

# OUTPLACEMENT & CAREER TRANSITION SERVICES

Ensuring a Positive Outcome For All



## PROVIDE YOUR EMPLOYEES WITH THE **SKILLS AND RESOURCES FOR THE FUTURE**

Drake's Career Management Services Division assists organisations who may need to retrench employees due to mergers, restructuring, competitive influences or changes in location.

Terminating employees can be extremely stressful and traumatic for both management and employees and requires special skills and thorough planning to ensure a smooth and successful outcome.

Drake's Career Management consultants provide guidance and advice to management in the initial confidential stage where the planning process is critical.

Drake works with you to provide advice on the range of services that are available and, with the management's knowledge and collaboration, will design appropriate programmes to meet the varying needs of your employees based on level of experience and skill.

Advice can also be provided on how to minimise the negative affect on morale for remaining employees thereby alleviating stress and maintaining productivity.

### **Mentoring Services**

Drake's Career Management Services provides management with objective assessment of an employee's level of skill and ability to conduct current role, identifies additional resources and training required, provides assistance to employee in goal setting and assistance in outlining and identifying personal KPI's that breed and encourage maximum performance.

Your Drake consultant will work with individual employees to set performance criteria and processes in order to achieve improved performance and to facilitate the integration of each employee's personal goals with those of the company in order to enhance performance.

## Career Development & Coaching

Drake's Career Management Services provides the management of an organisation with the development of a positive and open coaching process that is impartial and objective thereby ensuring employees maximise their potential growth and their ongoing contribution to the organisation.

## FEATURES OF THE PROGRAMME

Drake's specially trained Outplacement Consultants provide a bespoke solution and our service will be designed to meet the individual needs of both you and your employees, including:

- Practical career advice and emotional support;
- Positive, expert consultation from a neutral third party;
- Career coaching and resume preparation;
- Conducting behavioural assessments which provide an insight into an individual's skills, abilities and personal characteristics, and can be used to determine the best career path
- Minimising the job search period and consequent stress; and,
- Accessing networks and providing insight into the 'hidden' job market

Our career transition and outplacement solution will guide you through this difficult time and assist your workforce with the impending changes - balancing your needs with theirs and ensuring a positive outcome for all.

## Drake International

Since 1951, Drake International has been helping companies select and retain the best talent. Drake's suite of talent management solutions can be customised to improve the performance, productivity and profitability of your business.

Contact us to find out more.

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Drake International is a global innovator in the field of human resources, recruitment, performance improvement and consultative management. Founded in 1951, Drake is comprised of more than 70 offices, spanning 5 continents.

Over the years, Drake has helped thousands of organisations solve a wide range of issues in human resources, operations and performance. Drake's operating philosophy is based on the principle that organisations achieve the highest level of performance when they are staffed with the right people, with the right skills, knowledge and behaviours, whilst using the best processes and HR-based technologies.

## **SOUTH AFRICA**

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## **GLOBAL OFFICES**

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