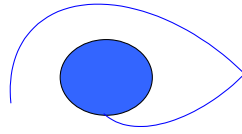


An Introduction To INSIGHTS

The Support Programme for Newly Unemployed Professionals



Introduction to Integrated HR

Integrated HR are supporting the Department for Work & Pensions and Jobcentre Plus in providing unprecedented support for experienced managers and professionals who find themselves in a position of having to enter the job market.

This is a new initiative and will be delivered locally to provide a fast responsive service at the time of greatest need.

The content of the service is based on outplacement programmes which have been provided to both small and large companies on a commercial basis for many years and represents a significant increase in the support available to you.

Programme Content

The content of the programme is designed to address the most important elements of your job search. In broad terms these are

- * Personal Audit
- * Various sources of opportunities
- * Producing effective CVs for today's market
- * Vacancy analysis
- * Application Process
- * Tailoring job applications
- * Interview planning & delivery
- * Other selection methods

The programme will be delivered locally by experienced HR Professionals who also have extensive experience which they are prepared to pass on to delegates.

Why Should I Attend?

- Privileged access to our web based knowledge centre
- To develop an up-to-date approach to job searching
- Practical guide to producing an effective CV which characterises your skills & experience
- Improve your effectiveness at interview
- Increase your awareness of other selection techniques such as psychometric testing and assessment centre.

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Tel 01384 446190 Fax 01384 379396

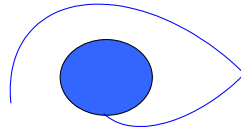
Web www.integratedhr.co.uk

Email – services@integratedhr.co.uk

Offices in Stourbridge, Leicester, Wakefield, Basildon and St Albans

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About The Delivery Team

Henry Noteman – Operations Manager

Henry is a professionally qualified HR Manager who has spent most of his working life in Engineering and Manufacturing, mainly in the Automotive industry. He also spent 6 years in the recruitment industry sourcing candidates from Technician to Senior Manager level.

Henry is a fully qualified practitioner in psychometric testing and assessment centre design.

Lorraine McCracken – HR Consultant

Lorraine is a highly experienced HR Manager having spent the majority of her working life with MG Rover, supporting the manufacturing and sales and marketing functions.

Lorraine is also an experienced psychometric practitioner and in addition develops coaching programmes and managerial training sessions.

How Do I Get Registered?

Enrolment is strictly via your Jobcentre Plus.

Take this leaflet along to your Jobcentre Plus and speak with your Advisor. They have a directory of suppliers and should be able to locate us through a search.

If they have difficulties please quote the following numbers to them

Our Contract Number	AAA253601
Jobcentre Reference	MDS23944

Once the Jobcentre Plus has made the referral to us – Integrated HR will then make direct contact with you to discuss a date for the workshop.

Good Luck and we hope to receive a referral for you from your Jobcentre Plus very soon.

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