



OUTPLACEMENT PLANNING

A simple guide to running a successful
outplacement programme

0800 612 2011 | info@renovo.uk.com | renovo.uk.com

Renovo Employment Group Ltd, Kings House, 12 King Street, York, YO1 9WP

Registered office: America House, Rumford Court, Rumford Place, Liverpool, L3 9DD



CONTENTS

Start planning early	3
Who, what, where & when	4
Stakeholder & budget management	5
Communicate, communicate, communicate	6
Demand results	7
About Renovo	8
Pre-consultation checklist	9



START PLANNING EARLY

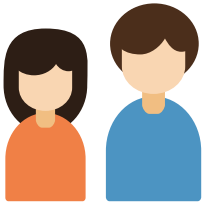
The most important ingredient to delivering a successful outplacement programme is to start the planning process early.

In the initial stages of a restructure or change programme it may be difficult to determine the exact nature of the requirements, including the numbers of employees to be supported and specific timescales, but this shouldn't stop you starting to plan the roll out of support. Naturally, planning at this early stage will be done in the hypothetical, but once you have agreement that support should be provided, most of the work can be done prior to Consultation launch. Involving your Outplacement partner at the start of this planning process will maximise the value of your relationship with them. Even with limited detail available, they can work with you to help you decide on the components of support to be provided, assist with budget planning, determine the right internal communication channels to use and help you put in place a flexible implementation plan. Setting this up in advance means you're not trying to do this in the middle of a Consultation and you are able to talk to employees early about the support that would be available.



WHO, WHAT, WHERE & WHEN

Establishing clear parameters is key to getting the right support for your employees. The 'Who, What, Where and When' model below will help you define what you want from the support and enable your Outplacement partner to build a bespoke solution for you.



Who?

Who is the support aimed at and what are their specific needs likely to be? It may be that support could be required for employees across a broad range of levels and functions so think about how those needs may differ across the organisation.



Where?

Where are affected employees based? Geographical location may have an impact on the type of support provided. Also, think about the practical implementation of the support - make sure it will be simple to organise and crucially, easy for employees to access.



What?

What would you like the support to look like and how you would you like it delivered? Ask your Outplacement partner to produce a flexible framework that will help employees determine the nature of support they require.



When?

When would you like employees to be able to access the support? Will this be while they are 'at risk' or when they have been 'given notice' of redundancy. Timeframes for the consultations will need to be considered and whether employees will be leaving at the same time or on a phased basis – this could impact how support is provided to employees.

STAKEHOLDER & BUDGET MANAGEMENT

Once you have determined the support available, talk to key stakeholders and get them to 'buy in' to what you want to put into place. Set up clear operational processes so they are clear about when to discuss the support with employees during consultations and how they can ensure employees get access to the support, quickly.

Try to identify a budget as early as you can, this will help your Outplacement partner concentrate on the areas that will have the most impact and identify a fixed 'project cost' to remove the risk of overspending.



COMMUNICATE, COMMUNICATE, COMMUNICATE!

Talk to your Outplacement partner about getting the right communication mix. This could range from hard copy 'Welcome Packs' to group 'Awareness Sessions' delivered onsite or via webinars. You can phase these communications throughout the consultation, giving employees lots of opportunity to find out what's available.

Keep the messaging simple. Outplacement isn't a term that all people are familiar with, so be clear about what this support is there to do and how it will benefit them and don't assume your employees will understand how valuable this support can be.



DEMAND RESULTS

Make sure your Outplacement partner keeps you regularly informed of progress on the project. Establishing clear KPI's at the start of the project will ensure you receive the information and the reports that are important to you. Ensure you understand how your Outplacement partner is gathering feedback and they have measures in place to monitor the success of the support they are providing.



ABOUT RENOVO



At Renovo we specialise in providing outplacement support having helped tens of thousands of people make a successful career transition.

We deliver practical, flexible and cost effective careers and job search support, helping your employees to find their way in the modern job market and secure the right opportunity quickly after redundancy. Our support delivers results and over *84% of people that we work with have achieved a positive outcome within 90 days.*

We work with a diverse range of organisations across the UK, helping them to provide invaluable support to their departing employees after redundancy. We have developed simple, proven programmes of support that are easy to communicate to employees, quick to implement but enable each employee to benefit from highly personalised support built around their specific needs.

We have a unique approach, with a contemporary delivery model that combines access to flexible personalised career coaching support, access to market leading online tools and resources, a programme of live interactive online workshops and 24-7 emotional and wellbeing support. This approach enables us to provide a greater depth of support over a more sustained period and on a more cost effective basis than the traditional providers in this market, with total control over the quality and consistency of the support being delivered.

PRE -CONSULTATION CHECKLIST

3 MONTHS

Notify your Outplacement Partner about anticipated changes

Establish organisation appetite to provide support in the event of redundancies

Determine the support you require using the Who, What, Where and When model

2 MONTHS

Requirements meeting with your Outplacement Partner

Submission of outline proposal from Outplacement Partner for internal discussion and sign off

Gather feedback from key stakeholders on the proposed support for employees

1 MONTH

Agree and sign off the framework of support to be provided to employees

Agree the right communication mix for employees through the Consultation, sign off of supporting collateral etc.

Agree clear internal processes for the referral of employees to the outplacement support

Establish clear metrics for reporting on results through the project

CONSULTATION LAUNCH

**If you need support or assistance
with Outplacement planning we
may be able to help.**

**Call us on
0800 612 2011
or visit our website
www.renovo.uk.com**

My Career Coach was extremely responsive, very helpful and supportive. This was my first experience using this type of service and I was very pleased with support I received.

Gary Peskett – Local Government

Renovo made such a difference to the whole process of job searching and to my whole outlook and that ended up by changing my life.

Adele Hudson – Private Sector

