



REDEPLOYMENT & OUTPLACEMENT

SUPPORT
PROGRAMME



ENVIRONMENT AGENCY

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ENVIRONMENT AGENCY



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Introduction

The Environment Agency has a stated aim of valuing its employees. In support of this aim the Agency recognises that for various reasons some employees will need assistance in finding new roles within the Agency and, in some cases, outside it. To this end several workshops and career counselling options have been developed in conjunction with Coutts Career Consultants.

Coutts Career Consultants specialise in giving positive and practical assistance to people undergoing career change. They have worked with over 90% of the UK's top 100 companies, together with most of the UK's recently privatised organisations. Over the past two years they have successfully assisted nearly 40,000 individuals to find new vocations and careers.

During the coming months you will have a wide range of help available, which will be tailored to your individual circumstances, including:

- Internal support from your manager and Personnel in identifying the most suitable option for you, career counselling, matching your skills against vacancies and following up on any action plans you may develop.
- External support to assist you while you are utilising the Environment Agency Redeployment Service including, identifying your core skills and competencies, helping you look at your options and how to market yourself internally.

If it is agreed that the most appropriate outcome for you is to seek employment outside the Agency you will receive appropriate support which could cover:

- One to one consultancy aimed at coping with change and the transition process and developing a realistic understanding of your skills and aspirations.
- Working with you to plan how to market skills and experience in a range of self marketing materials including CVs, application forms and covering letters.
- Access to Coutts Career Consultants' vacancy database of advertised and unadvertised jobs in addition to our library and research facilities.
- Preparation for interviews, with specialist coaching using CCTV.
- Workshops in self-employment, retraining, retirement activities, benefits awareness and independent financial advice.

Overview of Support

The range of support that we will provide for you after agreement with your manager and Personnel contact can include:

REDEPLOYMENT SUPPORT

- Overview of Support
- Redeployment Support Workbook
- Redeployment Support Workshop

