

CAPERA » KARRIERE

Outplacement & Karriereberatung

„We must often start over,
but seldom from scratch.“

– Ernst Ferstl

» OUTPLACEMENT

What to do when things no longer fit? Corporate goals, markets, and outlooks change. The result can mean the separation of staff members. Of course, in this situation fairplay is important. We help you professionally manage a separation strategy to guide and support your employees through this process.

“We must often start over, but seldom from scratch.” This realization as voiced by educator Ernst Ferstl speaks to reality, but is little consolation to the affected worker, who is often placed on an emotional rollercoaster.

Here is where professional personnel consultation and career counseling can help make the separation better for both parties. The company can be spared large severance fees, legal battles, and reputation damage. Organizational changes can take place more rapidly, and dismissed workers can be quickly and positively pointed toward the future.

CAPERA Outplacement Counseling leads to an assured way forward for your workers. We work together with them to find vacancies and guide them through the selection process.

» CAPERA OUTPLACEMENT COUNSELING PROVIDES:

Benefits for the employer

- » Professional Outplacement increases the likelihood of acceptance of the separation package and shortens the separation process through quicker agreement
- » Residual time on contracts is shortened and the company’s financial burden relieved
- » Unpleasant strife and legal battles are spared
- » The company avoids negative images and their effects
- » The organization can more quickly adopt its new policies
- » The business climate is stabilized, management is trusted, corporate culture protected, and motivation remains high
- » Separation discussions are easier when we take over the responsibility and care of affected workers
- » Group outplacement makes a responsible separation of several workers possible when necessary (for example, the closing of a business site)

Advantages for the employees

- » Professional Outplacement assures the continued career of the employee
- » An inventory of personal and technical abilities offers valuable recognition of new career possibilities
- » New career chances and more suitable challenges arise through change
- » Self esteem is heightened through recognition of one’s accomplishments and success
- » There is optimal preparation and planning throughout the application process
- » The applicant is in a strong position following continuous employment
- » Extensive training is given in self-promotion and successful interviewing
- » There is stable, continued support throughout the consultation process and failure is avoided due to the advisor’s deep knowledge of the market
- » The client is advised on job offers and counseled about employment contracts



„A good departure is one
with no more pain.“

– Hans Noll

» SEPARATION MANAGEMENT

Our separation management begins even before notice is given. We develop with you a separation strategy and advise and accompany you in conveying the message. For the affected employees, we offer non binding consultation.

We support you with our pragmatic, professional and goal-oriented counseling which has been methodically developed in 4 phases:

Phase 1: Situation analysis, orientation and goal establishment – We compile answers to the questions: Who am I? What can I do? What do I want?

» Understanding the separation

When the separation is understood and accepted, it often becomes the basis for looking forward while also examining the past. We stabilize the situation and direct energy toward further career development.

» Professional Development

Our counseling is grounded upon deep reflection of our client's employment history. In conversation, we discuss the client's long-term employment record, plus personal and career competencies, as well as goals, wishes and expectations.

» Qualifications

Together we look at technical and management competencies to match them with industries, products, markets and technologies. With the clients, we pinpoint past achievements and successes and develop career perspectives. Our thorough personality tests round out the picture.

Phase 2: Profiling and positioning – Developing a key application strategy, finding open and hidden vacancies, using sector-specific language, and presenting optimal documentation.

» Profile development

Our clients compile meaningful, convincing career portfolios which position them perfectly for the labor market. We support them as they narrow in on their desired positions, industries, and companies and find both hidden and open vacancies. In this way, the clients profit from our years of experience.

» Presentation

Application documents and social media presence are optimized to reach the desired market positioning. Our clients are placed for a perfect network of contacts.

Phase 3: Application coaching – Composing short presentations and practicing interview techniques

» Training

Using different styles, we coach applicants in their telephone pitches and in their job interviews. We also offer the option of more than one personal advisor.

» Application status

Candidates are well prepared for telephone and in-person interviews. They know their strengths and limits. They come across as authentic and reflective, and are more interesting, engaged conversationalists.

Phase 4: Decision and orientation phase – We guide the decision and negotiation process and accompany the new employees as they adapt to the new employer.

» Deciding

After being invited to job interviews, the applicant is ideally in various negotiations. We support the candidate in making the right decision.

» Getting established

During the first few weeks, we are available to consult with the new-hire. For up to six months, we can accompany the employee who is adapting to a new work situation, and we can coach him or her through difficult situations.



