

Next Steps Consulting Webinar Series

‘Thinking About Your Next Role’

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Next Steps Consulting Support

Next Steps Consulting will be offering outplacement support until 31st October to help you prepare for your next role.

The package of support will include:

- An Online portal with downloadable documents and templates that cover all areas relating to your job search - <https://www.outplacementnextsteps.co.uk/> Password - nextsteps
- A webinar series:
 - **Thinking about your Next Role** - 4th August at 10am
 - **Preparing your CV and Job Applications** - 14th August at 10am
 - **Preparing for your Interview** - 25th August at 10am
- Unlimited email support - please get in touch on support@nextstepsconsulting.co.uk

Online Portal

Your Resources

YOUR NEXT ROLE ≥

Whatever your reasons for changing roles it is always a good opportunity to take stock of your current situation, reflect on your previous jobs and think about what you want from your next opportunity and what is going to really make you happy.

BEGIN

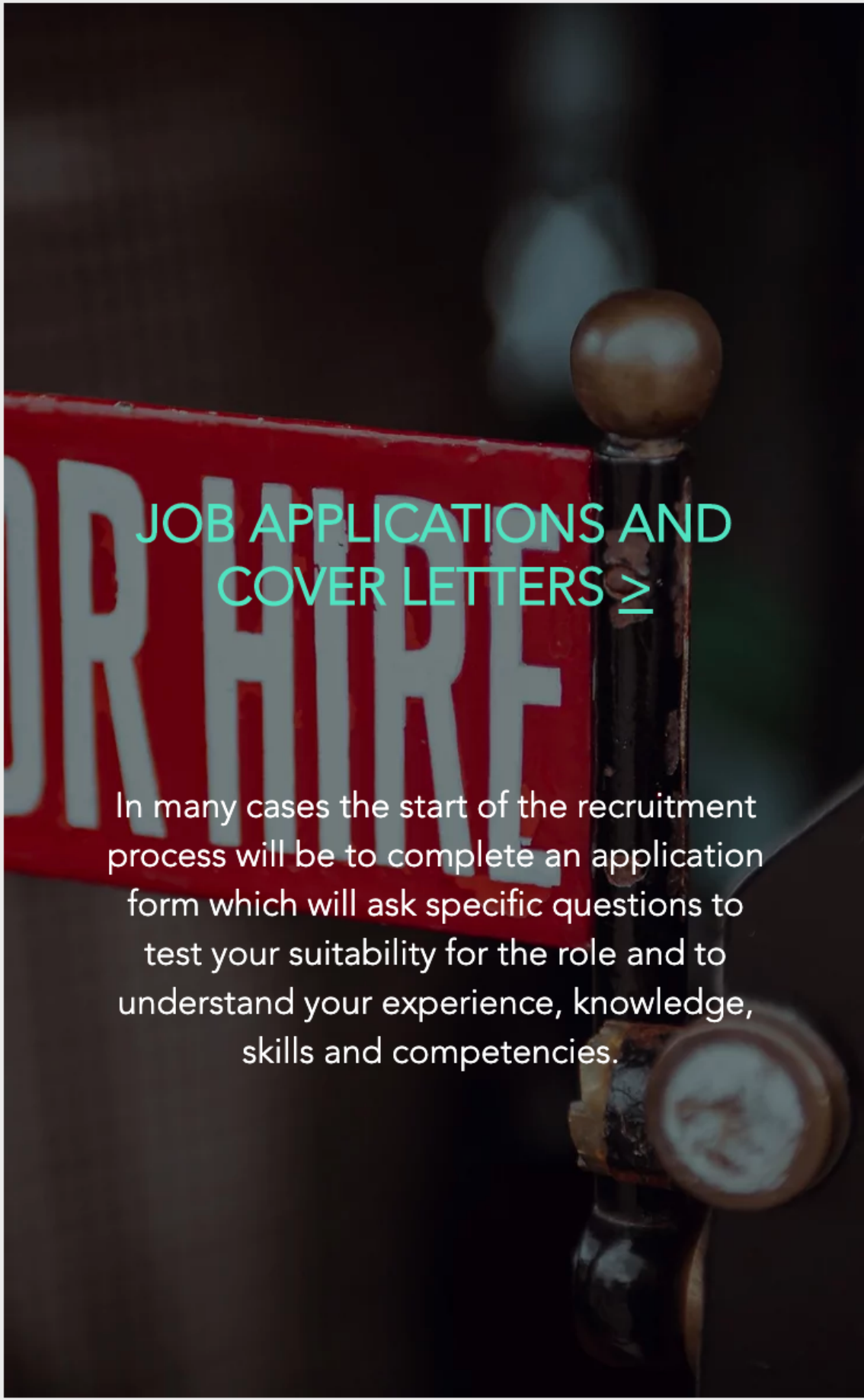
NETWORKING AND ROUTES TO MARKET ≥

Once you have a clear idea of what your wants and needs are for your next role and your skills and experiences, it is time to think about your networks, what are the routes to market for your next role and how to start to think about your perfect job.

