

Basically...

Key Terms in Plain English



Leading learning and skills

Issue 6: Feb 09

Redundancy IAG support through nextstep

A definition:

Support for companies making redundancies to provide practical advice to their employees.

What is it all about?

nextstep is a government funded service that provides face to face information and advice on learning and work. When companies are planning redundancies, **nextstep** can offer constructive support to employees to help them prepare for a positive future. Benefits for businesses include:

- The service is government funded, so there is no cost to companies
- The **nextstep** advisers are professionally trained with comprehensive local knowledge
- Support and a constructive focus for employees during this time of change
- A flexible approach minimises disruption, and suits the needs of both employees and the company

What does this mean in real terms?

nextstep advisers, with knowledge of local labour markets, can support staff by providing workshops or one to one sessions to employees facing redundancy. Examples of practical workshops include:

- CV writing and covering letters
- Application forms
- Interview techniques and advice
- Confidence building
- Job searching
- Advice on courses and training

Individuals are supported to identify transferable skills and strengths, and these are built into a targeted action plan. Any training needs are also identified, and help is given for employees to come to terms with their situation, whilst maintaining their self confidence.

Practical help and further advice on useful contacts and websites is also given.

What more can we do?

For more information on the **nextstep** redundancy support service:

- phone: 0800 1954 700
- email: nextstep.enquiries@vtplc.com
- visit: www.nextstepsoutheast.org.uk