
Relocation and Outplacement



Relocating, downsizing or merging your organisation?

Is your organisation and headcount changing?

Trying to remain an employer of choice whilst outplacing staff?



The way that you approach this change will have a significant impact on how your organisation is perceived and your ability to maintain productivity during the transition.

A well managed relocation or outplacement programme considers both the needs of individuals leaving the organisation and those that remain, supporting ongoing individual and business requirements.

Organisational change can be a difficult and sensitive process to manage successfully. *BASIS* has extensive experience of working effectively with organisations to help manage people and careers in transition.

- We work with you to consult and communicate with staff and trade unions throughout the re-organisation
- Assist you in supporting and counselling staff to accept and prepare for the changes ahead
- Support you in planning and managing the legal and practical implications
- Engage our experts to relieve the burden on the HR and management teams
- Manage the transition in a way that delivers a successful outcome for the organisation and the employees
- Provide a constructive space between the emotions of the employee and the employer
- Develop staff with the skills, knowledge and tools require to support them in moving on

We provide a range of flexible and cost effective solutions enabling the organisation to support employees within budgetary and time constraints. Our Career Consultants have experience across both public and private sectors and are used to working with staff, managers and representatives.

BASIS range of services include:

- Development of change plans for the management of reaction, resistance and behaviour of individuals
- Support on the development and implementation of practical and robust HR policies and procedures
- On site support providing employees access to our Career Consultants throughout the transition period
- 1:1 outplacement support ranging from skills analysis to job search
- Specialist career counselling and job search support
- Coaching leaders to help them remain positive and business focussed throughout the transition
- Psychometric profiling and ability testing
- Design and delivery of development centres to assist employees in preparing for assessment centres
- Individually designed Career Plan materials
- Cost effective on site group workshops for delivery of career management and job search skills
- Organisational health checks of motivation and commitment for remaining staff

BASIS Relocation and Outplacement support adds value through:

- Exceeding expectations of staff, trade unions and stakeholders
- Design of a tailored and flexible programme to meet your needs
- Enabling staff to leave the organisation prepared for the future
- Improving remaining staff motivation
- Enhancing your position as employer of choice

Case Study

Standards Board for England Relocation from London to Manchester

We are providing advice and support to The Standards Board for England during their relocation from London to Manchester as part of the Lyons Relocation.

BASIS support includes the provision of one to one career counselling to staff and their partners to help them decide whether to make the move to Manchester.

BASIS consultants are working with staff to help them identify and analyse their strengths, skills and values in order to set realistic career and life goals.

Our consultants guide individuals through the process helping them to decide what is right for them and enabling them to develop an action plan.

Our HR experts have worked with The Standards Board HR team to develop a range of policies and procedures to enable managers and support staff through the relocation and outplacement period.

We continue to support the individuals, teams and organisation in smoothly transitioning their business from one location to the new office location or alternative roles outside of the organisation.

For more details on this service and the full suite of **BASIS** offerings please do not hesitate to get in touch at:

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