



Free outplacement and career management support

For public sector employers and staff
at risk or leaving the organisation

Career Sage

Free outplacement support for the public sector

At a time of significant budget cuts and job losses, Ways HR Consulting have decided to provide **free access to career management and outplacement support** to all public sector organisations.

Organisations registering will be granted free and unlimited access to the Career Sage online programme for all their employees “at risk” or leaving.

Career Sage offers a broad range of support from job search through to self-employment, career change or retirement .

Is there a catch?

- ✓ Access to Career Sage standard edition is completely free of charge.
- ✓ Ongoing hosting and administration costs are met by sponsorship and advertising.
- ✓ The standard edition is a fully functional, stand alone service or can be easily blended with wider programmes.
- ✓ Career Sage can additionally be made bespoke to your organisation and area for a small cost.

See **page 8** for more information on how to access Career Sage

Technical considerations:

- No technical integration needed – access via a web link.
- Hosted on Global Switch secure servers and accessible 24/7 via personal login from home, office or public location.
- Fully scalable with no impact on your IT resources or technology infrastructure.
- Works on all major browser types including Internet Explorer, Firefox and many others.
- Team of content editors, career coaching experts and account support constantly improving the service.
- Your appointed system administrators can quickly authorise new users.

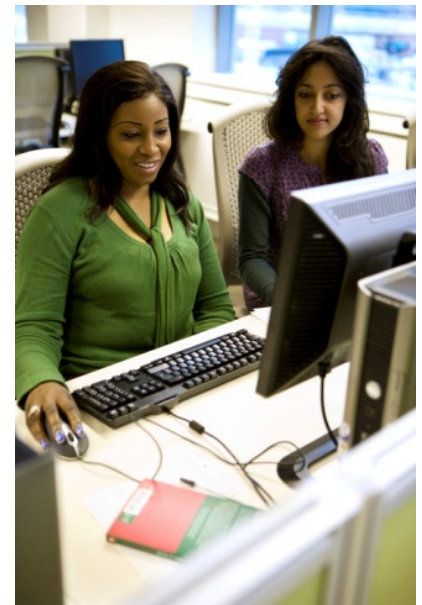


About online career management

In the past few years, web technology has been harnessed to deliver cost effective, expert career management support and guidance.

Online solutions have become a faster and more efficient way of allowing an individual to assess their situation and start making decisions that will help their future. Career Sage can be used as a stand alone programme or blended with traditional face-to-face provision.

It contains hundreds of content pages, e-tools, personal assessment exercises and calculators, commercial partners and related content links to provided a rich and personal online experience.



Modules

The key to successful career management and outplacement is matching the right support to the right individual in achieving the best outcome. Almost every scenario will be unique due to different set of circumstances that become apparent when an individual evaluates their own position.

The Career Sage online service tailors to each individual, allowing selection from a wide range of support modules.

At Risk Consultation	Redeployment	Redundancy
Personal Stocktaking	Personal Assessment	CV Writing and Review
Job Search Management	Professional Networking	Interview Preparation
Setting up a Business	Retirement Planning	Financial Planning
Voluntary Work/Support	Semi-retirement Planning	Relocation Planning
Career Break	Career Change and Support	Retraining

Benefits of outplacement support

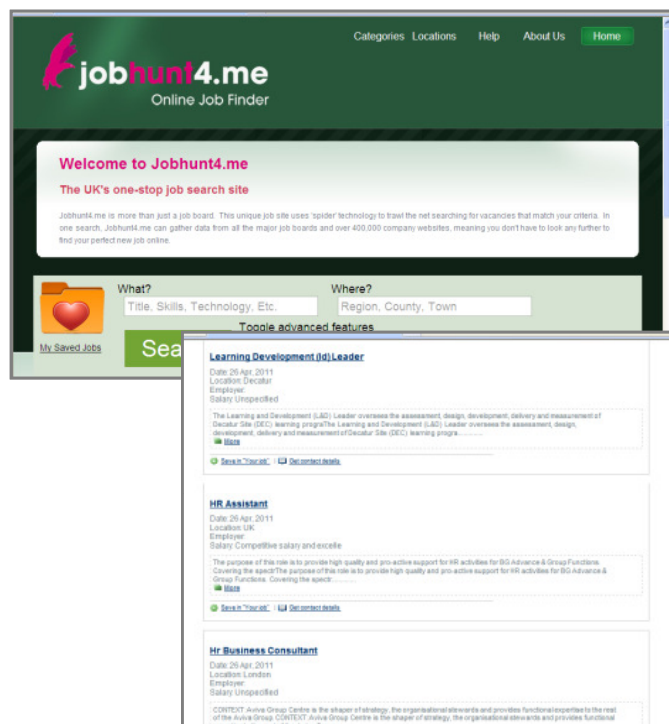
- Reduces stress on managers during difficult decisions and times.
- Provides a professional 'parachute' for those leaving or actively considering it.
- Helps manage change using best practice.
- Reduces risk of tribunals for unfair dismissal by supporting communications and enabling positive post-employment relationships.
- Reassures remaining employees of your good intentions and prevents a drop in morale, motivation and productivity.
- Continues to promote you as an employer of choice.

