

Layoff and Outplacement Services

During tough economic times, many companies find it necessary to consider downsizing as a way to control expenses. In order to support clients with the resources they need, The Melita Group offers the following layoff and outplacement services:

Layoff Project Management

Overall project management by a senior level HR consultant to assist with layoff logistics.

Onsite Support during Layoff

Assistance is provided by a senior level HR consultant on the actual day of the layoff to ensure that:

- Any questions from members of management regarding the services provided to impacted employees are addressed;
- Each impacted employee receives a personal invitation to the Job Search workshop (if offered) and an opportunity to review the value/content of the workshop; and
- Participation is maximized in each workshop.

Job Search Workshop

Client exclusive workshop for employees who have been impacted which covers topics such as:

- Resume development - chronological, functional, and hybrid styles, etc.;
- Developing a strategic Job Search Action Plan;
- How to market yourself in the job market; and
- Interviewing and negotiating skills.

Virtual or In-Person Job Search Coaching

Access to a senior level HR consultant for coaching on topics such as:

- Review of Job Search Action Plan and related strategy;
- Resume refinement;
- Coaching on maximizing personal and professional networks;
- Interviewing practice; and
- Review and strategy for salary negotiation.

The Melita Group's approach brings value to layoff and outplacement needs by providing one, consistent point of contact throughout all services referenced above, personalized approach to 1:1 coaching, and the ability to maximize workshop participation by having a senior level HR consultant onsite on the day of the layoffs.

CONTACT INFORMATION

Contact HR Services today for more information:

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