



CAREER TRANSITION PROGRAM vs. Workshops

The Pluses and Minuses

TBK Career Management Services' Career Transition Program, a comprehensive, turn-key, self-paced, linked video and workbook program leads participants through the job search process. As shown below, the Career Transition Program is clearly the most effective, comprehensive and cost-justified outplacement assistance that you will find. In essence, the Career Transition Program provides higher quality and more quantity at a lower cost than traditional workshops.

Characteristic	Career Transition Program	Workshops	Advantage
<i>Content</i>	Comprehensive program equivalent to 4-5 day workshop. The Program typically takes a participant 25-35 hours to complete.	Depends on length of workshop. Typical outplacement workshop lasts 2-3 days.	Career Transition Program
<i>Ability to digest material</i>	Self-paced learning. Rewind/replay and re-read as needed to master material. Uses visual, auditory and written approaches. Multiple instruction techniques.	Relatively rigid time allocations for each subject. Accommodates the needs of the average person, not everyone. If subject not comprehended during class, difficulty in "catching up."	Career Transition Program
<i>Link to real-life use</i>	Viewing and work can be done multiple times and in logical sequence linked to reality of when people execute a job search.	Subjects covered during allotted time slots, typically months in advance of when the bulk of job search occurs.	Career Transition Program
<i>Cost</i>	Clearly low cost service while maintaining quantity and quality advantages. Importantly, workers go through Program on their own time, maintaining job productivity during transition. Human Resources personnel may be used for valuable counseling on difficult cases, instead of for administration of workshop programs.	Cost of typical workshop exceeds \$350 - 750 per person, depending on: length of program; number of participants per group; cost of facilities for workshop delivery; support costs (e.g., supplies, administration); cost of lost productivity as workers displaced from jobs for several days; travel; lodging; etc. Unfortunately, per person costs are often managed down by increasing group sizes, thereby further reducing the usefulness of the workshops.	Career Transition Program

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<i>Ease and value of review of material</i>	Rewind/replay aspects provide superior learning and review features. Allows easy review of relevant topics at appropriate times -- e.g., interviewing, answers to difficult questions, negotiation advice -- right before actual interviews.	Typically have a written manual to which one may refer. The subjects are typically covered months before they are used. This is particularly difficult for interviewing, networking, etc., where candidates need solid refreshers "just in time."	Career Transition Program
<i>Venting</i>	Displaced employees vent frustrations principally to family and friends. Some co-worker venting invariably takes place as displaced workers are notified well in advance of their expected termination date. Stress handling and some venting/transition exercises used in Program.	Some displaced employees need and thrive on the ability to vent their anger at their employer about the termination. Workshops provide convenient place for co-workers to air their gripes. Sometimes, a very vocal and angry ex-employee inhibits group progress.	----
<i>Administration of programs and services</i>	Eliminates all monitoring and administrative requirements and costs. Human Resources personnel can focus on providing extra assistance for special cases, not on administration.	Requires coordination, administration and monitoring of travel, facilities, participant attendance, facilitator coordination and the like. These are often large, sometimes hidden costs of workshops. Human Resources personnel taken away from higher value tasks to manage the workshop process.	Career Transition Program
<i>Confidentiality</i>	Keeps all employee matters private. Sensitive areas of self-assessments -- e.g., interests, skills, achievements, financial status -- do not get discussed in front of others. Participants can take an honest look at themselves without fear of peer pressures, comments, or negative reactions.	Confidential information is often discussed in the group setting, even if only in response to a commonly asked question. People sometimes do not want to divulge such information or be totally honest in response to self-assessment exercises for fear of opening themselves up to others.	Career Transition Program

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<i>Quality</i>	Absolute consistency of high quality instruction; not dependent on group or facilitator dynamics.	Depends on group and facilitator dynamics. Invariably, there are quality differences across workshop groups, in spite of best efforts or intentions.	Career Transition Program
<i>Productivity during job transitions</i>	Participants complete Program at their own pace and on their own time. This eliminates lost productivity, especially since most outplacement training is done in advance of office or plant shut downs.	Productivity completely lost during the workshop attendance. Putting numbers to this is fairly straight forward: Employees who make \$26,000 per year cost \$100 per day. Each two day workshop for these employees therefore costs \$200 of lost productivity. Three-day workshops would cost \$300 of lost productivity per person. Employees making \$52,000 per year would double these costs, to \$400 and \$600 of lost productivity per person for two and three day workshops, respectively. Naturally, these lost productivity costs are in addition to direct and indirect workshop costs (e.g., fees, travel, lodging, facilities, supplies).	Career Transition Program
<i>Distractions</i>	The individual participant creates his or her own, customized and desired learning environment. Unwanted distractions are virtually eliminated. No intimidation or peer pressure of workshops. Eliminates monopolization of groups by vocal member. Allows quiet, pensive reflection on important, private topics.	Depends on locale of workshop, group and participant dynamics. Some people distracted by being in sessions with their peers and co-workers. Further, groups with personnel of very different "stature" may create unintentional intimidation and inhibit learning. Risk of vocal and/or disgruntled participant dominating and inhibiting learning. Very strong workshop facilitators mitigate against some of these distractions, but not all.	Career Transition Program

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<i>Answers to individual questions</i>	Our experience allowed us to gather all common questions which occur in workshops we have run. At the end of each tape, these questions are posed by "workshop participants" and answered. In this fashion, each participant hears all the most asked questions and answers, not just those few which their workshop group might raise.	Questions can be answered immediately and specifically. Typically answer only those questions that are asked. If a particular group doesn't raise the issues, they are typically not addressed.	Workshops*
<i>Availability and ease of individual counseling</i>	Use of "800" phone and fax line support is available from TBK , as are individual, on-site career counselors. Cost of "800" support service is lower than that of placing on-site personnel. Human Resources personnel can focus their efforts at providing higher-value individual counseling once the comprehensive Program has been completed by participants. More time to handle challenging or difficult situations.	Workshop facilitator does not have the time to address significant individual counseling issues for the whole group, or even a small portion of the group. Workshop schedules often are very tight, allowing for little individual assistance, particularly on workshops of short duration. Additional counseling can be contracted or provided by Human Resources personnel, assuming they are freed from administrative duties of coordinating and monitoring workshops. Cost of on-site counselors is often high.	Career Transition Program
<i>Ease and cost of reaching remote or dispersed employee populations</i>	No travel or lodging costs. All employees receive uniform, high quality assistance. Unequivocally the low cost and best value alternative.	Costs of gathering people to form critical mass for workshops are prohibitive. Cost of travel for facilitators to remote locations also very high. Administrative nightmares often accompany these situations.	Career Transition Program

* **TBK** offers on-site or toll-free, "800" phone counseling and fax resume support to deal with individual situations effectively, efficiently and confidentially.