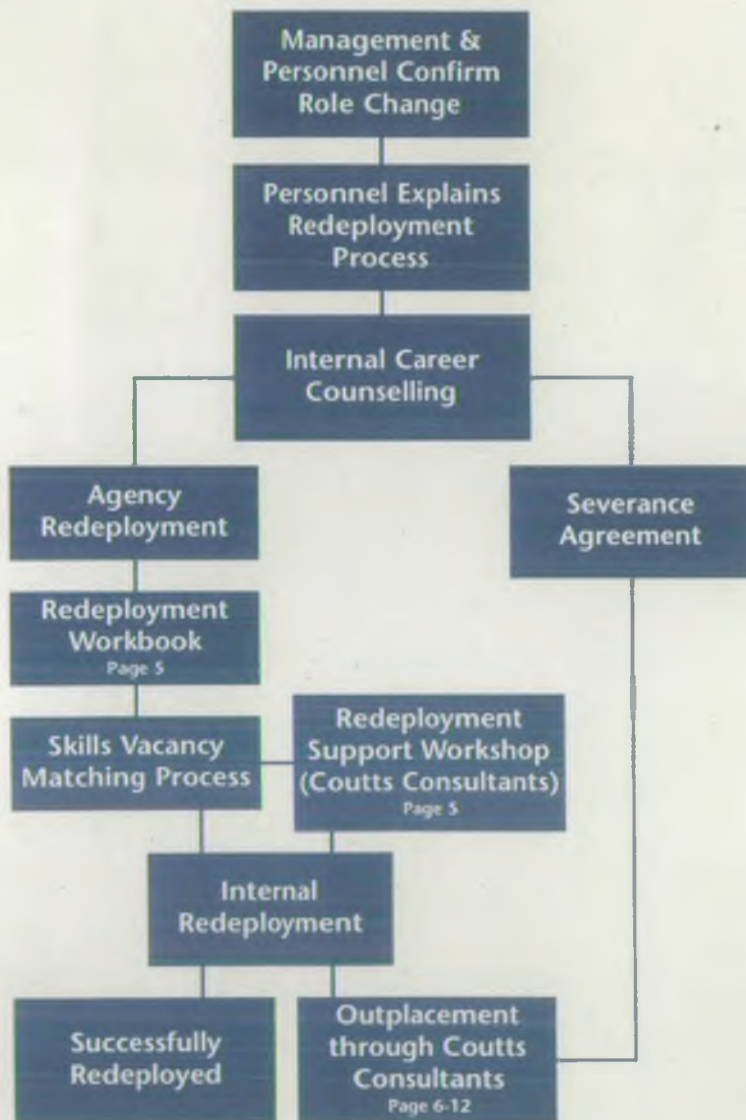
OUTPLACEMENT SUPPORT

- Self Marketing Workshop
- One to One Counselling
- Business Start Up
- Pre-Retirement Workshop
- Benefits Awareness Seminar
- Retraining/Education Workshop
- Consultancy Skills Workshop
- Financial Counselling
- General Information

Redeployment Support

Dependant on your needs or logistics this support may either be delivered either within a group, on a one to one basis, or a combination of both.

OVERVIEW OF SUPPORT



REDEPLOYMENT SUPPORT WORKBOOK

In the early stages of the process, Personnel will supply you with a Redeployment Support Workbook which will assist you in considering your own career options, clarifying key skills and achievements. These career review exercises encourage lateral thinking and promote a positive approach for individuals to start thinking constructively about the future.

The workbook is a series of exercises which can be completed at your own pace and which can be revisited with your personnel contact at any time. You will find it useful to complete each section of the workbook as the Redeployment Support Workshop builds on the exercises.

The workbook includes sections on:

- The changing world of work
- Transferable skills
- Life priorities
- Generating options
- Action Strategies

REDEPLOYMENT SUPPORT WORKSHOP

The redeployment support workshop is designed to give you practical help and assistance in your quest for a suitable career opportunity. By the end of the workshop you will be able to:-

- demonstrate a full understanding of the concepts of job and career change, and personal career ownership
- adopt a more positive and pro-active approach towards personal and organisational change
- describe your key skills, capabilities, achievements and unique personal qualities
- identify your career motivators and values to assist you to make informed career choices
- write clear and effective self marketing materials, including a curriculum vitae and letters of application

- describe and apply networking approaches to identify opportunities and promote yourself
- communicate effectively in informal and formal one to one interviews and group situations
- consider self presentation and how to dress appropriately for interviews
- conduct a redeployment campaign to investigate and secure a desired career opportunity
- implement an action plan to achieve short and long term career goals

Outplacement Support

SELF MARKETING WORKSHOP

The difficult period of career transition may become a much more positive opportunity with well-targeted assistance. Our intensive self-marketing workshops provide genuine encouragement, clear information, and extensive practice to ensure that people can face the future with a clear understanding of themselves, of the needs of the market, and how to present themselves in an effective way.

During the workshop you will cover, individually and with colleagues the following:

- to recognise the process of transition
- to develop positive awareness of skills, values, and achievements and match these to the needs of the current job market.
- to review current and future career needs, including awareness of transferable skills and career alternatives.
- to prepare detailed marketing documents including CVs, application forms, covering letters and all business correspondence.
- to study the current job market with particular emphasis on job search techniques, including networking, direct speculative approaches, the unadvertised sector.
- to become confident in interview through extensive preparation and practice

During this programme you will receive a 'Jobsearch' manual to help you through the workshop and to support your activities thereafter.

ONE TO ONE COUNSELLING

This is a personal and confidential counselling process tailored to suit your particular needs. With your designated consultant you will decide together how best to use the support available to you. Some of the areas you might cover include:

Self Analysis:

Your career background, self and career assessment, accomplishments and skills, life planning, exploring career options and determining your career objectives.

