

# **SAMPLE**

## **Co-Managed Individual System™**

This unique, proprietary service program is based on close individual/consultant collaboration. The consultant and the individual participant work in partnership to select those services most beneficial to the participant's needs.

The program begins with the two-day Career Transition Workshop. Services include orientation to, and its services, professional word processing of the completed resume and letterhead (25 copies), all weekly and monthly sessions, Resource Center/Library access, and the use of industry-leading, proprietary career management and research technology tools including OI Solutions™ and Career Search.

The participant then chooses services from the following “menu” of offerings:

- Individual Consultation and Guidance
- Personal Directions Assessment
- 360 Leadership Evaluation
- Psychological Assessment: Career Related
- Stress Management
- Entrepreneurship Support
  - Developing the Business Plan
  - Developing the Marketing Plan
  - Developing the Financial Plan
- Office Use\*
- Special Project Secretarial Services
- Videotaped Interview Practice
- Other Special Services

Once the program has been jointly designed, the participant and the consultant “Co-Manage” the campaign process to ensure its effectiveness and efficiency. Thus the flexible nature of this system produces outplacement and transition programs that vary in content, duration, and service according to individual needs.

*\*Daily office support includes clerical support, message center, telephone for job search related calls, Internet, fax, copy machine, computer use, library, use of conference room, and office space.*

## SAMPLE

# OI Partners Inc. Co-Managed Individual System™

### **CORE SERVICES** - 20 service units

- Program Orientation: Introduction to the career transition program and services.
- 2-Day Career Transition Workshop
- Professional word processing preparation of one version of completed resume and letterhead: 25 copies each.
- All weekly and monthly sessions including the resume lab, interview lab, etc.
- Resource Center/Library - all participants have access to our Portland and other national and international OI Partners Inc. resource centers.

### **INDIVIDUAL CONSULTATION AND GUIDANCE** - 3 service units per hr.

Consultation, coaching, and support on specific issues and strategies throughout the career transition process, including transition and motivation issues, career direction, self-assessment, evaluation of potential job offers, interview preparation and feedback, marketing techniques and job leads, and negotiating offers. Participants will work with highly qualified counselors with extensive experience in the field.

### **PERSONAL DIRECTIONS ASSESSMENT** - 18 service units

This powerful assessment program can help you explore personal and professional issues, illuminate areas of strength as well as issues you may choose to address. It will help you align your strengths with potential career roles and responsibilities in order to increase your effectiveness, fulfill your potential and enhance your satisfaction, both personally and professionally.

### **360 LEADERSHIP EVALUATION** - 18 service units

Leaders rarely get honest feedback and may find it very beneficial to have senior managers, peers and direct reports provide opinions and insights into their management and leadership skills. These associates, whose names are provided by the participant, will be asked to complete an anonymous Developmental Assessment Questionnaire. These questionnaires will be evaluated by a senior Pathways' consultant and reviewed with the participant, who may choose to use additional service units to work on strategies for improving weak areas.

### **PSYCHOLOGICAL ASSESSMENT: CAREER RELATED** - 15 service units

Our psychologist is well known in the field of career related assessment and is frequently requested by organizations worldwide to assess current and potential executives for job and organization fit. Service includes initial assessment meeting, appropriate testing as determined by this meeting, and a follow up evaluation feedback session.

### **STRESS MANAGEMENT** - 8 service units

A career transition is considered to be one of the major stress creators in our lives, often compared to divorce, death of a loved one, etc. Our stress management consultant will meet with you to discuss your particular needs and provide strategies for dealing with your stress and moving forward.

## **SAMPLE**

### **CO-MANAGED INDIVIDUAL SYSTEM™**

#### **ENTREPRENEURSHIP SUPPORT:**

**DEVELOPING THE BUSINESS PLAN** - 8 units

**DEVELOPING THE MARKETING PLAN** - 8 units

**DEVELOPING THE FINANCIAL PLAN** - 8 units

Participants who are planning on starting their own businesses may choose to meet with our Business Development Consultants. Each of these services includes two hours of individual consultation and may take place in one or two sessions.

#### **OFFICE USE** - Available in half day increments:

1 service unit per half day for semi-private office use

2 service units per half day for private office use

Office use and administrative services including work space, routine word processing for cover letters and minor resume adjustments, telephone, FAX, copier, computer and library access.

#### **SPECIAL PROJECT SECRETARIAL SERVICES** - 1 service unit per hour

Project services may include, but are not limited to, such needs as mass mailings, documents, proposals, charts/graphs, etc. and applications. Turn-around time on special secretarial services is 72 hours.

#### **VIDEOTAPED INTERVIEW PRACTICE** - 6 service units

A videotaped interview session is a wonderful way to prepare for the real thing. You will work with a senior counselor, who will play the part of the interviewer, giving you the opportunity to see yourself in action.

#### **SPECIAL SERVICES** - up to 10 service units

Special services may include such items as special classes and seminars, computer rental, financial counseling, health club access, spousal support, research assistance, travel arrangements, etc.

# Sample of Co-Managed Budget

Through the Co-Managed Individual System™ you are able to choose a total of \_\_\_\_\_units that you feel will benefit your needs in completing your career search.

SERVICE	DESCRIPTION	SERVICE UNITS
<b>Core Services</b> (20 units)	<input type="checkbox"/> Introduction to <b>OI Partners Inc.</b> <input type="checkbox"/> Career Transition Workshop <input type="checkbox"/> Word processing preparation of one version of a completed resume and letterhead: 25 copies  All weekly and monthly sessions. Resource Center / Library usage: resource books, job boards, etc.	_____
<b>Consultation And Guidance</b> (3 units/hour)	1 unit = 20 minutes	_____
<b>Personal Directions Assessment</b> (18 units)	Align strengths with potential career roles.	_____
<b>360° Leadership Evaluation</b> (18 units)	Evaluating and improving leadership skills	_____
<b>Career Related Psychological Assessment</b> (15 units)	<ul style="list-style-type: none"> <li>• Initial meeting</li> <li>• Testing</li> <li>• Follow-up/feedback session</li> </ul>	_____
<b>Stress Management</b> (8 units)	Dealing with stress and moving forward	_____
<b>Entrepreneurship Support</b> (8 units each)	<ul style="list-style-type: none"> <li>• Developing the Business Plan</li> <li>• Developing the Marketing Plan</li> <li>• Developing the Financial Plan</li> </ul>	_____ _____ _____
<b>Office Use</b>	<ul style="list-style-type: none"> <li>• ½ day semi-private office use (1 unit)</li> <li>• ½ day private office use (2 units)</li> </ul>	_____ _____

SERVICE	DESCRIPTION	SERVICE UNITS
<b>Special Project Secretarial Service</b> (1 unit/hour)	72-hour turn around time	_____
<b>Videotaped Interview Practice</b> (6 units)	Interview preparation	_____
<b>Special Services</b> (Units based on requirements)	Includes: special classes, spousal support, etc.	_____
	<i>Total</i>	_____

## Sample of Co-Managed Monthly Statement

### Monthly Statement

**Participant Name:**

**Organization:**

**Lead Consultant:** Jean Walker

**Service Start Date:**

**Program:** Co-Managed

**Total Units:**

**Units Used To Date** 0.00

**Remaining Units:** 0.00