Job search tools

Jobhunt4.me is a unique job search tool developed for Career Sage.

This remarkable piece of software aggregates job vacancies from across the web, compiling results from the main job boards and thousands of company websites.

From a technology perspective, Career Sage is incredibly **simple to roll-out**, with minimal impact on your IT resources or ICT teams.



Business Intelligence

Mandis Business Intelligence provides an invaluable, real-time resource for researching organisations and learning about new job announcements in every region of the UK.

It is normally available as a subscription-based service costing several hundred pounds but we provide this as a fully integrated part of Career Sage.



Skype is used by millions of people and businesses to receive free online voice calls and video messages.

Career Sage has partnered with Skype to make this vital piece of online software available on the site.



Online business networking is a growing part of best practice job search strategy.

LinkedIn helps users build their CV, interact with businesses and develop contacts. Career Sage shows users how to optimise LinkedIn activities.

Bespoke service

The Career Sage standard edition is a standalone, comprehensive career management and outplacement programme. However for a small cost you can upgrade to the bespoke edition containing many additional features.



Benefit from additional functionality, allowing you to **customise and flex the service** - meeting your needs exactly

Account management

As a bespoke client you will benefit from a dedicated account manager who is an expert HR Consultant / professional and will act as a primary point of contact .

Bespoking

Career Sage can be customised to include your own policies and procedures as well as localised content that supports job search. Logos, images and colours are all adaptable to your organisation's requirements.

Management reporting

We will provide you with anonymous and aggregated usage reports, to aid understanding of how your employees are using the service.

Telephone support service for users

Email support is available to all Career Sage users. However, the premium service allows your employees' queries to be handled immediately via the telephone.



The Career Sage service implemented at Sunderland City Council has been tailored to facilitate their radical redeployment strategy.

The Sunderland City Council installation includes:

- Communication channels for the SWITCH redeployment programme and Internal Jobs Market.
- Dual branding.
- A focus on career change and self-employment options.
- Local links to employment, training and learning organisations.
- Contact details for relevant internal points of contact and Trade Unions.

Quick comparison guide

This quick reference chart will help you decide which edition best meets your needs. Cost of bespokeing is dependent on the level of alteration required - contact us on 0161 242 7163 to talk through your options.

	Standard	Bespoke
	Free	£10k
Support from the “at risk” stage	✓	✓
Your own policies and procedures	✗	✓
Personal Assessment exercises	✓	✓
Financial calculators	✓	✓
Job search techniques	✓	✓
Job Hunt 4me vacancy aggregator	✓	✓
Mandis Business Intelligence tool	✓	✓
Voluntary work	✓	✓
CV advice and Interview techniques	✓	✓
Retirement planning	✓	✓
Career change advice	✓	✓
Self-employment support	✓	✓
Career Break planning	✓	✓
Relocation advice	✓	✓
Telephone support helpline	✗	✓
Bespoke content inc. locally relevant info	✗	✓
Manage own logons	✓	✓
Ability to switch modules on and off	✗	✓
Dedicated Account Manager	✗	✓
Your logo / images / colours	✗	✓
Management reporting	✗	✓

Frequently asked questions

Why is Career Sage free?

Having recuperated development costs from the DWP providing services to unemployed professionals Career Sage has been donated to the public sector by Ways HR Consulting.

We work in close partnership with public sector organisations across the UK. Our clients highlighted an abject need to provide career management support. However, in a climate of 'no discretionary spend', this seemed near impossible.

We investigated alternative funding models that would enable us to deliver the support when and where it was needed most. After successful trials with close clients, it was decided to make it available across the public sector.



What resource is required by my organisation?

Career Sage is an easily and swiftly deployed generic tool. Your organisation will receive an Administrator login which allows you to issue and manage the logons for your employees. This is a simple, user friendly process for which a step-by-step guide will be provided.

Hosted externally and accessed via an internet link, user accounts can be quickly activated by your staff. Intuitive design and ease of navigation reduces communications and training requirements.



How is Career Sage funded?

Career Sage's ongoing hosting costs are part funded by revenue from sponsors and affiliates. As with Google, "sponsored links" are clearly differentiated.

This model enables your organisation and employees to benefit from the service free of charge. You can be reassured that the site's core content is independently written and only suitable affiliates are identified.

At a time when resources are so challenged, attracting such sponsors frees up public resources.





Is technical support available?

