

Next Steps  **Canada**
Outplacement and Career Transition Services



Outplacement
With a
Difference

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Outplacement & Career Transition Service

www.nextstepscanada.com



Challenging business conditions require organizations to consider significant change to stay competitive and harness growth. Talent reorganization is often the primary outcome of such change. How you manage your talent spells the difference between success and failure.

At Next Steps, we work with enlightened organizations in aligning talent needs with business strategy and assist them in two key areas: Organization Effectiveness and Workforce Transition and Outplacement. We bring extensive experience in talent management, recruitment and outplacement support and advisement in helping our clients meet their business goals and align talent with business strategy.

Let us work with you to manage your Workforce Transition needs with highly supportive, effective and affordable programs that provides departing employees with a quality, comprehensive, one-on-one counseling program that is personalized to their needs. Our ultimate goal is to assist those affected by change to re-enter the workforce as quickly as possible while delivering a high value program at an affordable price.

A handwritten signature in black ink that reads "Martin Kingston".

Managing Partner
Next Steps Canada

Quality, Personalized, Outplacement Services

Next Steps' Career Transition Programs turn a negative and difficult experience into a more acceptable one by giving departing employees at every level a quality and personalized outplacement program including:

- One-on-one sessions with a Next Steps Advisor
- Learning modules and personal consultation on:
 - Career Transition
 - Resume and Letter Writing
 - Job Search Strategies and Networking
 - Planning and executing a Job Search Campaign
 - Interviewing
- Specialized workshops and networking sessions
- Access to our network of associates including coaches and advisors specializing in Assessment, Career Planning, Life Work Wellness, Stress Management, Personal Financial, Personal Image, Small Business, Retirement Options, Training Development
- 24/7 access to our proprietary online Career Transition tool – *Next Steps' Transition Manager*

Affordable One-on-One Outplacement Solutions for All Levels in an Organization

Programs & Services

❖ **Core Services:**

Every Next Steps Canada package includes our **Core Services:**

- Six (6) one-on-one Sessions with a Next Steps Advisor
- 6 Learning Modules and Personalized Binder
- 24/7 online Career Transition Tool *Transition Manager* (3 month subscription)
- 6 Self- Administered personality and career assessments
- Specialized Workshops and Networking Sessions
- Personal Finance Consultation
- Significant Discounts on Training & Development Courses
- Training Webinars
- Business Cards

❖ **Beyond Core Services**

Next Steps offers additional advisory sessions and specialized career transition coaching*. All **Beyond the Core** Service Packages are fully customizable to client's needs. For flexibility and program customization, credits can be purchased and clients can apply them against additional career transition services.

***Additional Career Transition Services**

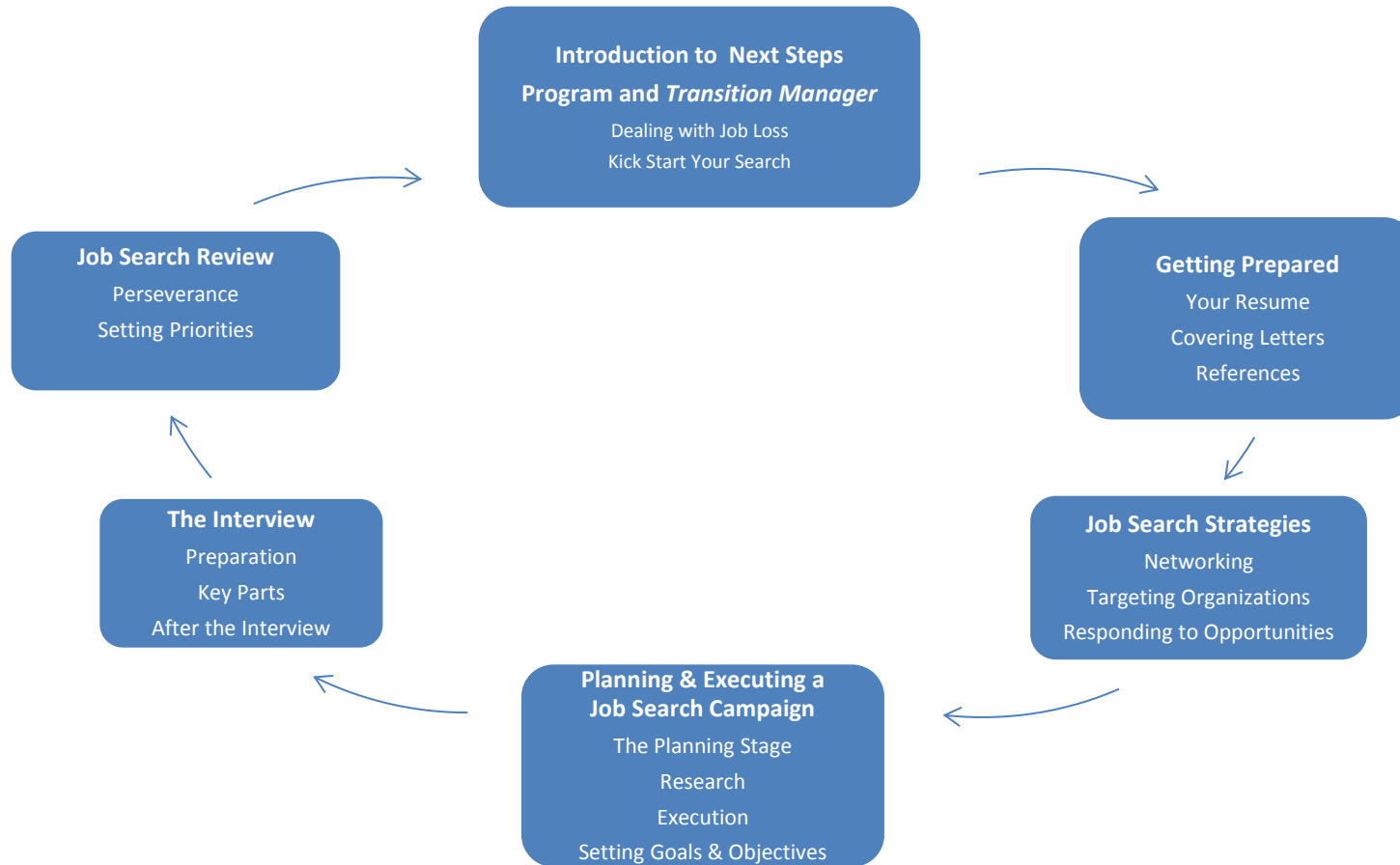
- Coaching and Psychometric Testing
- Career Planning Coaching
- Life Work Wellness
- Small Business Consulting
- Personal Image
- Training and Development
- Retirement Options
- Health Assessment
- Recruitment Assistance

