



Gateway Guide 12 Steps to a Successful Redundancy

Gateway Career Management is a team of career coaches and development specialists based in the South East.

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12 Step Guide to Preparing and Planning for Your Redundancy to Get Ahead

Here are our 12 steps to make sure you take full advantage of redundancy and not just react to it:

1. **Get your CV up to date.**

It is your main sales document and your front of house. It needs to show your last position and clearly indicate why people should see you. Get some professional advice from someone with a track record of helping people in your situation.

2. **Think ‘Achievement’.**

What have you done that your next employer would most value? Can you show the business benefit of it? It is very important to be able to quantify your achievements. Ask yourself the question “so what?” and if your achievement does not pass this test it may not be worded strongly enough.

3. **What are you good at?**

Particularly outside work? What do you enjoy or have an interest in that could be turned from a leisure pursuit into a work opportunity? Think about your hobbies and other activities which take up your spare time.

4. **Be clear what you want.**

Make sure you know your top 10 key Career “Wants and Needs.” Large job / small job? Structured role / freedom to show your creative side? Stability / risk taking?

5. **Identify transferable skills.**

Think about and find examples of your key transferable skills. For example if you have been involved in Customer Services the skills you used there can be invaluable in another working environment and context.

6. **Have a plan.**

Know yourself and what you want to do? Whatever the options, you may want to broaden your horizons. You need an action plan. Getting a job is a full-time job and you may need help and specialist guidance.

7. **Work / Life balance.**

Does your plan fit in with your requirements outside work? If not what changes do you need to make?

8. Work on your network.

You may only get a job from networking. How strong is your network? Are you using it at the moment? Draw up a list of people you know who can form the basis of your network.

9. Get legal advice (if you need it).

You may decide to litigate, for a variety of reasons. You need to know whether you have a good legal claim and what this is worth. Specialist employment solicitors advise on this, as well as negotiating compromise agreements, tax and whether any restrictive covenants in your contract are valid. Contact our Employment Law partner, Just Employment, for more details.

10. Negotiate your package.

Your employer must fulfill your contractual and statutory rights: accrued holiday pay; notice or pay in lieu of notice; and statutory redundancy pay. Many employers are more generous than this. They may have a redundancy policy as to how much to pay. You may be able to use your knowledge of how much other leavers have been paid. If the employer asks you to sign a compromise agreement, there must be an extra payment to persuade you to waive your rights to go to Court or Tribunal. You may want to negotiate, not just more money, but extended health or life insurance, a reference, outplacement or a longer period to exercise your share options. In the end, you want the peace of mind of knowing that you have got all you can, short of litigation. If you don't ask, you don't get.

11. Keep a positive mindset.

Remember that there will be many others who are in the same situation as you are but some will not have been able to seek advice or support. Think about the benefits of having the chance to reflect on what you have to offer a new employer. Keep open to approaches from network contacts, friends, previous employers and other people you have not met. See your glass as half full not half empty.

12. Organise yourself.

Have a plan for what you want to achieve each day. Recognise when you are at your sharpest and most alert. Don't try and do too much on any one day but spread your effort across the week so that you remain focused on essential activities and do not get distracted. Take a break from your job search every day so that you return to it recharged.

12-Step guide prepared by Transform Your Redundancy in conjunction with Just Employment

www.NextStep4Me.co.uk www.JustEmployment.com

For more advice on turning redundancy into your best opportunity since leaving school, see the website page about our full workshop at:

www.NextStep4Me.co.uk/theworkshop

Further Information

For further information or support about Twelve Step Redundancy Process contact:



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