

STRATEGIC HR FORUM DISCUSSION TOPIC

Outplacement Support

Outplacement is the term used when an organisation is reorganising and peoples' jobs are at risk of redundancy.

NHDC Reorganisation Policy

The Council's Reorganisation Policy regarding Outplacement is that:

Employees who have been given notice of redundancy will be allowed reasonable time off from work with pay, to look for other work or to arrange for training for future employment.

The Council will make every effort to assist employees in finding alternative employment or gain access to training opportunities. Advice may be provided to employees on how to complete application forms, or prepare CV's, how to present themselves at job interviews and how to search for suitable vacancies.

Outplacement Support describes the practical activities and support that are arranged to help these people to cope with the impact of losing their job and to prepare for their next step.

NHDC has a broad programme of activities and support available, which are designed to help with the transition.

When an officer's post becomes at risk, the HR Development Manager invites them to a meeting to discuss the various activities and support that is available, such as:

- [Career Development & Outplacement Support Intranet page](#) – includes information about next steps and links to useful websites such as the National Career service.
- 1:1 Support from external agencies with career development activities e.g. Realise Futures, North Herts College.
- Workshops on CV preparation, job search, interview skills and other options such as freelance work.
- [Coaching & Mentoring](#) – the council has an internal pool of accredited coaches and also subscribes to a pool of regional coaches.
- Supported Opening Learning Surgeries – officers can drop in and discuss their
- General Learning and Development Events
e.g. Coping in an Uncertain Environment Workshop, Taking Stock Workshop, creative career development, Preparing for Your Retirement.
- Professional & Vocational Learning & Development Events e.g. Prince 2, IT
- E-learning e.g. Searching for Jobs, The Impact of Change for Employees, Staying Positive in a Changing Environment, Under Pressure CD ROM
- HR coaching/advice on relevant/key policies such as the Reorganisation Policy.
- Secondments and shadowing e.g. to another internal department or a partnership organisation to help explore a redeployment opportunity.
- [Learning Management System](#) for a library of resources such as books, CDROMS, and DVDs. Officers can arrange to borrow any of these.

Personal and emotional advice, resources and links

- [PPC website](#) - Staff Employee Assistance Service - fact sheets etc
- PPC phone support - providing emotional and practical advice & support and to arrange confidential counselling
- [ACAS](#) - for employee relations information
- [HR Policies & Procedures on the Intranet](#)
- [Well @ Work Intranet page](#)
- [Onsite complementary therapy](#)

Although most do, not all officers choose to take advantage of the outplacement support offered. However, they are advised they can change their mind at any time. Links to the Outplacement and Career Development Support Intranet page and details of what's available to them are also sent to them. It is not uncommon for people to change their mind as the consultation process progresses.