



## REDUNDANCY – PLANNING FOR CHANGE

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### 9.00 **Welcome and introduction**

*The challenge of change* – an introduction to each other, the course facilitators and the concept of work-life change, followed by a group discussion about the issues that are important to today's participants.

*The impact of change* – how we respond to change, welcome or otherwise, and how to manage our response positively.

*The big picture – what are my priorities:* a look at what we value most from work and an exercise to develop a personal set of priorities for future/alternative roles/employment.

### 10.00 **Money Matters:**

*Where am I now* – a realistic examination of current personal finances.

*Making the most of my money* – budget planning and making the most of one's money.

*What is my gap – and filling the gap?* – identifying financial needs.

### 11.00 **Refreshments**

#### 11.15 **Skills, knowledge, experience, qualifications and personal attributes** – a supported analysis of relevant and transferable 'assets' for use in

- preparing a CV
- good job applications
- realistic role/employment matching identification.

### 12.30 **Lunch**

1.15 **What opportunities are out there?** Exploring role/employment opportunities – where are they? Are they right for me? How can I make myself right for them?

2.00 **Volunteering** – Opportunities to learn, develop, fill gaps and see a different picture!

2.45 **Workshop – CVs and completing applications.** The group will split and explore in more detail, CV writing or completing applications. All delegates will have the opportunity to attend both workshops.

**Refreshments will be taken at a convenient time during the first workshop.**

3.30 **Workshop – CVs and completing applications.** The group will split and explore in more detail, CV writing or completing applications. All delegates will have the opportunity to attend both workshops.

4.15 **Interviews** – planning, preparation and performance – and dealing with disappointment.

**4.45**     ***Planning review and close of course.*** An opportunity to pick up any issues not fully covered during the course, and a general question and answer session.

**5.15**     ***Course ends***

Throughout the day, Gail and Hilary – the course facilitators -will be available to talk to individuals about any issues that they would prefer to discuss on a one to one basis.