

### What do I need to do next?

To find out more call **0800 043 1875**. Our advisers will take your details and a **learndirect** Business representative will get in touch with you directly to discuss your needs.

Alternatively, you can contact them directly:



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# Redundancy support for your business



**learndirect-business.co.uk**

**0800 043 1875**

*Nothing can stop you when you learndirect*



Redundancies are challenging for everyone involved. If you are being forced to reduce the size of your workforce as a result of the current economic climate, **learndirect** Business can provide tailored support to suit your company's circumstances, to minimise the impact and provide help and advice when redundancies are taking place. We can help people make the journey back to work or develop training and redeployment plans for groups of employees from specific industries.

### How can we support you and your employees?

- Taking a consultative and collaborative approach, we will work with your management team to take the pressure off you, by offering a comprehensive support package to place your employees into new job roles.
- Our experienced mentors will support your employees, building their confidence and motivating them to get back into the local labour market as quickly as possible.
- We will also source relevant job opportunities through our links with local employers and employment agencies, so you do not have to spend your time and money on recruitment support.
- Our dedicated mentors can work on your premises or your employees can have their consultation sessions in the privacy of a **learndirect** centre. This can be out of hours, to fit in with shift patterns.
- Further funded training is available for eligible employees once they have secured and moved into their new job role, providing a complete support package.
- We will source government funding to cover the costs of this redundancy support.

### What does the redundancy support package include?

As every employee's circumstances will be different, our comprehensive redundancy support package is tailored to the personal needs of each individual.

#### A typical support package could include:

- A skills analysis to help identify transferable skills and training needs relevant to the local labour market
- Job-focused training to help individuals develop the vocational skills needed to find employment
- Clear information about alternative job opportunities in the local labour market
- Expert advice on creating a compelling CV which effectively promotes the individual's responsibilities, achievements and existing, transferable and newly acquired skills
- Assistance with improving employees' job search skills, helping them search for relevant vacancies through our links with local agencies and on the web
- Advice and guidance on successful interview techniques, including mock interviews and practice tools
- Help with securing the right job, with further training opportunities once in the new role, including vocational qualifications.



### What type of training is available?

**learndirect** Business offers a wide range of training in key business areas including:

- Confidence Building and Motivation
- Communication Skills
- Business and Administration
- Customer Service
- IT
- Management
- Team Leading
- Health and Social Care
- Other sector specific training
- Business start-up

### How is the training delivered?

**learndirect** Business training is delivered in a highly flexible way, enabling employees to learn at a participating **learndirect** centre or in the workplace. Help and support is provided by experienced tutors every step of the way and as the courses are delivered online, employees can learn at their own pace and fit their learning around work commitments.

### Will it cost me anything?

The redundancy support package is fully funded, if your staff meet the eligibility criteria. **learndirect** Business can access government funding to provide this help and support to your organisation.