

## What benefits can I expect to gain from my Program?

Previous participants can best describe the benefits of our program. When asked to evaluate which of our services were most helpful in their career transition, the most common responses included:

- **A shorter, less-stressful period of transition:**

This resulted from making use of the full extent of Audrey Page & Associates' program, i.e. the office facilities, attending workshops, taking advantage of the various resources and practical assistance.

- **Professional assistance with résumé development and other written material:**

The professional way that Audrey Page & Associates co-develop résumé, application letters and other written materials opens up some excellent employment opportunities.

- **Constant encouragement and practical support:**

A personal consultant who goes "the extra mile" to help.

- **Tools to manage and develop your career:**

Insights and strategies on managing and developing your career in the medium to long term and how to position yourself for success in your next role.

### How soon can I get started on my Program?

Right away, or at your earliest convenience. Basically the sooner you start, the sooner we can equip you with the resources and skills that are outlined in this introductory brochure. We can make the appointment for you today, if you are ready. Alternatively we will be in touch on the telephone within the next few days to set up your first consultation.

Please bear in mind that we would like to review your existing résumé, if possible. You can email, fax or bring a copy along to your first appointment.

### Your Successful Transition

We view our relationship with you as a partnership, in which we are both responsible for reaching a range of positive outcomes. While making a successful transition to your next role is largely dependent on your own consistent efforts and positive attitude, it is reassuring to know that you are not taking this journey alone.

As illustrated in the model on page 2, you will have all of the resources, skills and experience of our dedicated Audrey Page & Associates team to guide and support you as you navigate through the rocks, snags and occasional patches of turbulence of the employment market.

It is our aim to make a very real difference to the lives of each of our participants and we look forward to being closely involved in your successful career transition.



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# New beginnings

ADDING THE HUMAN TOUCH

## Your Career Transition Program



# What does a Career Transition Program look like?

Wondering what is involved in an Audrey Page & Associates Career Transition program, and how it will help you? Let's have a look at a model of the services and support provided in your program before we move on to describe each area.



# What does a Career Transition Program involve?

A Career Transition program is designed individually around your needs and timelines; however, you will find that the following six areas will be covered (although not necessarily in the order in which they are presented here). Remember, we will tailor your program around you.

## Does the Program cost me anything?

**No, it doesn't.** There are no costs to you because it is company-sponsored. Many employers have adopted human resources policies that look after their employees' welfare and career prospects following a redundancy. Generally speaking, employers engage experienced career transition providers such as Audrey Page & Associates to deliver these services.

## Do you keep my information confidential?

**Yes, we do.** You will have an Audrey Page & Associates consultant assigned to meet with you on a regular basis. Over time you will find that a close professional relationship develops with your consultant. Our code of behaviour ensures discretion and the observance of strict confidentiality for any information you disclose. This code allows for the sharing of personal and sometimes sensitive information with your consultant without fear of it being divulged.



# Your Career Transition Program in brief

## 1. Appointment of Your Personal Career Transition Consultant

A consultant will be assigned upon your commencement and this same consultant will guide and support you throughout the duration of your program. You will get to know your consultant well as he/she will be your trusted career and job search coach. Your consultant will act in your best interests on all occasions, and will provide a professional and reliable source of advice and support during regular one-on-one meetings and via telephone and email.



## 2. Preparation of Practical Tools

Your résumé is an all-important document that represents you to the world. As experts in résumé preparation, we will help you develop a powerful résumé that will open up opportunities to present yourself at an interview. Other important written job search tools covered in your program are application letters.

You will learn how to analyse a job advertisement or position specification so that you pinpoint exactly what the employer is looking for.

Being able to match these criteria with your best “features and benefits” will help you to advance to the interview stage. Once again, we will help you present yourself competently and confidently throughout the interview. Your program covers preparation and practice of presentation skills including simulated interviews.

## 3. Career Planning

For many people this is a very important aspect of their program. Working with your consultant, you will explore your career options fully in the short, medium and longer terms. So, as you make progress towards securing your next position, you are also thinking through and planning to make choices further down your career path. Developing techniques and strategies to enable you to manage your own career can be a powerful and lasting outcome of your Audrey Page & Associates program.



## 4. Written and Online Resources

You will be supplied with your own Audrey Page & Associates job search tool kit that contains a comprehensive range of written materials covering practical information and advice that you will refer to frequently.

Other resources include an extensive online library of company-linked business covering large and mid-sized organisations. It aggregates and enhances content from over 30 diverse content providers representing 2,500 separate information sources to meet the unique needs of APA career transition program participants. Content includes world-class company and industry profiles, executive biographies, financial data, analyst reports, newswire stories and trade and business press articles and more.

## 5. Office Accommodation and Facilities

“What great offices and facilities!” is a common reaction we hear from participants as we show them around on their first visit. You will have a workstation that is equipped with a personal computer with the latest software and unlimited access to fast-speed Internet and online research tools. Make all your telephone calls; use the fax, photocopier, printer, mail service, and call on our expert secretarial back up. All the relevant newspapers, journals and our reference library will be at your fingertips.



## 6. Workshops, Seminars and Informal Gatherings

Group workshops, seminars and regular informal gatherings are a great way to meet others who are undertaking an Audrey Page & Associates program. In-house workshops are held weekly throughout the year. Sharing of information and ideas in a group setting and establishing useful contacts are additional benefits to be gained from attending these valuable sessions. Topics include: networking, presentation skills, life balance, image and wardrobe.



AUDREY PAGE & ASSOCIATES