BUILDING YOUR BRAND AND CV ≥

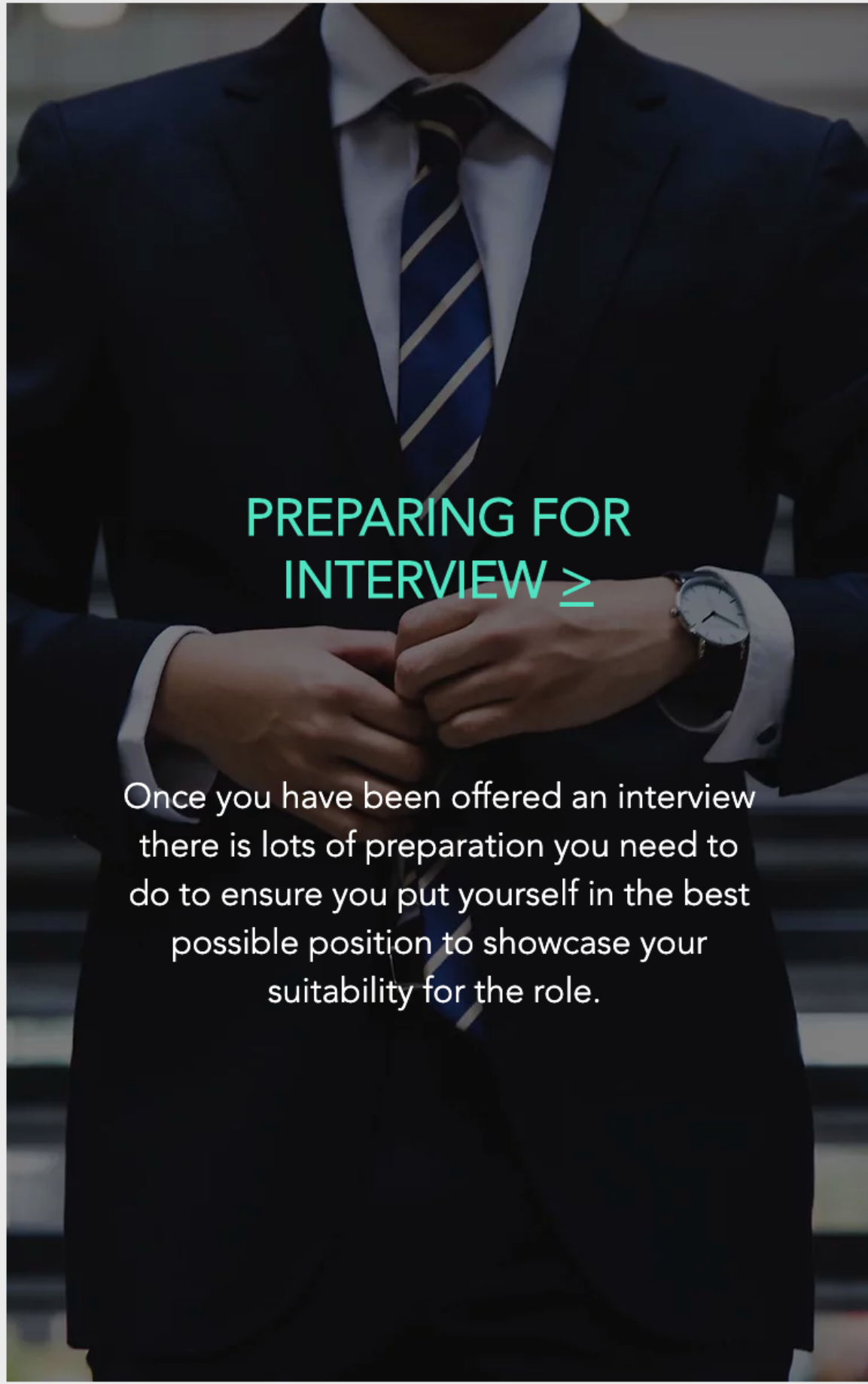
As you start to get more clarity about the sort of roles in which you wish to apply for, it is now time to think about your brand and how you market yourself.

