

Rightrack ... a little bit of magic

**Moving Forward**  
a bespoke programme



Tel: +44 (0) 1527 595955 Fax: +44 (0) 1527 594111 Email: [enquiries@rightrackuk.com](mailto:enquiries@rightrackuk.com) [www.rightrackuk.com](http://www.rightrackuk.com)

Brockhill Court, Brockhill Lane, Redditch, Worcestershire, B97 6RB, UK

### Introduction

This is a bespoke programme that will help build participant's skills and confidence when thinking about moving forward after redundancy.

### Approach

A bespoke training programme is researched, designed and delivered specifically for your needs.

We have a highly developed, sophisticated yet flexible approach for creating bespoke training solutions, which typically includes:

- **Step 1: Research & Familiarisation**  
Our training specialists work with you to research the key areas that will impact the programme design and agree project objectives
- **Step 2: Confirmation of Project Activity**  
Key areas of the project are confirmed in writing including all project steps, milestones, programme structure, supporting activity, timings and evaluation measures
- **Step 3: Preparation of Learning Content**  
Our project team prepare the programme in-line with the above steps. The content is highly specific to your organisation and the initiatives that are key to the success of your business
- **Step 4: Implementation of Training Programme**  
The programme is implemented in-line with the agreed rollout plan
- **Step 5: Project Evaluation**  
The project is evaluated throughout its implementation against key measures decided upon during Step 1



## Case Study

Below is an example of a programme we have designed for a client:

### Writing The Winning CV

#### Objectives:

By the end of the programme participants will:

Have considered the crucial function of the CV in the recruitment and selection process:

- Who reads your CV?
- What does the new employer want to see?
- What does the new employer not want to see?
- Meeting the needs of different recruiters

Know what can be included in the cv and how it can be presented:

- Different types of CV's
- How to tailor the CV to the position
- Black and white - or colour?
- Use of photographs – or not
- Paper stock
- Packaging

Participants will have considered how to deal with application forms and how to complete them

Case study – group work to look at a variety of CVs

This programme will include evaluation of a range of 'real life' CV's of varying quality, presentational style and length to allow individuals to decide how best they would like to present themselves.



## Interview Techniques

### Objectives:

By the end of the programme participants will:

Be familiar with the selection process and the importance of each step:

- Selection from CV's
- Testing and assessments
- Interviewing processes
- Offer / rejection

Be aware of current recruitment and selection methods:

- Occupational testing
- Assessment centres
- Psychometric tests
- Types of interview
- One-to-one
- Panel
- Competency

Have identified and understood how to avoid the main pitfalls as an interviewee:

- Personal presentation
- Preparation – knowledge of the employer
- Questions to ask (and not to ask)
- Giving honest, direct answers
- Attitude and approach

Planned for, and practiced dealing with different interview questions:

- The types and purpose of the interviewer's questions
- How to present your answers
- Dealing with negatives and difficult issues

How to wrap up the interview to leave a positive lasting impression:

- The final questions
- The next steps

This programme will include evaluation of a range of questions and handout for future personal preparation.



### Changing Direction

#### Objectives:

By the end of the programme participants will:

Be conscious of the positive opportunities that unexpected change presents:

- The chance to take stock of personal life goals
- Creating a personal vision and mission
- Self inventory – what are my personal strengths

Be prepared to deal with uncertainty and challenges:

- Identifying the challenges and rationalising each one
- Creating and maintaining a positive mindset
- Creating and fulfilling a positive action plan

Be inspired to be creative and adventurous:

- Role models that show what can be achieved
- Setting audacious objectives and achieving them
- Doing the totally unexpected

Where do I go to get support to forge a completely new approach to work?

- Finding and using a mentor / coach

Starting today!

- What to do to set out on a new path and a changed way of living and working?



## Programme Options

This is an in-company programme with the following options:

<b>Available Packages:</b>	<b>Bespoke</b> - We research, design and deliver the programme specifically for your needs
<b>Duration:</b>	Bespoke
<b>Materials:</b>	Folder, workbook, handouts, pen and certificate of attendance
<b>Support:</b>	<b>Research</b> - Pre-programme research visit or telephone discussion  <b>Administration</b> - Printing and packaging of delegate materials and liaison with your chosen venue for programme arrangements. Additional administration options available  <b>Evaluation</b> - Post-programme evaluation and a consultant's report providing feedback on the programme  <b>Righttrack Membership</b> - Lifetime on-line post-programme support via our dedicated delegate website and access to the training consultant who will answer any questions relating to the programme
<b>Dates &amp; Location:</b>	To suit you
<b>Delegates:</b>	Bespoke
<b>Style:</b>	Righttrack programmes are energetic, exciting and highly participative, which create an impact and motivate participants to learn and embrace change
<b>Learning Methods:</b>	We utilise a blend of learning methods: practice sessions, group workshops, scenario-driven learning, assignments, self managed learning, shared group learning, accelerated learning and structured group learning

