

VOCATIONAL GUIDANCE & COUNSELLING

ACTION RESOURCES LIMITED

Vocational Guidance & Counselling

Action Resources Limited was established in 1999 as a strategic personnel, training and change management service provider. Our main interest is to assist organisations large and small to achieve performance through people, thereby exceeding "bottom line" expectations through the systematic implementation of bespoke training and personal development solutions.

Where companies are faced with closure or reorganisation and need professional assistance to run redundancy or 're-skilling' programmes, we offer practical but sensitive and timely advice.

The Action Resources Team is particularly experienced in offering vocational guidance and counselling services to organisations and to individuals. Through our network of highly qualified Associates we are able to offer a comprehensive service in the following areas:

- Redundancy Counselling
- Outplacement Programmes
- Psychometric Assessment/ Aptitude Testing
- Information Exchange
- Retirement Planning
- Job Shops

Our Associates demonstrate empathy and understanding and when delivering programmes within a working commercial environment, they maintain a discreet and professional presence with minimal disruption to the day-to-day operation of the host organisation.

We can also provide business coaches and mentors who operate up to and including Chief Executive and Company Board levels.

OTHER LEAFLETS IN THIS SERIES

Action Resources Limited

Leaflet ARL01-01/01

Personnel and Training

Leaflet ARL02-01/01

Recruitment Registers

Leaflet ARL03-01/01

Search and Selection

Leaflet ARL04-01/01

People and Business Development

Leaflet ARL05-01/01

The Motorsport Network

Leaflet ARL06-01/01

Management Development in Motorsport

Leaflet ARL07-01/01



Performance through People

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in association with

www.45notout.com

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When the Time Comes for Change

The prospect of redundancy and/or re-organisation is a very worrying time for everyone involved. Our Redundancy Counselling Service and Outplacement Programmes offer a sensitive, discreet and confidential approach:

Redundancy Counselling

Tailored to Client requirements but may include:

- initial one-to-one counselling support, mentoring and guidance
- CV preparation
- job search skills
- interview skills
- psychometric assessment and aptitude testing

The last four services may be delivered on a one-to-one basis and/or via group seminars

Outplacement Programmes

Outplacement Programmes may involve:

- Job Shops
- Job Fairs
- Guest speaker seminars (for example Small Business Service, for entering self-employment, and the Benefits Agency)
- Work shadowing
- Short term work experience
- Researching vacancies
- Advice on training and education
- Coaching and mentoring
- Links to professional support advisers

Clients may select from this list according to their requirements and budgets. Programmes are delivered in a relaxed and friendly style, reaching all levels of ability and understanding.

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Psychometric Assessment / Aptitude Testing

Our Associates are qualified to deliver a range of personality and skills assessments.

Information Exchange

We have a breadth of information available that can be accessed by individuals or organisations for the purpose of planning their future. We can offer information on:

- Funding of education and training
- Company profiles
- College and University prospectuses and advice on courses
- Occupational guidance
- Working overseas
- Voluntary opportunities
- Training / retraining opportunities
- Links to professional advisers on such matters as benefits and self employment
- Opportunities specific to citizens aged over 45

Retirement Planning

Retirement can be extremely daunting and anxiety ridden for both the individual and the individual's family, especially if it comes early – voluntarily or otherwise. Retirement planning helps by addressing both the opportunities and the anxieties. It is delivered via informal seminars covering such areas as:

- Overcoming anxieties
- Making the best use of time
- Finding new interests
- Health and fitness
- Community, voluntary and educational activities
- Financial planning
- Relationships with the family
- Future lifestyle

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Our Credentials

Roger Phillips has been involved in managing people at a senior level for over 30 years. He has worked in a number of sectors and is a former Director of B & Q plc, Toys 'R' Us (UK) Ltd and C & J Clark Ltd. For 7 years he was Chief Executive of Somerset Training and Enterprise Council. It is through these roles that he has accrued immense tactical and strategic experience in change management and organisational issues. He has been a Member of the Employment Tribunals in England and Wales since 1989.

Janet Phillips' entire career has been in personnel and training management within a number of private sector and not-for-profit organisations. For some years, Janet has lectured in a range of management subjects and she is regarded as an accomplished trainer and mentor of people at work with a reputation for competency-based development and performance management.

Our Associates are all highly qualified and experienced Careers and Outplacement Advisers, committed to giving confidential support in all areas of Vocational Guidance and Counselling. **Karen Weare** is experienced in delivering outplacement programmes on behalf of both private and public sector organisations. Qualified to NVQ4 in Educational and Vocational Guidance for adults, Karen possesses qualifications in psychometric assessment and aptitude testing. **Zena Pearce** is qualified to NVQ Level 4 in Advice and Guidance with extensive experience in redundancy counselling. She has a highly supportive and encouraging style that instils confidence in her clients in order to face the challenges ahead.

Lesley Jarrett has achieved higher level Diplomas in Adult Guidance and Business Administration and is qualified to deliver Personality and Skills Assessments. She worked as a specialist and client adviser for the Employment Service for 7 years and was instrumental in establishing The New Deal Programme in a local Jobcentre. **Janet Breed** is City & Guilds qualified and highly trained to deal with her clients in a motivational and professional manner and has worked in the Public and Private Sector including the Probation Service. She has written several training programmes and has much experience of running outplacement programmes.