

# Outplacement

*Outplacement is a form of professional reorientation support for employees whose employment relationship is likely to be or has been terminated or who are taking early retirement.*

*In the event of restructuring (job cuts involving several employees), we support companies with outplacement services for groups/departments.*

*We offer employees personal coaching sessions for the agreed term.*



## **What are the objectives of an outplacement?**

The outplacement offers independent, systematic support and advice to released employees to ensure meaningful continuity of their professional career. It improves the competitiveness of released employees or can support employees taking early retirement.

## **What is the benefit of the outplacement?**

### *Employer:*

Outplacement within the company conveys, both internally and externally, that the company is interested in fair separation processes. If this succeeds, it will have a positive impact on the motivation of the remaining employees and on the company's image in the public arena. This increases the company's attractiveness when competing for good employees.

- Ensuring professional advice and support for employees in the separation process
- Creation of win-win situations for the employer and employees
- Prevention of labour disputes (litigation)
- Support and assistance for employees taking early retirement

### *Employees:*

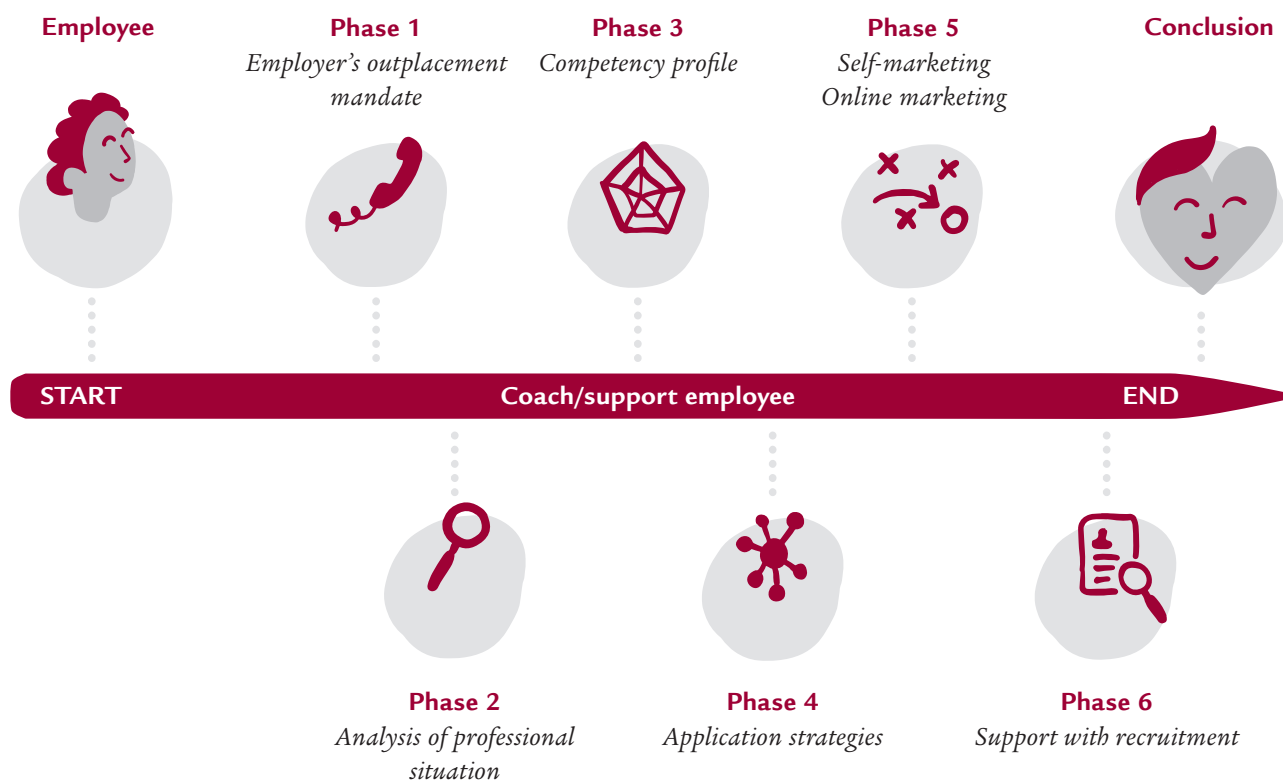
The employee receives support while looking for a new job, which can shorten the job search. The assistance ranges from the compilation of application documents to the rehearsal of job interviews. The employee thus significantly improves his/her chances of success in the labour market. The support of the coach also promotes motivation and helps build up morale, as the loss of a job can also entail a significant emotional impact.

- Goal- and solution-oriented support for professional reorientation
- Support in the separation process and with reorientation
- Increase hirability with professional advice and support
- Increased chances of success in the labour market

### How does the outplacement process work?

Phase 1	<i>Employer support</i> Support with preparing and planning the termination process.
Phase 2	<i>Appraisal of current situation</i> <ul style="list-style-type: none"> <li>• Processing of employment situation</li> <li>• Reconciling professional milestones/professional profile</li> <li>• Competency portfolio</li> </ul>
Phase 3	<i>New orientation</i> <ul style="list-style-type: none"> <li>• Labour and job market</li> <li>• Application documents, marketing</li> <li>• Active sourcing</li> </ul>
Phase 4	<i>Self-marketing</i> <ul style="list-style-type: none"> <li>• Authenticity</li> <li>• Focusing</li> <li>• Changing perspectives/adding value</li> <li>• Track record</li> <li>• Self-presentation/interview training</li> </ul>
Phase 5	<i>Job search</i> <ul style="list-style-type: none"> <li>• Support with networking</li> <li>• Assess job opportunities</li> <li>• Support in the job search process</li> </ul>
Phase 6	<i>Conclusion of the contract</i> In the final phase, the employee will be supported in agreeing a new employment contract.

### How does the outplacement for employees work?



### How does the outplacement work for groups/departments?



### How long does the outplacement process take?

Outplacement when searching for new employer:

- Duration at least 6 months (reorientation)

### Discussion frequency

- Employee once a week
- Reviews with employer once a month
- Group courses: 4 to 8 block courses (½ day each)

### What does the outplacement cost?

Overview of costs*	CHF
<b>Employees</b>	2 000.-
<i>Flat rate per month per person*</i>	
<b>Groups (4-6 employees)</b>	8 000.-
<i>Flat rate per month*</i>	

\*plus travel expenses and time as well as VAT, minimum duration of 3 months.

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