



PROFESSIONAL PROGRAM

A three-month program for middle to senior managers to long term employees. Ongoing support over an extended period is crucial for these individuals to get them back into the workforce.

BENEFITS OF THE PROGRAM

- Increase clarity on available career options.
- Full access to company contact and research databases featuring over 40,000 companies.
- Develop an effective personal marketing portfolio and initiate proactive job search strategies.
- Improve skills in targeted networking – essential for today's market.
- Invitation to monthly networking evenings.
- Introduction to executive search organisations in targeted sectors.
- Increase in confidence and practical skills, with a positive state of mind.
- Administration support during the program. This includes, photocopying, fax machines, resume preparation, computers and messaging services.
- Personal offices for administration use.

**One-on-one coaching
for 3 months**

Features of the Professional Program

Fully modular program with accompanying manual, marketing material and assessment tools

Redundancy Counselling

- Dealing with Emotional Change
- Explanation of Program Definition

Psychological Assessment

- Personality Typology and Career Preferences

Self Assessment Exercises

- Career Skills
- Career and Personal Values
- Job Motivators
- Occupational Interests

Personal Marketing Portfolio

- Resume Crafting
- Cover Letter Design
- Using Electronic Resume
- Personal Marketing Statements

Interview Training

- Informational, Competency and Behavioural Interview Training

Job Hunt Campaign

- Navigating the Hidden Market
- Working with Employment Agencies
- Using the Press
- Searching Internet Sites

Market Research

- Access to Company Contact Databases
- Techniques to use Internet Sites for Research

Purposes

- Access to Career Management Library
- Personal Networking Campaigns
- Developing a Career Map