



CAREER MANAGER

Following either redundancy or early retirement it can often be difficult for people to cope. BTS has developed this programme in response to significant experience within progressive HR departments in major companies.

DEALING WITH CHANGE

The Programme of assisting individuals bring about career change commences with helping them deal with and accept the change involved.

ANALYSIS & MOTIVATION

BY having initial discussions with each individual affected, and through these discussions and completion of some self-assessment exercises, we help establish personal preferences with regard to sourcing another job, or for self-employment.

RULES

We will encourage and help to establish personal rules of discipline to ensure a total professional approach in job search - from managing time, being proactive & following through, to attending to health, exercise etc.

SELF AUDIT

We help each individual carry out a self-appraisal - an audit of achievements, experiences – both in and outside work. We will help identify strengths – qualification, skills, abilities and knowledge

CURRICULUM VITAE

The purpose of this previous phase is to begin to collate the information required to create powerful Curriculum Vitae & Application Letters – the main tool for individuals to use to market themselves.

MARKETING PLAN

A key element in selling/marketing anything is to have a structure, a plan. This is about helping individuals develop a structured approach to defining theirs – where they are likely to get the job they want

INTERVIEW PREPARATION, INTERVIEWS, REVIEW

We will guide, support and coach through these crucial phases using our 6 'P's approach - PLANNING, PROCESS, PRACTICE, PRESENTATION, PERFORMANCE, AND POST MORTEM.

STARTING A NEW BUSINESS

For many people, when a career transition situation is presented, it quite often proves to be the 'spur' that was needed to inspire them to take action, to 'live their dream' of working for themselves, of owning their own business including identifying and developing:

- PRODUCTS/SERVICES
- MARKET
- MARKETING PLAN
- BUSINESS PROPOSAL
- SUPPORT AGENCIES
- FINANCE
- LAUNCH
- COACHING

OUR COMMITMENT ... In the time we will be working with you, and the employees in transition, we will do so to the best of our ability.

We will use every resource available to us, and will offer your employees as much support as possible in meeting the challenge of change, and in helping them get positive results.

They may be assured of the utmost respect & understanding, and of a working environment of absolute trust and confidentiality.

For further details contact:



Business & Training Solutions Ltd.
1A, Woodlands Office Park
Southern Cross
Bray, County Wicklow. Ireland
Tel: 00353 (0)1 2760420

Email: info@btsolutions.ie

Web site: www.btsolutions.ie