Marketing Yourself:

Preparing a CV, targeting specific companies/sectors, selecting recruitment and search firms, marketing yourself by letters and direct approaches, developing a personal contact network, communications styles and interviewing skills training.

Your Job Search:

Targeted company mailings/networking, interview preparation and debriefings, personal action plan reviewing.

Throughout the counselling process all discussions between yourself and the counsellors are TOTALLY confidential. During the counselling you will be able to identify your achievements, skills, traits etc. which are essential to preparing your marketing plan and CV and commencing your search for a new vocation or career.

BUSINESS START UP

This is a workshop if you are intending to set up a business for a first time. Your individual strengths and weaknesses will be assessed as well as exploring thoroughly the implications personally for you.

There are many consequences and risks to establishing a new business particularly where the security for the funding is guaranteed by the Directors. To set out on this course without preparation will be foolhardy. Fortunately, the Banks are very searching and exacting in their criteria for lending. Only business plans of the highest level will get the necessary funding.

The major reason for failure of new businesses is a shortage of working capital and poor financial management. Good control of finances and good management will see through a business in its early stages. Success stories will be the result of thorough preparation and carefully constructed plans.

For this workshop you will be equipped with a 'Business Start Up' manual to enable a view to be taken of the right questions to ask and for objectives answers to be found in order for you to move forward effectively in setting up your new venture.

This very thorough course will cover all aspects of self employment and will include:

- Outlining initial ideas
- Legal forms of self employment
- Raising finance
- Running the business
- Common business problems
- Overcoming difficulties
- Recognising strengths and limitations
- Cash flow and profitability
- Understanding the market place
- The psychology, art and craft of selling
- Preparing your business plan
- Writing a business plan

PRE-RETIREMENT WORKSHOP

When we are in the throes of our career we longingly look forward to the days when we can take it easy, follow our hobbies, spend more time with family and friends. Yet when retirement is imminent we can become fearful and see it as the end of purpose, stability or esteem. This workshop is designed to honour the past and enable participants to approach the future with a positive vision. Partners are welcome to attend the workshops and our experience has shown

that this provides a striking dimension to the programmes and considerable debate and energy.

The objectives of the workshop are;

- To review and honour the past
- To manage the transition stages and gain a perspective on the past and the future
- To plan options for the future, in terms of work, leisure, health, education and social life.

The environment produced is one of high-energy and action which is stimulating, amusing and challenging rather than following the conventional "sit and listen" approach.

BENEFITS AWARENESS SEMINAR

This seminar gives an introduction and brief overview of the financial entitlements available for people undertaking severance and how they should claim them.

During the seminar the following topics will be covered:

- Brief introduction to what redundancy actually is.
- What to do after you have finished your last day of work.
- A guide to Income Support.
- National Insurance contributions.
- Income Tax implications.
- Receivers of personal and company pension.
- Implications of doing voluntary or part time work.
- Mortgage relief and housing benefit.
- Sources of further information.
- Useful addresses and telephone numbers.

During this seminar you will receive an information pack including Job Centre and DSS Benefit leaflets.

RETRAINING/EDUCATION OPPORTUNITIES

At this point in your life this is an opportunity for you to consider complementing your existing skills with more training or doing something totally different.

The workshop includes:

- What individual training needs are necessary to accomplish your goals.
- What organisations should you talk to and what is available for you.
- How to target companies which have distinct skills shortages.
- What is the direct line to finding organisations.

At the end of the day you will have a clear understanding of what training/education opportunities are available and who you should talk to next.

CONSULTANCY SKILLS WORKSHOP

Many senior staff consider becoming a consultant when they leave full-time employment. It can be both stimulating and rewarding and may be a valuable supplementary income or indeed a full-time business. However, the practical issues of being a consultant need careful consideration. This programme goes through the essential elements of becoming a consultant with a particular emphasis on clarifying objectives, defining the consultancy skills you offer, self-marketing and the all important selling strategies needed to ensure success.