Email support is available for all Career Sage users. Users of bespoke editions will also have access to a telephone helpline.

Can I see a demonstration?

We are happy to provide you with a demonstration logon so you can explore the programme. Please request a logon from enquires@careersage.co.uk.

What if I want to provide face-to-face support?

The Career Sage online service is a fully functional, standalone career management programme and an ideal means of support when resources are scarce. However, you may choose to complement the online provision with face to face support.

We offer two models – our professionally trained career coaches can deliver a range of face to face services from group workshops to one-to-one executive coaching. Alternatively we can train your staff to deliver these services themselves and provide them with our specialist toolkit to assist. More information overleaf.

How can I access Career Sage?

Access to the standard edition of Career Sage is **free of charge to all public sector organisations**. To register your organisation:

1. Email us at enquiries@careersage.co.uk.
2. Our welcome team will contact you to discuss your requirements.
3. Standard edition clients will be issued with an Administrator logon alongside instructions on how to manage the logon process for employees.

More information

If you should have any questions, please do not hesitate to contact us by email - enquiries@careersage.co.uk or by telephone on **0161 242 7163**.

Train your staff to deliver career management support

Use your staff and our specialist tools to provide expert face to face outplacement and career management support in house.

This may take the forms of:

- Line managers or HR providing access to Career Sage to complement their support.
- HR and training professionals undertaking cascade guidance programmes or own direct support.
- Displaced staff being redeployed as specialist career advisors.

As well as access to Career Sage for all your employees we provide our toolkit of additional support.



We cascade our skills, materials and online resources so group and 1:1 sessions services can be **provided by your internal resources.**

Tools in the toolkit

Specialist training for your deliverers

Experience shows that a programme can model redeployment by using HR, training or redeployed staff to be key providers of either 1:1 or group support for their colleagues.

This model of delivery includes access to our expertise and intellectual property (such as course materials and advice sheets).

Specialist materials

Programmes of delivery, whether in groups or individually, massively benefit from specialist materials. Whilst these are available through our Career Sage service we can also provide hard copy programmes, slides and handouts for your staff to use in face to face delivery.

Planning and project management

We can also help you with overall project planning, management and evaluation. As experts we can ensure that your organisational needs are met and all your staff are supported. We can assist with ensuring best practice and compliance.

Our other services

Additionally, we offer a range of face to face services, delivered by our professionally trained career coaches:

Executive Outplacement

We give personal consultancy given over a period of days to help a senior manager, executive or director find the right direction after redundancy - (typically from 2 to 6 days per employee).

During this consultancy, many executives will examine a wide range of potential opportunities including new executive roles, career change, interim management and even setting up their own business. We work with each individual, allowing the executive to select from our wide range of modules depending on how they wish to proceed.

We offer the **full range of services** from executive coaching to group support

Group workshops

Generally held over a period of days, these combine workshops, personal support and a full range of job search tools from CV writing to job hunting and interview preparation.

These are presented in a modular format, which allows each organisation to 'pick and mix' sessions to meet their particular requirements.



Individual Outplacement

Aimed at junior managers and those who require quicker solutions and support but on a 1:1 basis - (often from 0.5 to 2 days per employee).

The typical user is a manager or highly valued junior team member who will require a quicker career solution - the emphasis is on fast, direct advice to help this person back into work as soon as possible.



Job Clinic

This involves the creation of a temporary career support office. We establish this on the client site(s) to provide a hands-on service over an agreed period. The service offers a 'one stop shop' approach to helping those in need, and is arranged according to numbers and the level of support required.

A typical job clinic replicates a recruitment consultancy approach to helping your staff – with clear, quick advice on job search, CVs, applying for jobs and managing interviews.



Our outplacement service, Career Sage, combines technology and an innovative approach to deliver high quality, cost effective outplacement solutions to our public sector client relationships.



Ways HR Consulting delivers a broad range of HR projects across **reward**, **development** and **performance** to public and private sector clients within the UK.

Ways HR Consulting was formed in April 2007 to continue the services previously provided as a specialist business unit within Hays plc, the FTSE-250 recruitment specialist.

Reward

By drawing on our extensive **reward expertise** which includes the widely successful Job Family Modelling approach (and our unique Job Family Allocation Tool) you ensure the best value for your people spend.

Development

We provide pragmatic development solutions to organisations at every stage within the employment lifecycle.

Our approach, which uses **competencies** to recognise the variety of ways in which a person can contribute to organisational success, creates clear standards for **employee development** at entry level.

Performance

We help organisations create a clear set of values, establish a positive culture, and ensure real employee engagement and buy-in throughout.

Our performance services help you to align people practices to drive customer satisfaction.

Contact us

E enquiries@careersage.co.uk

T 0161 242 7163

W careersage.co.uk

Career Sage

1 Portland Street

Manchester

M1 3BE