Online Portal



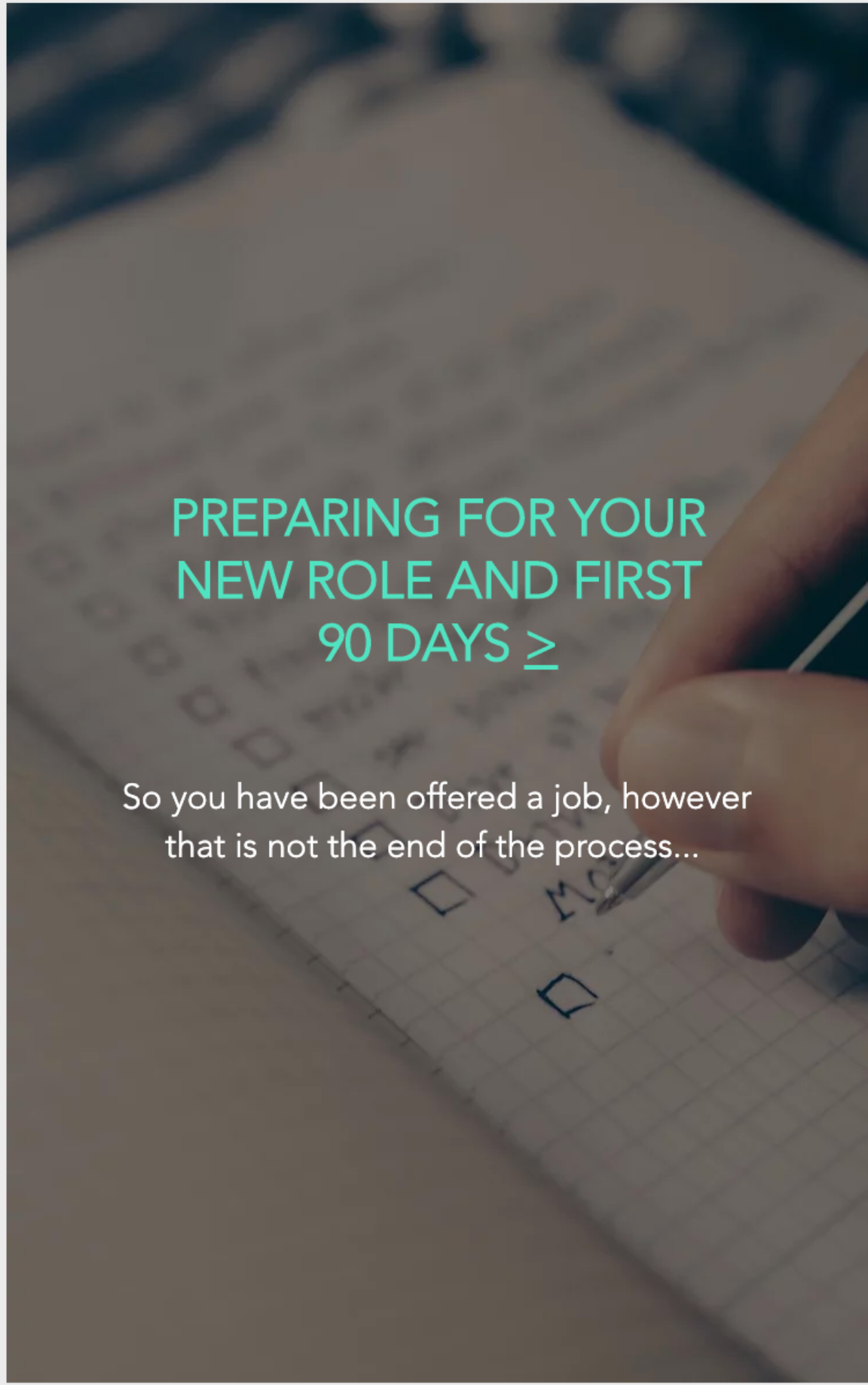
JOB APPLICATIONS AND COVER LETTERS ≥

In many cases the start of the recruitment process will be to complete an application form which will ask specific questions to test your suitability for the role and to understand your experience, knowledge, skills and competencies.



