHO CAN I RELY ON? Why are some staff always calling in sick?
 How can I reduce recruitment costs?



The Right choice HRSP

We definitely made the right choice in choosing HRSP and would have no hesitation in recommending them.

Tracie Colin-McKenzie, Trustee, Worthing Women's Aid.

"A professional and efficient service in a friendly, pragmatic way"

I have worked with HRSP during my time as CEO of several charities and would not hesitate to recommend them to others. In my most recent role as CEO for Samaritans we have used HRSP to provide support to our branches regarding employing staff and also to provide independent advice and support to our busy HR team at the Central Charity. HRSP quickly built up good working relationships with the HR team and staff and soon grasped an understanding of our complex structure and unique way of working. HRSP have provided a professional and efficient service in a friendly, pragmatic way.

Catherine Johnstone, CEO – Samaritans

"Tailored their service and advice"

"On being appointed, the HR Services Partnership very quickly understood the ethos and culture of our organisation and tailored their service and advice accordingly. In my experience of a range of HR service providers, their help in bringing our HR policies and procedures in line with good practice and regulatory requirements has been second to none. In addition and equally important, working with all members of their team has been a pleasure".

Adrian Maunders, CEO, English Rural Housing