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HopkinsLongworth

Outplacement &  
Career Transitioning Services

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# 1. Service Overview

The cornerstone of our Career Transitioning service is one-to-one Coaching. We provide an individually bespoke framework of Outplacement and Career Coaching support for each Client, and a personal Coach / Consultant to deliver it. For you the Client, the aim of the service is to ensure that you gain the most appropriate and focused support to allow you to explore your options and take action to achieve your immediate career goals.

A HopkinsLongworth Senior Consultant acts as a personal coach and mentor and is available to provide advice & guidance, and support you in securing your next role. We use our professional coaching expertise, together with our long experience in the UK & International Executive Search market, to offer a practical and tailored programme of support.

No Career Consultant can guarantee to find you a new role. What we can do is to ensure you maximise your strengths, help you to understand the options open to you and follow a well-proven and professional job search process.

In some cases, we also help you to come to terms with a redundancy situation and find the confidence to deal with the future.

Our Full Programme provides the following services:-

- Three face to face meetings
- Telephone, Skype & email support for a period of 12 weeks
- Self-analysis exercises, psychometric profiling and feedback
- Goal setting
- Personal marketing advice and 'go-to-market' strategy
- CV guidance
- Advice on the job market and search channels
- Interview preparation
- A sounding board for decision-making

The overall emphasis will be to encourage and support you in your own efforts, but with the reassurance of professional back-up. The duration of the core programme is 12 weeks, but can be extended if required.

Our service is managed in a discreet and professional manner, the relationship between Coach and Client remains totally confidential. This also applies to those situations where your Employer funds the Outplacement / Career Transitioning – once the coaching relationship starts, it becomes confidential between Coach & Client.

## 2. Service Elements

### Face to Face Meetings

We feel it is important to offer personalised and individual help and support during what can be a difficult time. We offer three face to face meetings of 1.5 to 2 hours duration to take place at a convenient location for you. The first meeting will typically be an information gathering session providing you with an opportunity to discuss your current situation and outline your goals and objectives at this point in your career. Throughout this session further structure can be built for the following meetings dependent upon your needs and priorities.

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### Skype, Telephone & Email Support

You'll be offered direct access to your Consultant outside of the scheduled face to face meetings for any ad hoc support you require before the end of the programme. The Consultant will act as a practical and motivational Coach as you undertake the job search process.

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### Self-Analysis Exercises, Psychometric Profiling & Goal Setting

Additional support and self-awareness can be provided through a series of analysis exercises and psychometric profiling that will help you clarify your key skills and achievements, identify transferable skills, plus motivations and areas of interest. The objective will be to provide you with an increased understanding of your strengths and development areas and at the same time help you to make realistic career decisions. A key output of this part of the programme will be to set clear and realistic career goals.

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### CV Guidance & Personal Marketing

As part of the face to face meetings we review your existing CV and work with you to update this or develop it as required and in keeping with contemporary best practice. We focus on ensuring the CV represents your experience, skills and is achievement focused – acting as a key and effective marketing tool for your job search.

We will also look at other ways to promote you to future employers; LinkedIn profiling, networking and key messages to share with the market / future employers.

## Job Market & Search Channels

We will provide you with our perspective on the current job market and help you to create a personal 'go-to-market' strategy for identifying suitable career paths, as well as methods for networking and sourcing job opportunities. To include:

- How to research the market and opportunities

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- Advertised roles

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- Social networking / online networking

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- Direct approach to target companies

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- Executive Search Consultants

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- Your network – plus ours

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## Interview Coaching

The Consultant will help you prepare for potential and / or planned interviews through an increased understanding of interview structures, questioning and practice. This section provides insight into interview methodologies and techniques; it is often used in preparation for specific interviews – including planning, coaching and simulation as appropriate.

## Sounding Board

We will provide an expert sounding board, some challenging questions and an independent perspective to help you make the right decisions along with your family and closest advisors – around career direction, options and job offers.

**In essence, the programme is yours to tailor and focus as you see fit and to major on the elements you feel will be of most benefit to you. It's not a formulaic solution – but one shaped by you to add the most value to your career planning and job search.**

## 3. Service Model & Costs

### Full Programme

The cost associated with the HopkinsLongworth 12 Week Outplacement and Career Transitioning Service is £3,000 + VAT. It can be extended at a cost of £650 per month to include one face-to-face meeting, plus phone / email / Skype support.

### 'Lite' Service

We also offer a 'Lite' Service, which takes elements of the full programme (your choice) and includes one meeting and one month's phone / email / Skype support. The cost of this is £650 + VAT and therefore often more affordable for the individual if Employer funding is not available.

### One-off Interventions

We can do a one-off intervention with you to support your career transitioning. This is typically a meeting with some additional support to address a specific issue or goal. For example crafting a CV, or interview coaching, or help with setting a career goal. The cost of this is £500 + VAT

#### Please note

- Psychometrics are only offered as part of the Full Programme. They can be provided on request in the Lite & One-off options and charged at cost + 2% administration charge
- Our preference is to work with you on a face-to-face basis. However, where geography and the locations of Consultant and Client are deemed impractical to travel, virtual meetings may be offered instead. This will be made clear upfront and ahead of any contract being agreed.

## 4. About HopkinsLongworth

HopkinsLongworth focuses on Executive Talent Solutions, working with clients across the UK, Europe and beyond. The cornerstone of our approach is a flexible and bespoke service delivered by Senior Consultants and an expert Research team, with a wealth of experience in multi-functional / cross-sector markets.

When we say bespoke, we mean just that. Our modus operandi is about using our expertise to add value to our clients and includes:

- **Full Search assignments; from candidate sourcing and attracting through to selection and appointment**

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- **Market, competitor & talent mapping and research projects**

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- **Executive coaching**

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- **Career Transitioning and Outplacement**

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- **Career coaching for candidates**

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- **Assessment coaching for recruiters**

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- **Assessment and selection process management; we have qualified psychometricians and assessment specialists**

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- **Confidential referencing**

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Our start point is to understand your situation and objective; we then use our professional skills and experience, exceptional market and sector knowledge and insight, language capability and resourcing expertise to bring you a bespoke solution to navigate your current challenges.

Our insight and experience extends across sectors including manufacturing, consumer, retail, business services, property, sport, financial services and not-for-profit. We've successfully hired and coached Executives, in both the UK and International markets across functions including General Management, Sales, Marketing, HR, IT, Finance, Procurement, Operations, Supply Chain, Legal, Technical and R&D disciplines.

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