PREPARING FOR INTERVIEW ≥

Once you have been offered an interview there is lots of preparation you need to do to ensure you put yourself in the best possible position to showcase your suitability for the role.



PREPARING FOR YOUR NEW ROLE AND FIRST 90 DAYS ≥

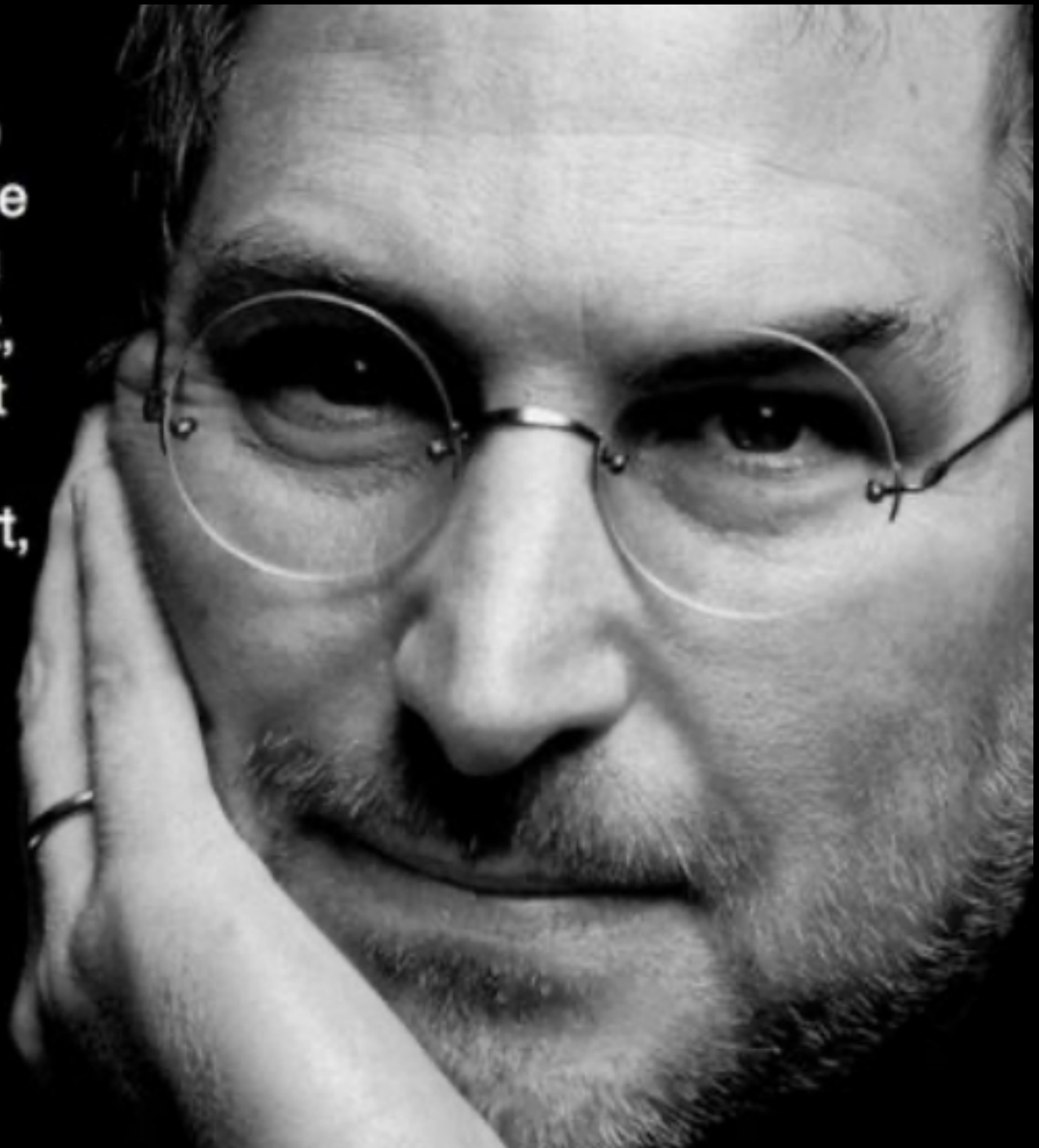
So you have been offered a job, however that is not the end of the process...