Program Delivery

Program content is delivered through the following vehicles:

- Learning Modules (One-on-one counselling)
- *Transition Manager* Online Tool
- Workshops & Networking Sessions

Content and delivery has been developed to provide clients with practical advisement, timing bench marks and ongoing encouragement needed to achieve a successful outcome.



Next Steps' Advantage

Our outplacement offerings include services for individuals at all levels and backgrounds – from executives to front-line staff. We have experience in supporting organizations during the entire workforce transition process from planning a reduction to notification and separation. We are there to address employee reaction and counsel them toward their next steps. The **Advantages** of working with Next Steps are numerous and we are committed to achieving the best results for both the Business and the Individual.

For Business

- ✓ Project a positive public image that your organization values its people
- ✓ Helps to restore morale, confidence, productivity and commitment of those remaining-building loyalty and optimizing retention
- ✓ Assists employees in re-entering the workforce as quickly as possible and may minimize the company's expenses in areas of severance pay and continuation of benefits
- ✓ Program flexibility to meet budgetary requirements
- ✓ Transparency and accountability

For Individuals

- ✓ Treatment in a compassionate and professional manner, resulting in a feeling of being cared for with dignity, respect, fairness and humanity
- ✓ Assistance in dealing with the stress associated with the news that you have lost a job and the fears and anxiety of making a transition to a new career
- ✓ A personal level of top quality guidance and practical support
- ✓ Guidance in gaining a sense of purpose and vision – a plan of action
- ✓ Help in reviewing options and making more informed career choices
- ✓ Practical help covering all aspects of preparing for the job market
- ✓ Following the program, Next Steps remains in touch regularly until completion of a successful transition into a new job or career

Questions & Answers

Q. How do we get started?

A. What happens to the individual within the first 48 hours after losing their job is crucial to how quickly and effectively they will be able to move forward and commence their job search. Whenever possible, a Next Steps Advisor is available to be onsite at time of termination.* Once informed of a termination, a Next Steps advisor will contact the individual and set up a first meeting and will answer any questions the terminated employee may have relating to the program.

The initial one-on-one meeting is scheduled within a few days of termination. From there all meetings are scheduled and full calendar of workshops and networking sessions are provided. The individual will receive access to and an overview of Next Steps *Transition Manager* -- 24/7 Online Career Transition Tool.

Q. Where do you meet with the clients?

A. After the initial meeting on the day of termination, we make ourselves available to the client and schedule weekly one-on-one session. Our objective is to be accessible and convenient to the client. Our main office is located in north Toronto, on the subway line and close to Highway 401.

**4711 Yonge Street, 10th Floor, Toronto, ON, M2N 6K8
(416) 479-8208**

If the client lives outside of the GTA, we will make arrangements to meet in a number of satellite settings closer to the client's home.

Q. How long does the Program last?

A. The majority of clients take six to eight weeks to complete the Core Service Program. Programs of longer durations are available.

*Onsite support is included subject to location being within 50 km of our office and within 2 hour window time including travel.

Q. How much time do you spend with each client?

A. A Next Steps Advisor spends whatever time is needed at the on-site meeting after termination. The advisor will telephone later in the evening to see how the person is doing and field any questions. Our **Core Value Package** provides clients with 6 one-on-one sessions. Advisors are available by email and telephone to answer any questions, the client may have between sessions. Next Steps also has programs of longer durations of up to 12 months.

Q. What support is provided between one-on-one sessions?

A. Next Steps Advisors are available on an ongoing basis to answer any questions by telephone or email. In addition, clients can post questions on *Transition Manager* relating to specific areas of their job search and they will receive an answer within 24 hours. All clients will have access 24/7 to the online career transition system – *Transition Manager*. Clients can complete assessments, develop and distribute resumes, conduct company and industry research, review relevant job postings that meet their profile and network using their LinkedIn connection.

Q. What differentiates Next Steps Canada from other outplacement providers?

A. The Next Steps Program operates in a boutique style. We can customize based on the needs of the client. Our program is highly affordable and delivers high value service. We offer unique services options including access to Training& Development, Life Work Wellness (EAP) and Health Risk Assessment and Coaching. Our 24/7 Online Tool offers enhanced networking via *LinkedIn* and exceptional company and industry research capabilities. We operate in complete transparency and accountability. As the employer, you will receive a report that will let you know who is utilizing the program. We will also report on the client's feedback and satisfaction level. Finally, we offer guarantees. If credits for additional career transition services have been purchased and have not been utilized, we will credit you for unused services.



• Contact Us

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