



## **ÉLAN CAREER TRANSITION SUPPORT**

**Executive Career Coaching**

**Case Studies**

**Career Transition for Groups**

**Career Workshops & Coaching Surgeries**

*'Opportunities multiply as they are seized' Sun Tzu*



CAREER TRANSITION SUPPORT

## CAREER TRANSITION SUPPORT

Our brochure provides details of the services we offer to support senior managers and managers through career transition.

You will also find case studies within the brochure which we hope bring alive how our services work for our clients and the benefits they bring.

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CAREER TRANSITION SUPPORT

## Executive Career Coaching

Senior staff who are being disadvantaged by organisational change often have to continue to lead their staff through these changes. This means keeping staff motivated and performing whilst managing the impact on themselves of redeployment or redundancy.

It is critical that leaders and managers maintain a positive approach if the performance of their team(s) is to be maintained and change programmes are delivered successfully.

Where leaders are leaving due to other circumstances, teams can keenly feel the loss of their leader and their performance can be affected by how their leader is treated.

Providing support to those facing redundancy, redeployment or compromise agreements demonstrates an organisation's commitment to supporting staff through challenging times and can lessen the emotional impact such changes have.

Career transition support through Executive Career Coaching is a highly effective way to provide this support.

We at Élan are experienced in coaching senior staff through career transition, helping individuals move on inside or outside of the organisation.

We recognise that senior employees seeking new employment have particular challenges. There may be fewer opportunities for them to apply for, interview expectations are higher and competition for roles is greater. Senior staff often have to consider relocating and therefore family impact can be significant.

Our career coaching provides the individual with a dedicated, experienced career coach who works with them to focus on what they need to do to move forward whilst continuing, if appropriate, to lead and manage their people.

### Executive Career Coaching Programmes

Executive Career Coaching is a bespoke, flexible service that consists of a series of one to one coaching sessions with a dedicated career coach.



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The number of coaching sessions provided to an individual is agreed with the organisation and varies depending on a client's budget or an organisation's standard support policy.

Our clients offer anywhere between 3 and 8 sessions for someone facing redundancy or a compromise situation. Fewer sessions tend to be offered to those facing redeployment. However, where someone is not successful in redeployment, clients extend the number of sessions to support the member of staff through the next step of redundancy.

Career Coaching is tailored to the person's needs and career goals and can be used by them to:

- Take time out and focus on themselves, thinking through where they are and what they want to do
- Develop their career transition goals and action plans
- Look at options and alternatives if they are at a stage in their career where they want to change direction
- Fine tune CVs and applications
- Prepare for interviews, presentations and assessment centres
- Talk through feedback

- Build confidence and self belief to achieve their career transition goals
- Talk through anything that they would find helpful to move forward

Our career coaching is completely private and confidential and can be held at a location and time to suit the person; fitting into their busy diaries.

### Fees

Fees vary depending on whether sessions are 1.5 or 2 hours in duration and how many sessions are provided.

Call us to discuss your requirements when we can give you an indication of fees.



## Case Studies

### REDEPLOYMENT

**Alastair – this Chief Executive’s role had disappeared with the creation of a new unitary authority. There was an opportunity to redeploy into a Corporate Director role.**

Following the decision to merge a number of councils to create a new unitary authority, all the Chief Executives’ roles were redundant. A new structure was formed and opportunities existed to apply for the new Corporate Director roles. Alastair found himself in a significant change programme he was not in control of, with responsibility for leading his council into the merger, as well as leading on strategic projects to bring about the new unitary authority.

The organisation provided 6 coaching sessions to support Alastair in his career transition. These sessions enabled Alastair to consider his options both within the new organisation and externally. Coaching provided Alastair with the personal space to talk about how he felt about the merger, the personal and professional impact this was having on him and his leadership skills.

Exploring external opportunities gave Alastair a positive focus whilst he was adjusting to the new organisation and the changes. The space to discuss issues meant that he was more positive in the work place and more optimistic about the future for his staff. He became more engaged with the strategic aims and goals of the new organisation and applied for and became one of the new Corporate Directors; seeing this as career progression.

### REDUNDANCY

**Sarah – through restructure Sarah’s ‘Head of...’ role was disappearing and she was being made redundant.**

Sarah had made the decision to take a redundancy package following the restructure of her directorate. During her notice period Sarah relinquished her role and wound her projects and responsibilities up. This was a particularly challenging time and could have impacted her confidence and her attitude whilst still working within the organisation.



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The organisation offered Sarah 6 career coaching sessions to help her move on. These sessions took place during Sarah's notice period and then for three months afterwards. This enabled Sarah to manage her transition, build her confidence in the future and have a realistic and achievable plan of how to achieve her career goals. As a result Sarah left the organisation with a positive attitude and, on leaving, launched what has become a very successful consultancy business.