What we will cover today

- Alignment Model
 - What is the Alignment Model?
 - Case Studies
 - Q&A
- Building your Confidence
- Take Away Learnings
- Homework and Next Steps

“The only way to do great work is to love what you do. If you haven't found it yet, keep looking. Don't settle. As with all matters of the heart, you'll know when you find it.”

- Steve Jobs



The Alignment Model

- What is the alignment model?
- Why is it important to use it?
- How do I use it?

1. I Want and Need	3. They Want and Need
2. I Offer	4. They Offer

1. I Want and Need	3. They Want and Need
• Promotion? Something new / different? • Type of role • Type of organisation • Sector • Culture • Empowerment • Autonomy • Level of responsibility • Level of challenge • Level of interaction with people • Salary / package • Location • Family needs	
2. I Offer	4. They Offer

1. I Want and Need	3. They Want and Need
2. I Offer	4. They Offer
What is your offering? Your USP? Think about your: • Skills • Knowledge • Experience • Achievements • Competencies • What are you good at? • What don't you want?	

1. I Want and Need	3. They Want and Need
	• What is the purpose of the role? • What is the job content? • What experience, skills & knowledge does it require? • Why is the role vacant? • What are the strategic goals? • What are the key business challenges? • What are the deal breakers? What mitigation do you have for the elements you don't meet?
2. I Offer	4. They Offer

1. I Want and Need	3. They Want and Need
2. I Offer	4. They Offer
	What due diligence do you need to do on the organisation before you accept any job offer? • How closely does the opportunity match what I want and need (no 1)? • What am I prepared to compromise on? • Do I understand the organisation and role wants and needs (no 3)? • Is the organisation going to offer: ○ Support ○ Development ○ Cultural fit ○ Progression

1. I Want and Need	3. They Want and Need
• Promotion? Something new / different? • Type of role • Type of organisation • Sector • Culture • Empowerment • Autonomy • Level of responsibility • Level of challenge • Level of interaction with people • Salary / package • Location • Family needs	• What is the purpose of the role? • What is the job content? • What experience, skills & knowledge does it require? • Why is the role vacant? • What are the strategic goals? • What are the key business challenges? • What are the deal breakers? What mitigation do you have for the elements you don't meet?
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What is your offering? Your USP? Think about your: • Skills • Knowledge • Experience • Achievements • Competencies • What are you good at? • What don't you want?	What due diligence do you need to do on the organisation before you accept any job offer? • How closely does the opportunity match what I want and need (no 1)? • What am I prepared to compromise on? • Do I understand the organisation and role wants and needs (no 3)? • Is the organisation going to offer: ○ Support ○ Development ○ Cultural fit ○ Progression

Case Study 1

The Situation

- My client had just graduated and although he had worked in the industry had never done so full time. He wanted to apply for a temporary role at a very well known institution. He was daunted as didn't think he stood a chance.

The solution

- As we went through the alignment model it became apparent that he was actually over qualified for what they were looking for and this really boosted his confidence.
- It also allowed us to prepare for the question 'why do you want this', he was able to prepare and get across that it was the experience of working in such an institution that he was looking for and that he was passionate about working there and using his skills to help them develop even further.

Results

- He was able to write a very convincing application and at interview he had the confidence to show why they should take him for the role.
- 9 months into the role and they have offered him a further year contract. Continual revision of the model has helped him to understand his value and alignment with what the organisation are looking for.

Case Study 1 – Client Quote

"I am currently working at a prestigious institution with athletes ranging from regional through to Olympian. Jobs come up very seldom and are applied for by many of the best in the sport. Without working with Ang through this process I wouldn't have had even had the confidence to apply. We worked through the alignment model (which was the backbone of the whole process), creating my CV from scratch and did interview preparation and practice that pushed me out my comfort zone. We worked on both basic questions and practised giving evidence to support more specific questions with actual examples which I knew would impress based on my detailed understanding of what they were looking for. The alignment model boosted my confidence as it helped me realise and articulate that I was not only just qualified for the role but actually over qualified. I now feel very lucky to be part of such a great team."

Case Study 2

The Situation

- My client had worked for the organisation for several years. Their job had changed in recent years and there had been a change in their line management and a change in direction of the business.
- There was a reorganisations proposed. They were unhappy, felt anxious and in a rut. Voluntary redundancy was being offered but they didn't know what to do.

