

Private Career  
Management &  
Transition Service.

[www.jobdoctor.ie](http://www.jobdoctor.ie)

**PCC**  
*professional* career consulting

Your Career - It's Our Job!

Private Career Management  
Corporate Outplacement  
Career Change Service  
Development  
Transition  
Retention  
Training



**A direct line to a new career...**

## WHO ARE PCC?



At PCC I provide professionally delivered, supportive and most importantly, successful career change, redeployment and Outplacement assistance to both corporate and private clients across all sectors of Irish Industry.

Over the years I have watched the various developments in recruitment and have always kept one step ahead of the ever changing trends.

Unlike many other providers that offer heavy internet based programmes designed at the other side of the planet and provided at arm's length, my team and I get in the 'trenches' with you working through the whole change process.

We offer a personalised and supportive programme focusing on your main areas of concern and employing the up-to-date methodologies driving the ever changing job s market. This experience and knowledge is available to you.

Past clients most of whom are CEO's, MD's, Heads of Function and senior people of all kinds have all availed of my services and successfully managed their redeployment mostly with increased salary, enhanced rewards and greatly improved work/life balance.

I welcome your enquiry and in the strictest confidence and should you decide to avail of our services we will assist you in a very positive fashion through your transition period, whether that be to another new or part time job, contract assignments, self employment or a form of retirement if it is an option.

**Most importantly, you are guaranteed the highest standards of service, the professionalism and the confidentiality that you would expect only from a trusted partner.**

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## ADDRESSING CHANGE

*Dear Client,*

One of the biggest problems facing unsettled personnel today is how to begin the search for a new career or commence a self employment enterprise.

Many wrongly assume that finding a new job is simply a matter of just answering the right advertisement. Unfortunately nothing could be further from the truth. The job market is pyramid shaped, and at the top very few positions are advertised, and for those that are, there are several hundred applicants.

Only those who prepare and sell themselves to their full potential will be short listed. Only those with the most professional approach will be offered the job.

### YOUR THREE STEPS TO SUCCESSFUL REDEPLOYMENT

**Clients may select all or any part of the process that they require.**



**First:** Carefully evaluate your background and experience and focus on a realistic career direction through a full Career Appraisal, which is supported by psychometric testing.



**Second:** Prepare to achieve that target with a carefully constructed and a very professional C.V. One that will get you an interview. Perfect your presentation and interview skills and plan out your job search activity.



**Third:** Commence your job search addressing the six routes through which jobs are found. Ensure you find and meet all the right people and the right people can find you.

It is my experience that even those at the most senior levels and facing redundancy have an urgent need for professional assistance in their redeployment efforts while coming to terms with what is probably the most traumatic period in their lives.

Through the assistance I provide, you will achieve your career objectives with enhanced prospects, faster and more effectively.

## INITIAL DISCUSSION

It costs nothing to come in and see us.

Enquirers are welcome to call any time and have a private discussion in absolute confidence. I would recommend and very much welcome the opportunity to meet briefly where I can learn a little more about your concerns and situation. After this I would be in a position to advise and recommend the part or parts of our system would be appropriate to your needs.



The emphasis is always on addressing your particular needs. This can all be done at a location and time suitable to you.

I would point out that, what I or my consultants cannot do is promise you a job, only an employer can do that. But what we can do, is give help in conducting your assessment, preparation and search in a professional and effective manner, thus, improving immeasurably the odds in favour of success.

But jobs are not necessarily the only answer. By coming to us many have fulfilled a long time ambition and have found success through self employment, part time or contract work.

We provide the professionalism and specific expertise which no one person can possess if they have spent their years working for a company without developing their own career.

Marketing oneself is not easy. That is why it is our business to ensure that the search is planned and carried out in a careful and structured manner.

To assist our clients, PCC's will usually take you through three steps. The consultant will explain in detail how our programme works and on the following pages we lay out details of our service and how it might apply to you.

## Step 1 - THE APPRAISAL:



### The First Session:

Before making any attempt to approach the market and as a first step it is essential to ascertain as clearly as possible, the type of job or career path that is compatible to you and your background.

The appraisal process comprises of a detailed fact finding discussion, where every aspect of your career is examined in great detail. I talk to you about your life, from early days to the jobs you held, how you got on in them and your progress up to the present date. Every area relating to your career history, experience, skills and your aspirations for the future are examined.

This information along with knowledge of your aspirations for the future, financial requirements and your personality type makes it possible to target the area where you are most likely to achieve in the course of a job search.

### The Second Session:

Following a few days later, the results of the appraisal are discussed with you. I introduce to you my findings and an assessment is made of practical career possibilities, together with our ideas on the remuneration, likely career progression, level of seniority and future employment or self employment prospects.

With you, we eliminate unworkable ideas and identify what is your most likely area of success. Subsequent to this decision made we can then discuss your job-search or further training or educational possibilities if necessary. If, at this point I feel I cannot be of any further assistance to you, I will say so.

