



Outplacement Services

What is Outplacement Service?

Outplacement provides an individual in transition with the best chance for initial emotional support and success in obtaining a new position that matches their knowledge, experience, and values. Outplacement services cover a wide range of job search tools and resources. These include workshops and individual one-on-one sessions with a career consultant.



Why are outplacement services valuable to employers?

Studies show that outplacement services result in a 40% reduction in the average unemployed time period! The resources and support provided through outplacement will help the individual engage and connect with more employers more quickly, and with better results. It may also reduce the risk of liability for a company when a departing employee is considering a lawsuit.

When your business takes advantage of CEA's Outplacement Services, you are:

- Sending a positive message to remaining employees, to community and to clients on how employees were treated during a reduction or change
- Ensuring a seamless and prompt transition for individuals from their present position to a new position
- Provide an individual with hope and an action plan
- Keep individuals focused on the future
- Utilizing the expertise and contacts of an outplacement service
- Giving employees the training they need for a successful job search
- Minimizing fears in the workplace

LAYOFFS

Layoffs are hard for everyone. They are difficult for the employer and the employee, but they can be made much easier with outplacement services. CEA's Outplacement Services offer many benefits to companies and employees that are experiencing layoffs. With the CEA services offered, employees can make the transition much more smoothly.

One of the first things someone thinks about when they get laid off is how they will find a new job. They do not have any contacts in the working world. They may have worked for a company for years and invested everything they had into that company. Therefore, they are not prepared to start a job search.

For many people, this is the biggest fear. With outplacement services, this fear can be eliminated. CEA has many contacts within the business community. We are willing to share those contacts in order to help the person who was laid off get a new job.

TERMINATIONS

We have all been through the experience of having to terminate an employee. When a company releases an employee, whatever the reason, it can be a traumatic experience that affects the employer, employee and those left behind. In this situation, the displaced individual may endure an identity crisis and emotions ranging from fear and anger to despair. These are normal reactions. The next time you release a long time employee,



instead of offering a severance package, or perhaps in addition to a severance package, you might consider CEA's Outplacement Services.

CEA OUTPLACEMENT SERVICES

1. True Colors for the Workplace Workshop – 3 hours on site + 1 hour of prep work + travel time
 - Personality/career assessment
 - Summarize personality/career profile
 - Identify personal values, strengths, challenges, transferable skills
 - Identify career opportunities
2. Interview Skills and Mock Interview Workshop – 2 to 4 hours + 1 hour of prep and travel time
 - Job search tips
 - Interview process: preparation, etiquette/effectiveness, the sell, the interview, post-interview
 - Interview questions
 - Mock interview session
3. Applications and Resumes Workshop – 4 hours + 1 hour of prep and travel time
 - Completing the application: how to/tips, different parts
 - Resume: purpose, formats, tips, samples
4. One on One Consultations – Customizable by the hour (including prep and travel time)
 - Career assessment
 - Personality assessment
 - Resume Writing and Interview techniques
 - Job Search assistance

For further information and pricing, please contact a membership services director at CEA today!

www.employers.org 800.399.5331