The Solution

- They applied and worked through the alignment model.
- They were really honest in their approach and even asked a work colleague (who they trusted) and a friend to review it.
- They were able to see that they had stopped being great in their job because the organisation had changed.
- They were doing things that they didn't really like and this was affecting their confidence and how they performed in their job.
- They found that it was also impacting on home life too.
- They found out what they were really great at; what they were good at and importantly what they didn't like and want to do anymore.
- They did discover that they liked the environment and the type of business they worked in and were able to back thus up with experience, skills and knowledge in this sector.
- Developed a really strong CV from the alignment exercise.

Results

- Decided to take voluntary redundancy.
- Explored job opportunities in similar sectors - below level currently operating at.
- Gained confidence again / remember when they were great.
- After several interviews / a couple of offers - decided to accept a role.

Case Study 2 – Client Quote

"I found the alignment exercise really challenging at the time and it took me to some uncomfortable places. I am glad that I did it and I am glad I got feedback from a work colleague and a friend, it was well worth the work in completing it and I used it for job applications, interview preparation and revising the offer of employment".

Any Questions on the Alignment
Model?

Confidence

When were you at your best?

What was the environment?

What did you do?

How did it feel?

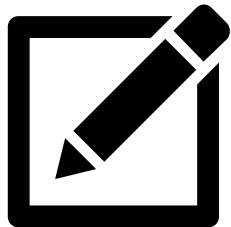
Building Your Confidence



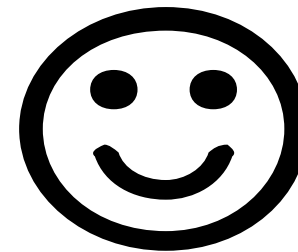
BODY LANGUAGE



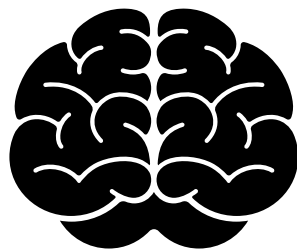
POSITIVE SELF TALK



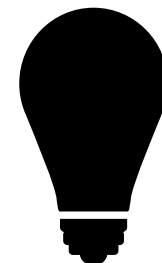
BE PREPARED



ACCEPT YOURSELF



GROWTH MINDSET



LIVE BY YOUR VALUES

FIXED MINDSET

MINDSET

CHARACTERISTICS

GROWTH MINDSET

SET - YOU HAVE WHAT
YOU HAVE

SKILLS+INTELLIGENCE

CAN BE GROWN AND
DEVELOPED

HOW THEY LOOK
PERFORMANCE FOCUS

MAIN CONCERN

LEARNING / GETTING BETTER
PROCESS FOCUS

SOMETHING YOU DO
WHEN YOU'RE NOT GOOD

EFFORT

AN IMPORTANT PART OF
LEARNING

GIVE UP / CHECK OUT

CHALLENGES

PERSEVERE / WORK THROUGH
IT - SHOW MORE GRIT

TAKE IT PERSONAL
GET DEFENSIVE

FEEDBACK

LIKE IT / USE IT TO LEARN

HATE THEM / TRY
TO AVOID MAKING THEM

MISTAKES

TREAT THEM AS A LEARNING
OPPORTUNITY

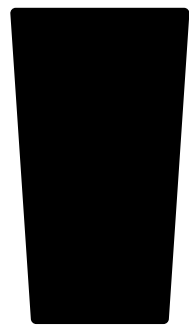
Don't Forget your Wellbeing



KEEP ACTIVE



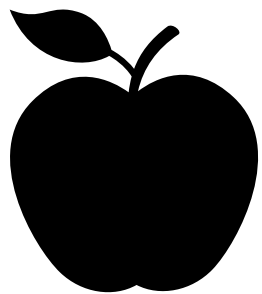
GET ENOUGH SLEEP



STAY HYDRATED



TAKE TIME FOR YOU



EAT WELL



DISCONNECT

Take Away Learnings

- A time to reflect - to think about what is next.
- What are you wants and needs - these are personal to you.
- Always come back to your alignment model.
- Being true to yourself - due diligence.
- Take time building your confidence and resilience.
- Don't forget your wellbeing.

Homework and Next Steps

- Complete Alignment Model - My Wants and Needs and I Offer (template on website)
- When were you at your best? What was the environment and who was around you?
- Research possible sectors or roles you are interested in.

If you have any further questions or you would like us to look through anything please do get in touch
support@nextstepsconsulting.co.uk



©Charlie Mackesy

"What's the best thing you've
learned about storms?"

"That they end," said the
horse.



**Thank You
Any Questions?**