

FITTING THE PIECES TOGETHER....

Production Information Guide

Employment Transition Services

Our Mission:

To provide clients with customised services in workplace relations to facilitate knowledge and understanding in managing their workplaces professionally and ethically.

Our Values:

Respect, Integrity, Confidentiality, Ethical Standards, Legislative Compliance, Trust.



EMPLOYMENT TRANSITION SERVICES

From time to time, employers need to make the decision to let employees go via a redundancy. This may be due to a number of factors such as organisational re-structuring, sale of business, economic hardship, etc but whatever the reason; there are services available to help ease the way for departing employees.

Our transition service is listed below. Delivery of services may be conducted at your premises, our offices or at the business premises of specialists who we engage for specific services (eg counsellors) if they are requested.

Please note that the Package below is a "standard" package, however if you require further services, then please do not hesitate to contact us to discuss your preferred requirements. Sessions/services can be customised to suit individual circumstances or budget allocation.

Standard Employment Transition Service Package:

- ✓ Update of Resume
- ✓ Preparation of an Application Letter & Template provided
- ✓ Workshop employment avenues and job search tools & practices
- ✓ Workshop interview practices and techniques
- ✓ Workshop information and knowledge on how to address selection criteria & Template provided

This service requires at least three sessions with the transitioning employee.

Additional Services Available through Workwise Advisory Services:

- Trained Counsellors (Psychologists)
- Career Re-development Guidance
- Financial Counsellors if the needs are there.

NOTE: these additional services are outsourced and the costs are invoiced by the Specialists concerned. Prices will be quoted at the time of your enquiry.

Service costs:

Please note – all costs are GST exclusive

Package		
Standard Employment Transition Service Package		\$850.00 per person + GST
Additional Services	Cost	Unit
Counselling	TBA	1 hr sessions
Career Guidance session	TBA	2 Sessions, plus Report supplied to individual
Financial Counselling session	TBA	Session, inc Report supplied to individual

Should you require information about costs in relation to larger groups of employees, please contact the Workwise Advisory Services office for a quotation.