## Step 2 - THE PREPARATION:

The preparation stage is in two parts;



### "Your documentation"

Firstly a professional Curriculum Vitae (C.V.) is produced. This is an important document and few people realize how vital it is in achieving your initial target. That is, to get an interview! An amateurishly produced CV, no matter how brilliant it's content, could destroy that vital first chance. We will assist in its formulation and with it prepared you can be confident in the knowledge that, with this professional marketing document, you will pass the next major obstacle -



### "Your Interview & Presentation".

Employers in their search for excellence are becoming more and more selective in their recruitment, resulting in a very clear need for assistance to those facing the rigours of an interview. Most people are out of touch with the skills required to overcome this minefield.

Through our interview technique training, you will perfect your presentation. With the use of videos and audio recording I further highlight the problems you may encounter. By these specialised methods, I ensure you attend your interviews confident, positive and fully prepared.

### Step 3 - YOUR MARKETING / JOB SEARCH



The objective in this stage is to obtain the interviews for which you have been preparing. We commence this with a concerted, concentrated operation covering the six sources from which jobs are obtained and using our facilities to access a large proportion of jobs not available through normal channels.

Depending on the option chosen, I assist in preparation before interview and de-briefs afterwards. I will give steering advice at the time of job offers.

Advice and guidance is available throughout the time of the programme. As appropriate, letters are written on your behalf, mailing lists prepared, advertisements are replied to and application forms are dealt with promptly and professionally.

This concentrated operation covers all career possibilities and will help present you to as many employers as is possible, for you to achieve your goal.

### ON-LINE SERVICE & SUPPORT



All clients regardless of their programme receive password access to our private Client Pages on our web site: [www.jobdoctor.ie](http://www.jobdoctor.ie) where all supporting information can be downloaded for on going use.

- \* Your Self Assessment
- \* C.V. Preparation & about 30 Samples.
- \* Interviewing & Job Search Strategies.
- \* Your Job Search
- \* Dealing with Recruiters/Head hunters
- \* Returning to Workforce
- \* C.V. Section Only for quick reference.
- \* The Budget and how it may affect you.

All presentations are supported by our Professional Career Consulting Manual which outlines every step of the Career change process in great detail. Helpful hints, tips and suggestions that greatly enhance a job search are documented. Executive Search and Recruiters are listed and flagged with comment where past experience has been recorded. Agencies and their areas of expertise are recommended.



Other supporting information includes;

- Executive Search Companies
- General Recruiters by county
- Recruitment Companies, all Ireland.
- Executive Search Company's Ireland.
- Suggested Letter/E-mail Responses.
- PowerPoint C.V. in Word format.
- Speculative letter to a company.
- Response to job advertisement.
- You're C.V. Preparation. - A Demo
- PowerPoint Demo - how to structure a C.V.
- Redundancy Entitlements - Feb 2010
- Letter/e-mail to a Recruiter - Executive
- Search Company/Head-hunter.
- Article outlining your Redundancy Rights.
- National Recruitment Federation Directory
- Some other good Links

## HOW WE HELP YOU ACHIEVE YOUR GOALS:

Through our Career Change facilities you will be assisted in every aspect of coming to terms with the challenging Situation that may confront you.

Our Career Change services are not just a C.V. preparation exercise, but a total programme providing invaluable advantages which are geared to assist you in achieving a new and fulfilling career.

The service provides;

- A comprehensive service in future career development.
- An opportunity to plan in a structured way.
- Impartial discussion and advice with people of the same level, outside the power structure of your company.
- Full career assessment with impartial advice and opinions.
- A carefully prepared C.V., clear, concise, to the point.
- Thorough training in interview technique.
- Every aspect of the job search pursued with access to jobs not normally advertised.
- Advice on employment terms, contracts and negotiation.
- Continuous support with on-going advice and assistance.
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- On-line password access to client support pages.

**Our programme is broadly broken into three parts. In order to maximise the benefits to you, an exact programme can be formulated after an initial discussion.**

**You are welcome to call us at any time for an informal discussion. After hearing your situation we will then advise on what part or parts of our programme would be helpful to you, the timing, likely costs and the benefits to be derived. After this you can then decide whether to avail of our services and without any obligation whatsoever.**

## YOUR DECISION:

Should you decide to avail of our services we will assist you in a very positive fashion through your transition period, whether that be to another new or part time job, contract assignments, self employment or a form of retirement if it is an option.

Our service is specifically designed to help people considering these kinds of alternatives.

Through what may be a very challenging process of change we will help you look to the future, weigh up the various career opportunities available to you and achieve your goal.

### It is important to note that:

- Our service is designed solely to assist you achieve a realistic ambition.
- You are our client and as such the service is 100% private and confidential.
- All meetings are held on a private one to one basis.
- There is on-line and on-going consultant support.

**Please feel free to call and without any obligation whatsoever.**

**E-mail: [colm@jobdoctor.ie](mailto:colm@jobdoctor.ie)**

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When you are fully happy with the proposed service and quotation provided you can commence in your own time.

We look forward to meeting with you and working with you to achieve a new and rewarding career.