## COMPROMISE AGREEMENT

**Simon – after negotiations Simon and the organisation agreed that he should leave the organisation rather than redeploy.**

I was contacted by the organisation to support Simon following a protracted compromise negotiation. As a result Simon had become very negative about the organisation and the way he felt he had been treated. The organisation provided Simon with 8 career coaching sessions. These sessions took place both during Simon's notice period and for three months afterwards.

The coaching sessions provided Simon with a private, confidential and non-judgemental space to talk about his situation and think through what he wanted from his future. These sessions enabled Simon to start to re-frame his perceptions of how the organisation treated him

and to start to think positively about his next role. This was particularly important as Simon was working on specific strategic projects connected to the Chief Executive's office whilst working out his notice. Also, on a personal level, his emotional response to the situation was affecting his performance when applying for and interviewing for jobs.

By the time Simon left the organisation he was very clear about what he wanted from his next role and had a number of realistic options to follow. He is now a director at a university working in his specialist area.





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## Career Transition For Groups

Where a number of people are affected at the same time we provide group services which consist of a mix of workshops and coaching.

Clients often find group services more cost effective where larger numbers of people are affected by organisational change. Individuals also benefit through peer support and the sharing of knowledge and experience.

### Redeployment

Here we help people maximise their chances of successfully securing a role in their current organisation. To do this we offer:

- A half day workshop called '*Securing Your Future in ABC Ltd*' together with access to,
- One to one career coaching through *Career Coaching Surgeries*.

**See Pages 8 & 9 for more details.**

### Redundancy

Here we help people take control of their job search and build confidence in getting out there and applying for jobs. To do this we offer:

- A one day workshop called '*Selling Yourself With Confidence*' , or a day of
- Bite-sized Job Search Skills Packages covering *CV writing, Completing Applications and Interview Skills*
- *Career Coaching Surgeries*

**See pages 8 & 9 for more details.**

### Bespoke Service

Organisational change and the impact it has on employees is very personal to an organisation and its culture. As a result, we will always discuss a client's needs with them prior to settling on a particular support package. Where a bespoke approach is required we develop our support package with you and ensure it meets the needs of both your organisation and the individuals affected.

Please call or email Anna if you would like to discuss your specific requirements and how we may be able to help you and your organisation.

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## Career Workshops & Coaching Surgeries

### ‘Securing Your Future at ABC Ltd’ Half Day Workshop

This half day workshop is aimed at anyone who wants to explore and expand the job options they may have in their organisation.

*We can often feel that we only have the skills for one sort of role, when in reality we have many skills that can be transferred to a variety of roles. By establishing what you really want from your next role and identifying your transferable skills, you can widen the job pool that you can be considered for.*

By the end of the workshop participants will take away a much clearer understanding of what they want from a job, what their transferable skills are and have a plan to make a positive move towards securing their next role; leaving with added confidence in their ability to secure their future in the organisation.

Group numbers are limited to 12 to ensure that people get the best from the day.

### ‘Selling Yourself with Confidence’ One Day Workshop

‘Selling Yourself with Confidence’ is a one day workshop aimed at those who want to kick-start their career transition programme. Each workshop is for a maximum of 10 participants, ensuring that we cover everyone’s needs and create a supportive space for them to share experiences and information. The workshop has a core structure that enables a flexible approach to the day so that we cover what is most important to participants. We also recognise the varying degrees of interview and job search experience that everyone will have.

The aim of the workshop is to provide participants with:

- An opportunity to start to think about what they want to do next
- The space to draft out career transition goals and action plans
- An understanding of what is involved in looking for and securing their next role including CVs, job applications and interviews



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At the end of the workshop participants leave feeling more in control of their job search and more confident in what they need to do.

Where coaching is available, it also provides participants with the basis for an initial discussion with their career coach.

### Bite-sized Job Search Skill Packages

We run three sessions in a day as follows:

- Writing Applications – 1.5 hours
- Writing CVs to win interviews – 1.5 hours
- Interviews hints and tips – 2 hours

Running bite-sized sessions allows participants to choose which aspects of the job search they want to focus on. It can also help where, for business reasons, it is not possible to release people for a full day workshop. Here the Bite-sized Day can be run more than once allowing people to access all three sessions over a period of time rather than in one-go.

Participant numbers are a maximum of 16 per session.

### Career Coaching Surgeries

To support the workshops and the individuals at risk, we also recommend one to one support. For groups we offer Coaching Surgeries. This is where a coach is on site for a day and can see up to 6 people at assigned times during that day for 45 minute sessions. The number available to any one person is agreed as part of the programme.

This one to one support provides a personal level of support that enables them to explore the options available to them, prepare for an interview and cope with the redeployment process and/or redundancy.

All coaching sessions are private and confidential and are there to give people the space and time to think through their career with someone who is independent and non-judgemental.

### Fees

Fees for workshops and coaching surgeries depend on how many are to be run as we rates for larger

discount daily programmes.





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