

A L L C H A N G E
C A R E E R C O N S U L T A N C Y S E R V I C E

A private Career Counselling and Advisory Service to assist those wishing to assess their current career prospects and, if appropriate, to maximise their chances of obtaining the right job.

Our principal Counsellors have trained and worked with Sanders & Sidney Ltd., a leading company in the career consultancy field. Between them, they have had many years management and personnel experience in commerce, industry and the professions, and, in pooling their experience, are thus in an unique position to help those who are at a critical point in their careers.

A L L C H A N G E

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OBJECTIVE

Working with you to provide the presentational skills, knowledge and confidence necessary to achieve the best possible start to your individual job search campaign.

Thereafter, to monitor, advise and support you in your campaign to find yourself the right job.

KEY ELEMENTS

There are five elements to the ALL CHANGE Programme, which consists of not less than 20 hours of individual one-to-one consultation in elements 2 to 4, normally spread over two or three weeks and is tailored to the individual's needs. This is augmented by six weeks of continuing support, which can be extended by arrangement.

1. Self Appraisal

This involves completing a self-appraisal questionnaire, writing up a dozen or more 'achievements' as well as the chronological progress of your career, including positions held with details of responsibilities. All this will need to be completed prior to the first meeting in order to provide invaluable background information for use in the Analysis phase.

2. In-Depth Analysis (6 to 8 hours)

This covers the detailed analysis of your life and career in order to identify your particular skills, attributes and achievements, as well as your hopes and ambitions, life goals, interests and 'no-go' areas. It can be augmented by Personality Tests and should all lead to the identification of the right career objective, whether it be a job or self employment.

3. Presentation (6 to 8 hours)

Having determined the career objective, this phase will help you to present yourself to best advantage, on paper, on the telephone and at interview. It deals with such matters as the preparation of your Career Summary, letters of application, mock interviews (using video), sensitive questions, salary negotiations and telephone technique.

4. Campaign Preparation (4 to 6 hours)

This examines in some detail the market place and the various routes to the job market, with particular emphasis on contact development. It deals with research techniques and sources of

information and covers the launch and management of your own campaign, which would normally follow on immediately.

5. Continuing Support (6 weeks minimum)

This stage consists of continuing advice and support following the launch of your campaign for a period of 6 weeks and thereafter by arrangement. It offers a series of fortnightly meetings of about one hour each, in order to review progress, to discuss problems and ideas as well as planning the next phase of your campaign. It can also be used for assisting with the comparison of job offers and negotiation with potential employers. In addition, it includes a 24 hour telephone 'help line' to your counsellor, so that urgent issues can be discussed as and when necessary.

COUNSELLING ARRANGEMENTS

Counselling will normally take place at one of the addresses given in this brochure and will be tailored to meet your own particular needs. A typical programme would include a number of morning, afternoon or evening sessions, ideally of about 2 hours each, spread over two or three weeks and totalling around 20 hours.

CODE OF ETHICS

ALL CHANGE follows the Counselling Code of Ethics as determined by the British Association for Counselling and includes a pledge of absolute confidentiality.

SPECIALIST SERVICES

We are also able to refer you to solicitors, accountants, personal financial consultants and to other specialist advisers as necessary. In addition, we can recommend the services of a British Psychological Society approved psychologist for a full range of psychometric testing, if required.

F E E S

An initial exploratory meeting with one of our counsellors will be free of charge and without any commitment whatsoever.

Thereafter, our fee for the intensive counselling as well as the six week continuing support whilst on campaign is £2,990. This is payable in two equal tranches, one before starting the intensive counselling phase, and the second upon its completion. An additional fee of £690 is payable if it wished to extend the continuing support from 6 weeks to 6 months.

Additional follow-up counselling meetings will be charged at £145 per hour which is payable in advance. Quotations for any special requirements, or bespoke counselling tailored to the needs of the individual will be provided upon request.

PRINCIPAL COUNSELLOR

PETER DEWAR, RD*, JP, FCMI, FFA.

Runs Peter Dewar Associates, specialising in executive search, outplacement and management consultancy. Formerly a director of Management Search International, Room Twelve (search and selection for the professions), Five Arrows Group and Clifton Nurseries (Holdings). An accountant by profession with 35 years` experience in general management, finance, marketing, organisation and personnel within the professions and in commerce, both in London and in Scotland.

Throughout his career, Peter Dewar has been actively involved in recruitment and management of change, and over the last 15 years he has been providing career counselling, latterly as a Senior Consultant to Sanders & Sidney Plc. His public service includes serving as a JP, Lieutenant Commander RNR, School Governor, Chairman of several charities and as Heraldry Consultant to Christie`s. He is the author of several books and has lectured widely at home and overseas.

FURTHER INFORMATION

To obtain further information and to arrange the free initial exploratory meeting, without commitment, please contact Peter Dewar by telephoning, writing, e-mailing or faxing to the addresses given on the front of this brochure.

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