„New paths are created as we walk them.“

– Franz Kafka

» OUR PACKAGES

We have organized our popular packages into Basic, Standard, and Select. We also have an hourly **Compact-Program** and a **Premium Package**. The latter is based on the Select Package and offers 24-months, including secretarial service, job search, and a further 6 months of consultation during the adaptation into the new position.

Situation analysis, orientation and goal-setting

- Understanding the separation and departure from the firm
- Validating nullification of employment agreement through consultation with expert in employment law
- Analysis and reflection of employment history
- Evaluation of competence, character, and suitable vocations
- Personality testing and competency diagnosis
- Individual coaching and training throughout the change process
- Development of new career goals

	Basic 4 months	Standard 9 months	Select 15 months
Understanding the separation and departure from the firm	✓	✓	✓
Validating nullification of employment agreement through consultation with expert in employment law	✗	✗	✓
Analysis and reflection of employment history	✓	✓	✓
Evaluation of competence, character, and suitable vocations	✓	✓	✓
Personality testing and competency diagnosis	✗	✓	✓
Individual coaching and training throughout the change process	✗	✗	✓
Development of new career goals	✓	✓	✓

Developing and positioning the employment profile

- Gathering a list of possible positions, industries, and companies
- Developing a strategy to find both open and hidden vacancies
- Access to costly company data banks including utilization of CAPERAs network of contacts
- Compilation of job-search documents with position-specific variations
- Professionally photographed application pictures
- Optimizing the presentation of diplomas and certificates
- Suggestions for further certification
- Maximizing explanations of one's job changes and separations
- Development of profiles on XING, LinkedIn and Experteer
- Yearly membership in XING, LinkedIn and Experteer

	Basic 4 months	Standard 9 months	Select 15 months
Gathering a list of possible positions, industries, and companies	✓	✓	✓
Developing a strategy to find both open and hidden vacancies	✓	✓	✓
Access to costly company data banks including utilization of CAPERAs network of contacts	✓	✓	✓
Compilation of job-search documents with position-specific variations	✓	✓	✓
Professionally photographed application pictures	✗	✗	✓
Optimizing the presentation of diplomas and certificates	✓	✓	✓
Suggestions for further certification	✗	✓	✓
Maximizing explanations of one's job changes and separations	✓	✓	✓
Development of profiles on XING, LinkedIn and Experteer	✓	✓	✓
Yearly membership in XING, LinkedIn and Experteer	✗	✗	✓

Instruction in the job application process

- Working on the mini presentation (elevator pitch)
- Learning networking conversations
- Communication training to prepare telephone interviews
- Practicing different telephone interviews and styles with personal consultants
- Preparation and execution of application dialogues
- Conducting different styles of employment discussions and interviews with at least two employment counselors and getting thorough feedback
- Handling difficult inquiries and posing your own questions
- Video analysis of interviews
- “Dress for success” suggestions from a certified advisor
- Scheduling with the Assessment Center

	Basic 4 months	Standard 9 months	Select 15 months
Working on the mini presentation (elevator pitch)	✓	✓	✓
Learning networking conversations	✗	✓	✓
Communication training to prepare telephone interviews	✓	✓	✓
Practicing different telephone interviews and styles with personal consultants	✗	✓	✓
Preparation and execution of application dialogues	✓	✓	✓
Conducting different styles of employment discussions and interviews with at least two employment counselors and getting thorough feedback	✗	✓	✓
Handling difficult inquiries and posing your own questions	✓	✓	✓
Video analysis of interviews	✗	✓	✓
“Dress for success” suggestions from a certified advisor	✗	✗	✓
Scheduling with the Assessment Center	✗	✗	✓

Decision and orientation phase

- Developing a strategy for negotiation
- Analyzing and advising as positions are offered
- Preparation for the new position and assistance in the orientation phase
- Monitoring throughout orientation (i.e. the first 100-days)
- 25-month further employment guarantee after new training

	Basic 4 months	Standard 9 months	Select 15 months
Developing a strategy for negotiation	✓	✓	✓
Analyzing and advising as positions are offered	✓	✓	✓
Preparation for the new position and assistance in the orientation phase	✗	✓	✓
Monitoring throughout orientation (i.e. the first 100-days)	✗	✗	✓
25-month further employment guarantee after new training	✗	✗	✓

Basic, Standard, Select, and Premium

inquire about costs

Compact Program

4.500 € netto

8 meetings with individual counselor, each up to 2 hours within 10 weeks



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