

BRIDGESTEP AG



An Overview of our Range of Services

Individual Outplacement Programmes	2
▪ Basic services for all individual outplacements.....	2
▪ Additional services for senior executives.....	5
▪ Additional services for specialists and management.....	6
▪ Additional services for semi-skilled and unskilled labour.....	7
Group outplacement services	8
Consulting services for companies	9
Additional services	10



Individual Outplacement Programmes

Basic individually applicable outplacement services

For each individual outplacement an experienced senior consultant supports candidates with regard to repositioning.

This permanent coaching is part of the *BridgeStep-basic-programme*TM, which is individually applicable and can be adapted to specific needs and constitutes the following detailed range of services:

Assessment of candidate's situation - Analysis – Objectives

- Establish a basis for trust
- Carry out a situation analysis (professional and personal)
- Reappraise experience and decrease emotions
- Build on self-confidence
- Carry out self-analysis (desire versus reality)
- Assess and recognise one's own personality and tendencies
- Produce profile of strengths and weaknesses
- Draft eligibility and career profile
- Set professional objectives and look for possible alternatives

Resources for strategic job search

- Create personal marketing plan
- Word personal job hunt
- Optimise job application documentation
- Develop sales arguments
- Refine presentation and interview techniques (video evaluation)
- Systematically activate networks (networking)

Support with job search

- Plan systematic contact procedures
 - direct contact to companies
 - application in response to job ads
 - contact through employment agencies / executive search
 - application via Internet
 - alternative methods of contact procedures
- Establish market transparency
- Prepare and review application and interviewing procedures
- Analyse refusals and motivate oneself for new activities
- Carry out performance review
- Evaluate offers

BRIDGESTEP AG - shaping the future

Zolliker Strasse 33 CH-8702 Zollikon Tel. +41 1 390 40 00 contact@bridgestep.ch

www.bridgestep.ch



Individual Outplacement Programmes

Coaching in the commencement phase

- Advice on contract completion
- Support from employment commencement up to successful completion of probationary period

Topic based workshops

The *BridgeStep-basic-programme*TM consists of four workshops in modules:

- Module 1 Assessment of candidate's situation and career objectives
- Module 2 Market positioning and networking
- Module 3 CV and job search
- Module 4 Interviews, contract negotiations and successful start

Information events

The *BridgeStep-basic-programme*TM provides you with all you need to know:

- Tips on how to deal with employment agencies
- Information on public services (*AWA/RAV*)
- Discussions on work-life balance
- Experience exchange among participants („success stories“)
- Financial advice (pension schemes/insurances, etc)

Sample documentation with CD Rom

All candidates receive a folder with sample documentation, worksheets, tips on relevant literature, addresses, etc. This data can be downloaded from the supplied interactive CD Rom.

Writing services

Our professional secretarial services can provide assistance and advice on job application documentation.



Individual Outplacement Programmes

Hotline

Candidates may contact BridgeStep consultants outside standard office hours.

Vakanzen-Datenbank / Internet www.bridgestep.ch

An acknowledged search team records publicised vacancies, compressing the information flow of print and electronic media.

What is more, BridgeStep consultants contact potential employers, bringing transparency to the hidden job market.

All vacancies appear according to branch and in category on our website www.bridgestep.ch and is accessible to candidates using a password.

Infrastructure

Participants in the *BridgeStep-basic-programme*TM can make use of existing infrastructure:

- Workstation with telephone and fax
- Computer with Internet access
- Photocopiers
- Client and company data banks
- Reference books
- Daily newspapers
- Personal postal and e-mail address
- Free beverages



Individual Outplacement Programmes

Additional services for senior executives

There are additional unrestricted offers available for members of management.

Additional services

- Personal advice from other members of management
- 6 months coaching in new function
- 360-degrees feedback
- Graphology report
- Creation of personality profile
- Workshop on „The path to self-employment“
- Support in producing business plans
- If eligible, integration in streamline consulting (interim management)
- Should a candidate lose a new job within 6 months, we will provide a further 6 months of consulting free of charge



Individual Outplacement Programmes

Additional services for specialists and management

Specialists and management can benefit from supplementary offers.

Unlimited additional services

- 6 months coaching in new function
- 360-degrees feedback
- Graphology report
- Creation of personality profile
- Workshop on „The path to self-employment“
- Support in producing business plans
- If eligible, integration in streamline consulting (interim management)
- Should a candidate lose a new job within 6 months, we will provide a further 6 months of consulting free of charge

Additional services limited to 6 months

- Workshop on „The path to self-employment“
- Support in producing business plans

Additional services limited to 3 months

- Workshop on „The path to self-employment“
(This topic is conveyed in depth in seminars)



Individual Outplacement Programmes

Additional services for semi-skilled & unskilled labour

We offer further support in addition to the *BridgeStep basic programme*[™] for semi-skilled and unskilled labour.

Additional services

- Tailor-made training documentation
- Creation of required job application documentation
- Active vacancy search

Time frame

- To be agreed



Group Outplacement Programmes

Group outplacement services

Where many participants of the same company are involved in a project, we offer workshops and seminars in small groups, focusing on various issues concerning reorientation.

The service package for group outplacement is combinable on a modular basis and can be adapted in size and quality according to the needs of the company. The content of our documentation is adjusted to suit the needs of any given group.

Supplementary 1-to-1 consultations can be agreed upon in order to individually reappraise procedural steps.

Each group is limited to 10 participants.

Offers

- 2-day seminars
- 3-day seminars
- 4-day seminars



Business Consulting

Consulting services for companies

Communications Concepts

We provide tailor-made support to companies with regard to reviewing and communicating decisions and advise them on the flow of information with respect to staff, employee representatives, authorities (legal information duties), associations and the media.

Working models / Financing models for early retirement

We provide support for companies experiencing an economic downturn by developing alternative working time models and financing models for early retirement.

Production of social plans and insurance advice

We develop innovative social plans and demonstrate how to optimise the cooperation with respective authorities. We advise decision makers on private as well as state insurance matters.

Set up of operational job market centres

We provide tailor-made services with regard to larger organisational changes concerning the structure and management of operational job market centres (in-house outplacement centres).



Additional Services

Additional services

Coaching

We offer 1-to-1 appointments regarding topics covered in our outplacement services.

Management training on notice processes (separation management)

We sensitise executives to separation management, who are involved in giving notice or who are indirectly affected by a dismissal, and we provide them with the know-how to deal with respective tasks.

Each group is limited to 15 participants.

Duration

- ½ day

Zollikon, 5. April 2004/es