

ADAPT



Services to help third sector employees to move on after redundancy

When funding cuts and service delivery changes lead to restructures and downsizing, redundancies are often inevitable.

ADAPT is the name for our range of services aimed at third sector employers in this position who wish to offer their employees a level of external professional support at such a difficult time.

Third sector employers often wish they could provide such services to displaced employees but alternatives are prohibitively expensive and are “corporate” in focus and feel. ADAPT provides these employers with affordable outplacement service options tailored to the sector and is especially relevant when the labour market is tight and competition for jobs is fierce.



Our services cover a wide range of practical and emotional needs and our advisors can work with all levels within the third sector, from frontline staff to senior managers and Chief Executives.



Services of this nature are evidenced to improve morale, motivation and productivity during times of change, helping line managers to lose staff with a clearer conscience making their jobs easier and less stressful as reported in The Value of Outplacement survey (Reed Consulting 2006).

Our advisors acknowledge that redundancy can be a wonderful opportunity and is, for many people, **“the best thing that ever happened to me”**.

However, the news and the associated changes affect everyone in different ways and it is often a time of stress, anxiety and confusion. Our services therefore include an initial assessment followed by support relevant to the individual and their situation. These include practical support for activities such as cv updating, identifying sources of future employment, on-line applications, personal statements and preparation for interviews and assessments but can also include support to help the employee come to terms with the changes through counselling where necessary. Where appropriate, we will vary the nature of the service provided within the budget allocated by the employer, to meet the needs and wishes of the employee.

We recognise that not all employees will move on into further employment and will also support employees who wish to make other life changes at this time such as setting up a business, relocating or retirement.

Bespoke Services

In addition to our ADAPT packages, we can offer bespoke group sessions and on-site sessions tailored to the requirements of your workforce and organisation.

These can be especially helpful where there is a long lead-in time to the change taking effect or a larger group or team affected.

In these cases, we can work as a business partner to the organisation, from initial communication to individual consultations and exits and in supporting “survivors” of redundancy during and after the changes have taken place.

To discuss our packages, alternative options or bespoke services, or for advice on redundancy processes, please contact us on 0845 543 8429



Package 1 **£150**
CV review / critique / rewrite
Practical support for all employees

Package 2 **£225**
1 x 1.5 hour initial assessment
/action planning session
CV review / critique / rewrite
Practical and emotional support for all employees

Package 3 **£295**
1 x 1.5 hour initial assessment /action
planning session
CV review / critique / rewrite
1 x 1 hour interview / assessment coaching session
*Practical and emotional support for all employees, helpful for those
with long service*

Package 4a **£375**
1 x 1 hour initial assessment*
CV review / critique / rewrite
3 x 1 hour support / action planning sessions
*Practical and emotional support for all employees, especially
suitable where redundancy is unexpected*

Package 4b **£225**
*As above but without the cv review / critique / rewrite, where the
employee may not wish to move on into further employment*

Package 5 **£595**
1 x 1 hour initial assessment*
CV review / critique / rewrite
3 x 1 hour support / action planning sessions
3 x 1 hour interview / assessment coaching sessions
*A comprehensive general package of support for all employees.
Especially recommended where the redundancy is unexpected
and /or where the employee has long service*

Package 6 **£595**
6 x interview / assessment coaching sessions
Aimed at senior managers and chief executives

TERMS AND CONDITIONS

All services are delivered by phone and/or email or on site at our Worcestershire offices unless marked *.

* Element of service delivered face to face; travel within West Midlands included in price; other locations may incur additional travel fees which will be agreed with the employer in advance.

Invoices will be raised upon receipt of order and are payable within 7 days.

VAT is payable at the prevailing rate.

We reserve the right to restrict or refrain from delivering services where invoices are outstanding

Any additional services or fees incurred will be delivered only with the express agreement of the employer in advance.

We reserve the right in every case to vary the nature of the service provided within the budget allocated by the employer to meet the needs and wishes of the employee.

We may at our discretion transfer paid for and unused elements of a package as a credit to another employee or to other HR services.

Services are delivered in confidence with the employee.

We handle and process personal data provided to us in the course of our contract in line with the requirements of the Data Protection Act 1998.

ROOTS HUMAN RESOURCES CIC

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