



Career SOS Help - Services for Organisations

Workshops and Tailored 1-2-1 Coaching

www.careersoshelp.com



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Career Transition Support

Employees involved in organisational restructures experience the impact very individually. Receiving support from a Career Transition Coach can help to make sense of what is happening and enable them to find clarity and confidence to move forward successfully.

I offer a range of options which can be tailored to specific needs:

1. Personalised Career Coaching

Coaching sessions are available so that individuals can receive tailored 1-2-1 support. Participants can discuss, in complete confidence, any career or personal worries that they may have.

Typical areas for exploration in coaching sessions include:

- Dealing with the emotions that have been triggered because of the news.
- Building resilience for this situation and to be able to handle setbacks.
- Exploring the possibilities and options that are available.
- Understanding what makes the individual who they are – transferable skills, knowledge, experience, values
- Learning how to overcome limiting beliefs.
- Gaining clarity regarding the direction to take and to create the plan to achieve this.
- Building confidence to take action

I also offer individual mentoring and development sessions for the practical aspects of career transition. For example:

- How to approach completion of expressions of interest/profiles/application forms for internal opportunities
- CV/Application forms & Cover e-mails/Letters
- LinkedIn Profile creation and using linked in for job searching.
- Knowing where and how to look for new opportunities.
- Networking
- Building interview skills and confidence
- Perfecting Interview Presentations and other Assessment Centre Activities
- Negotiating a job offer
- Moving out of traditional employment e.g. setting up a business, freelancing, interim roles, portfolio careers

One size does not fit all; coaching time will be used to focus on the needs identified by the individual in conversation with me.

Coaching sessions take place via Zoom/Teams and are generally 1 – 1.5 hours in duration.

Single sessions are priced at £85 - £115 each

Should a package of sessions be required per individual, or to be used flexibly across a project, a different pricing structure may be available.

Optional “Meet Your Coach” information and/or group meeting are available to help build the relationship with your participants.

2. Workshops (currently delivered via Zoom)

Preparing for an Internal Application Assessment

This workshop includes tips and guidance to help participants prepare well for the assessment activities required for any internal application/expression of interest they may make. There is a focus on how to showcase experience and skills relevant to the job description and person specification for the role(s) being applied for. We also look at strategies to help manage any emotional impact they may be feeling because of this change within the organisation.

An initial consultancy conversation will be required with the project lead and/or HR to understand the organisation specific application documentation, details of the roles affected etc. and to tailor the content to your needs.

This workshop can either be delivered in 1 x 6 hours 2 x 3 hours sessions. Maximum number of participants is 8

CV Writing & Your Personal Brand

A person’s CV is more than a summary of their career. If written well it showcases what an individual can offer, who they are and how they fit the needs of the role and the company perfectly.

Increasing use of software by some organisations, to sift through the CVs and application forms to shortlist candidates for interview, means that applicants need to understand how to ensure they are not overlooked.

This workshop not only includes guidance to create strong CVs, through various activities it helps participants gain clarity on their uniqueness and how to communicate this effectively.

This workshop is 3.5 hours and has a maximum of 8 participants.

Career Development & Performance Coaching

Whether you want to support individuals to realise their potential, develop your internal talent for succession planning or feel that coaching could help an individual improve performance, I can deliver 1:1 support to achieve yours and their goals.

I offer a blended approach which includes training, mentoring and coaching so that the individual has the best chance of success. Optional psychometric consultancy, assessment and feedback sessions are available too. Every situation, organisation and individual are unique. Please contact me so that we can discuss exactly what you are looking for and how I can help.

Why Choose Michelle Tranter?

My client's opinions matter - looking through my website you will see comments and views or visit my LinkedIn Profile for more testimonials.

Here's a sample:

"She helped me identify my career motivations and the roles that appeal to me. Within a month of meeting this extremely talented career coach I secured my ideal role. Michelle's guidance and support gave me the confidence boost I needed. I wouldn't hesitate to recommend Michelle and would suggest to anyone considering a career move to speak to her; she'll enable you to unlock the hidden potential within you!"

—Gaynor G, Operations Executive

"Working with Michelle has been an absolute pleasure. To be honest, I was relatively sceptical at first because of my previous experience with other CV coaches. My perspective rapidly changed after our initial call as she confidently explained her approach. I used to take my achievements for granted and Michelle helped me find the words and confidence to articulate them in a positive way. Her sense of humour and listening skill make the sessions very pleasant and comfortable as she creates a space where you are able to remember your forgotten achievement. I would highly recommend her services to anyone who needs support with their CVs and wants someone who will help them express their accomplishments,"

Emmanuel N, Project Manager, Construction Industry

"I would like to thank you for arranging the Internal Interview Preparation Workshops. I attended the session yesterday, which was very well received by all, and it was evident that all the attendees found value in the content of the workshop and took comfort in how professional and empathic Michelle was in the delivery of the sessions, throughout the day".

Nicky I, General Manager, Charity

I have been given the tools that I needed to be a more assertive person and now have more confidence to be able to stand up for myself in situations when previously I may have felt it 'safer' to suffer in silence

Beth F, Teacher

I love working with you - you are always professional, thorough and have laser insight; you are always warm, easily able to put people at ease and manage the expectations of the business.

Debbie W, Recruitment Specialist

Michelle, the feedback from the 4 participants that have received a development feedback coaching session so far is excellent, they really enjoyed it and found it motivational and very helpful.

James F, HRBP, Pharmaceutical

About Me

I'm a professionally qualified Personal and Business Coach, Psychometric and HR practitioner with a career encompassing operational, management and HR roles. By bringing coaching, leadership development, mentoring and HR expertise to our working relationship I can provide appropriate and high-quality solutions to meet your needs.

I create the safe space for clients to think, challenge them to explore their thoughts and feelings, really listen to who they are and what they want and support them to develop the resolve, skills, behaviours, and strategies, to get them there.

Taking a partnership approach is important to me and I will want to understand your organisation, the business objectives, and the outcomes you are looking for by commissioning your project. With wide sector experience - Financial Services, Charity, Education, Health, Engineering, Manufacturing, Law, Construction, Retail, Call Centre, Pharmaceutical, Various Public Sector Departments and more, you can be sure I can relate to your people

Featured Expert for Abintegro - the Career Development Portal used by many organisations
Contributor to Psychologies LifeLabs
Speaker for CMI Events

You can find out more about me – www.careersoshelp.com

or LinkedIn www.linkedin.com/in/michelletranter

Please contact me to discuss your specific requirements and discover how I can help:

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Book a telephone appointment: www.careersoshelp.com/book-online

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Achieve More, Live More
make your career work for you 