At all stages the emphasis is on developing the necessary practical skills.

- To define the consultancy process and sharpen awareness of meeting customer needs.
- To identify market opportunities and develop a strategy for selling.
- To provide practical work, including experience of writing proposals, preparing presentations.

A series of workshop modules, leading in each case to practical work, including:

- Definitions of consultancy
- Methodology of the consultant
- What the market looks for
- Clarifying what you have to offer

- Handling initial client interest
- Writing proposals
- Making presentations
- Practical aspects - fees, insurance, legal requirements.

FINANCIAL COUNSELLING

In order to provide you with the best possible advice about how severance affects your financial situation and to help you to plan for the future, the Environment Agency, has appointed Bradford & Bingley Building Society to provide a Financial Counselling Service which offers unrestricted access to quality independent financial advice.

The Bradford & Bingley is the largest 'high street' financial institution able to give independent financial advice. This means that they are not tied to any one supplier, but are able to provide impartial, unbiased advice on all aspects of financial planning from the whole market place.

This counselling will enable you to seek confidential, practical help to:

- Organise your financial commitments and plan your budget accordingly.
- Maintain protection for you and your family.
- Evaluate your pension arrangements.
- Decide what to do with any lump sum you receive from voluntary severance.

The service is free to you and has been negotiated by the Environment Agency to provide counselling at a critical time. Arrangements for this counselling can be made through Coutts Career Consultants or your local Personnel Department. There is, in addition, a Bradford & Bingley special Environment Agency hotline number:

TELEPHONE: 0800 834 251

The is a Freephone number Which you can call to make an appointment.

If at any time you have a comment on Bradford & Bingley service, please pass your views to your local Personnel Department.

Approved by Bradford & Bingley Building Society, which is regulated in the conduct of investment business by the SIB.

GENERAL INFORMATION

WHAT DO I DO NEXT?

Having read this booklet in detail, get in touch with your Personnel contact to discuss the way forward for you.

HOW MANY PEOPLE SHOULD THERE BE ON THE PROGRAMMES?

If at the time of your requirement for support, you are one of only a small number, an individualised programme can be devised for you. You should refer to your Personnel contact who will advise you on how to access this service.

WHERE WILL THE SUPPORT FROM COUTTS CAREER CONSULTANTS BE PROVIDED?

All of the workshops and one to one counselling will be provided as close to your workplace as possible, in either Environment Agency or Coutts Career Consultants local offices or local hotels.

HOW CONFIDENTIAL WILL MY DISCUSSIONS BE?

Any discussions between yourself and Coutts Career Consultants will be strictly confidential unless your express permission is granted.

WILL THIS COST ME ANY MONEY?

The Environment Agency are providing this support to you at no cost to yourself. The range of help available to you will be funded by your region or Head Office.

HOW CAN I FIND OUT MORE ABOUT THE SERVICES COUTTS CAREER CONSULTANTS OFFER?

You must contact your Personnel contact who will discuss your needs and arrange a confidential interview with a Coutts Consultant if necessary for you to discuss informally issues and questions regarding your future, as well as map out your personal action plan over the coming months.

MANAGEMENT AND CONTACTS:

The Environment Agency delivers a service to its customers, with the emphasis on authority and accountability at the most local level possible. It aims to be cost-effective and efficient and to offer the best service and value for money.

Head Office is responsible for overall policy and relationships with national bodies including Government.

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Cardiff CF3 0LT
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Fax: 01222 798 555



For general enquiries please call your local Environment Agency office. If you are unsure who to contact, or which is your local office, please call our general enquiry line.

ENVIRONMENT AGENCY GENERAL ENQUIRY LINE

0645 333 111

The 24-hour emergency hotline number for reporting all environmental incidents relating to air, land and water.

ENVIRONMENT AGENCY EMERGENCY HOTLINE

0800 80 70 60



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