

# Support for your Employees

As an employer running a business, you know the value of a well-trained, highly motivated workforce and how important skills are for sustainable growth. On-going development of the skills sets of your workforce and providing support for employees in both their work and learning are key to remaining competitive in today's challenging market.

Next Step, the government funded adult careers service, has over 500 professionally qualified careers advisers who are keen to work locally and regionally with organisations across the South East to help them get the most out of their workforce.

**We can work in partnership with you in a way that benefits both the organisation and its workforce. We offer a range of activities to employers and their staff, through group workshops and individual interviews.**

- **Workforce development and up skilling**

Our advisers can review the skill level of a team or individual against role requirements, identify gaps, propose training solutions and put together tailored action plans for employees.

Next Step advisers have access to information on a wide range of training courses and training funding options to help employers develop employees effectively leading to increased motivation, improved productivity, job satisfaction and staff retention.

- **Managing change in the workplace**

We offer workshops to employees to reassess their skills and aspirations in order to address such issues as poor motivation and low self-confidence. This is particularly useful during periods of change. Next Step advisers can be an extra resource used as part of a change management programme.

- **Redundancy**

If you are facing the difficult task of downsizing your workforce our advisers can provide a valuable redundancy support programme. Using their knowledge of local labour markets, Next Step advisers work with staff to help them identify their transferable skills and strengths and build these in to a targeted action plan. They can help review training needs, find suitable courses, update CVs and prepare for interview. In short, support staff to come to terms with the situation while maintaining their self-confidence.

- **Lifestyle change**

Advisers can support older workers as they consider their options for either retirement or a change in role if their current role becomes unsustainable.

# Benefits to your Business

The benefits of the Next Step service include:

- Government funded, so there is no cost to your organisation
- A professional service delivered by trained advisers that can increase motivation and job satisfaction and boost productivity
- A flexible approach that suits the needs of both the organisation and its employees

**"The feedback I've had from staff on the Next Step workshops has been fantastic. Many thanks for all you are doing to support Medway Council and our employees"**

Paula Charker,  
Head of HR Services  
Medway Council



**NEXT  
STEP**

Helping you get on  
in work and life

# Next Step in the South East

- Funded by the Skills Funding Agency
- Accredited to national quality standards – Matrix, Ofsted
- Over 500 qualified advisers based locally
- Confidential and impartial advice sessions
- Supported by range of online diagnostic tools that review employees' potential and identify skills gaps
- Links to local training providers, information on courses and funding
- Up to date labour market information

For further information on how we can help your organisation call free phone **0800 1954 700** and ask to speak to a Regional Coordinator.

## Next Step in practice

**Career Development for Apprentices** The Next Step service supports life long learning and provides apprentices with a framework for advancement which includes career planning as well as personal development. Advisers can deliver workshops that take apprentices through web based tools including a self diagnostic questionnaire which allows the apprentice to review their interests and motivations as well as their strengths and weaknesses in 9 areas from working with others to managing change and pressure.

Advisers are also able to undertake an exploration of working and learning styles with apprentices to improve their understanding of how best they learn and address areas for improvement. This type of analysis is not only helpful to individuals but enables an employer to identify potential team leaders, planners and shapers from a group of apprentices.

"A useful tool for finding out what I'm good at and not so good at."  
Apprentice, BAE Systems plc

"It was Interesting to find out what our apprentices find motivating. Appreciation and a 'thank you for your efforts' came high up the list. That provided a useful reminder" Manager BAE Systems plc

**Redundancy Support** Bryony Trafford-Smith HR Manager at Bridgestone Corporation Motorsport UK supported around 70 staff through redundancy with help from Next Step following Bridgestone's decision not to renew its contract as the Official Tyre Supplier to the FIA Formula One World Championship at the end of the 09/10 season. Bryony says "This service has been very well received by Bridgestone staff. They feel the company is providing them with quality support at this difficult time." She goes on to say "Bridgestone as an employer has benefited greatly from being able to source this quality Government funded service."



For more information on how we can help you support your employees call

**0800 1954 700**

or visit the website

[www.direct.gov.uk/nextstep](http://www.direct.gov.uk/nextstep)