

- **Are you aiming high and want to prepare for the next step?**
- **Do you feel 'stale' and ready for a new challenge?**
- **Are you facing organisational change and potential redeployment or redundancy?**
- **Would you like to move into the public sector but aren't sure what that involves?**

Positively managing your career and marketing yourself is important in the current environment. While pressures on managers are rising, opportunities are wider and careers are increasingly crossing professional and sector boundaries. So it does help to look wider than your own direct experience.

Drawing on our training, coaching, mentoring and career transition experience, SOLACE Enterprises provides a Career Management service to meet your needs. We can offer a full career management package or just the elements you feel you need. What you bring is a desire to move your career forward and a willingness to work at it.

At the heart of the service lies a one to one relationship with a career mentor or coach skilled at helping people apply their talents. Around that we build a wide range of personalised options.

The service could suit a Chief Executive with 5 years in post, to look at all the options for their next move. We have director and senior manager clients using our coaching and short course programme to position themselves for promotion, and others choosing to move out of permanent employment via our 'successful consultancy' programme.

Some clients simply use parts of our service to network by joining a learning set, improve their performance, or prepare for a career opportunity by practising assessment centre and interview skills.

### **Examples of our flexible service:**

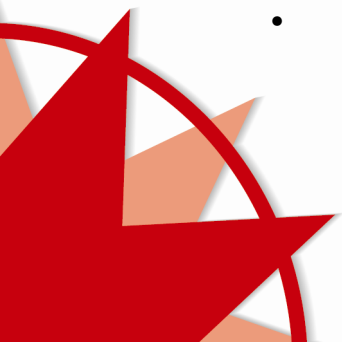
*The work we do with clients is treated absolutely confidentially, unless specifically agreed otherwise. So these examples are drawn for a number of proposals to clients to illustrate the way in which the service is being used. Each client is different so these are guidelines not 'packages'.*

#### **A Director or CEX wanting to retire early and move into interim and consultancy work:**

- Consultant Mentor one to one
- Tutorial on consultancy skills
- Tutorial on successful interim management
- Tutorial on setting up a business and general finance advice
- SOLACE Course –Advanced Presentation skills
- Public Appointments advice

#### **A Manager being made redundant:**

- Career Mentoring one-to-one, up to 12 months
- CV development and presentation
- Tailored assessment centre tutorial or two day mock assessment centre
- Practice interview and feedback
- Two SOLACE Courses: Member/officer relations and 'Aiming to be a Chief Executive' or 'Aiming to be a Corporate Director'
- Consultancy or interim management skills tutorial



### **A Manager preparing for an internal interview:**

- One to one mentoring session
- Mock interview and feedback
- Application review
- Coaching in new post

### **A Manager wanting personal development and coaching:**

- A 360-degree appraisal and feedback, plus a motivational styles analysis and psychometrics
- One-to-one coaching for 12 months
- Membership of a learning set with managers from other councils for 12 months
- An option on shadowing at a later stage

### **A Chief Executive of a public sector organisation wanting to move into local government:**

- Local Authority CEX Mentor one to one
- Inter Agency Learning Set – managers from different public sector organisations
- Interview and assessment practice

### **Here are the most frequently asked questions about the service:**

#### **I am a manager thinking of using the service:**

Q. Is the service suitable for me?

A. Probably, but not always. If you are a Head of Service, a Director or a CEX then it is designed for you. If you are not we can advise you and either help or refer you on. If after discussion with you we feel the service won't meet your needs then we won't try and sell it to you.

Q. Is it only for local public sector managers?

A. No. If you are in local government or a related field, moving out or considering moving in, perhaps from the private sector or another public sector organisation, it is designed for you. If you are in other organisations or sectors we can advise you or refer you on.

Q. How much does it cost?

A. We have some clients who want one specific element of the service, and subject to availability, we have helped people for about £1k. On the whole, our clients join us with between £3k and £7k, which can fund a year's support.

Q. Who pays?

A. Usually the employer, but we are happy to take clients funding themselves if they wish.

Q. Can I use this as an outplacement service because I am being made redundant?

A. Yes, most definitely. We are experienced at doing this.

Q. How do I take this forward?

A. Speak to us. If you need internal support for this sound out the possibilities. We will do a costed proposal for you if those discussions have indicated that we are able to help you.

