

# ST SUNDAY TIMES APPOINTMENTS

MAKING OPPORTUNITIES KNOCK ON YOUR DOOR

## The Importance of outplacement services

Trimming a workforce is difficult. Both managers and employees are bound to experience emotional turbulence as they prepare to go their separate ways. To make this painful process easier, your company may want to look into hiring an outplacement service. Providing this thoughtful benefit to terminated employees can help them transition into the next phase of their careers.

### What should you look for?

A good outplacement service will visit your company and provide on-site workshops and individual consultations. It should also provide specific functions to participants for an extended length of time, to include:

### Customized assessments

Job search planning; Professional help with



resumes and cover letters  
Coaching on particular professional topics of interest  
Administrative support  
Help with research materials  
Financial consulting  
Entrepreneurial consulting  
Videotaping and mock interviews  
Information on online services, recruiting firms, and job fairs  
Helping terminated

employees get the most from outplacement  
The outplacement process does not produce automatic results.  
Employees will get out of it what they put into it. For some workers, outplacement is a futile exercise that only prolongs their transition from one employer to another. However, many individuals benefit from outplacement as a

means to redefine career goals and find other employment.  
Encouraging a positive relationship between employees and the outplacement service  
Advise employees to trust the process. Outplacement might be a completely new experience for them and it can help them find the work they really want.  
Encourage them to partic-

ipate in the process. Employees shouldn't expect an outplacement consultant to do all the work; it's up to them to find the right job.

Help them articulate their thoughts, feelings, and ideas to their outplacement counselor. Employees need to be assertive so the counselor will understand how best to help them.

Ask them to network with other employees using the outplacement service. Encourage them to form a community.

Remind them to make and keep appointments with their counselor and any job contacts that they find.

Suggest that they map out what they want to accomplish with their counselor, and bring a list of specific questions to each meeting.

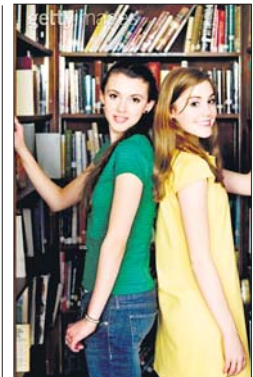
Recommend that they set a rigorous schedule for themselves and follow it. It's important for job seekers to

keep a full calendar.

Most importantly, remind them to take action. They shouldn't wait for others to take the first step.

Companies can assist the process by working in tandem with the outplacement service. Install a company bulletin board with advertisements for job openings at other companies. Designate some office space for terminated employees, giving them free use of personal computers, Internet connections, telephones, fax machines, and photocopiers. A bit of goodwill can go a long way as employees look for new opportunities at other places of employment.

As you can tell, a lot of planning is required before a parting of the ways can be done correctly. An outplacement service can be an important part of the process. [Trinet.com](http://Trinet.com)



## Reaching your full potential: Overcoming fear

Each of us has untapped potential. When this potential is embraced and used, it can have a powerful impact on our lives.

Think about a 2%, 5%, 10% shift in how we are living our lives at home, school, work and play. Small shifts and changes can powerfully impact our lives. But what gets in our way? What obstacles must we overcome? One obstacle for people is fear, and fear can be limiting at best and paralyzing at worst.

My family and I went camping over the spring break holidays. We camped at a beautiful State Park - Falls Creek Falls - in Tennessee. It is a wonderful place to visit and explore with breathtaking views, hiking trails, and waterfalls.

Some of the hiking trails have suspension bridges connecting the trails over vast gorges, some bridges being more than 100 ft. high. Like the one in the Indiana Jones movie. As my wife, two boys and I approached a very long bridge suspended at least 100 ft. high, my oldest son quickly took off across the bridge and yelled for the rest of us to join him.

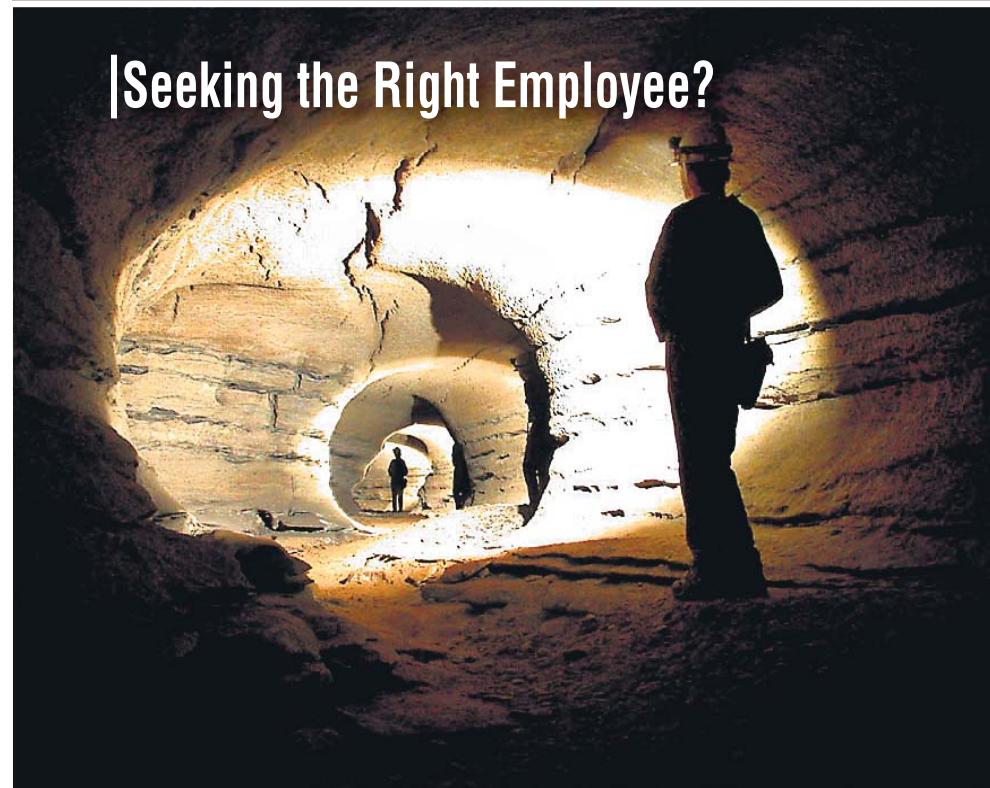
As I approached the bridge, while he was crossing, I yelled out to him the typical parent concerns - Be careful! Hang onto the rail! Walk slow! If the bridge breaks... What was I thinking? What was I feeling?

I became acutely aware of an enormous amount of fear for him, and fear in me while I was crossing this high bridge. When he got to the other side, he turned, waved and yelled, "Come On Dad!" I walked slowly across the bridge noticing an incredible amount of fear and runaway thinking happening with me, which had me considering not going forward. My son was on the other side and I had a choice, to let the fear stop me or not.

As I walked across the bridge the fear increased profoundly inside of me until I got to the other side. Once I was over the bridge, my son and I high-fived and walked back across the bridge. As we walked back across I experienced no fear. What happened to the fear?

That experience highlighted this point to me. That there are times in our lives when we want to do something - be a better student, be a better parent, improve our personal or work lives, improve ourselves athletically - but fear can creep up inside of us and we become unsure of ourselves. Unsure if we can achieve - "getting to the other side". Most of the fear that stops us from achieving what we want or need to do to improve our lives, is nothing more than self limiting beliefs.

If we will just take the risk, take the appropriate steps and embrace our fear(s) we can meet our goals. [sideroad.com](http://sideroad.com)



## Seeking the Right Employee?

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