Services and Pricing Pack
For Individuals

FROM APOLLO OUTPLACEMENT

A leading UK provider established in 1997 with 2 decades of experience supporting companies through outplacement projects.
1. Introduction

Thank you very much for downloading this information pack and for your interest in Apollo Outplacement’s services. We look forward very much to supporting you through your career transition and to working with you to secure a successful outcome in the very near future.

We would be more than happy to post you a colour hard copy proposal tailored to your particular situation and to provide any information that your HR team or company require to enable them to support you in buying your outplacement programme. Please read our free download “Guide to choosing your outplacement provider and programme” should you require any assistance in choosing the right provider and programme for your situation.

The next step:
Contact Abigail Greenley today and we’ll be delighted to arrange a free, no obligation consultation by phone, skype or face to face or simply provide any information that you require. We’ll then send you a fully personalised written proposal and price. We look forward to speaking to you and to helping you on your journey.

Contact: Abigail Greenley, Client Services Director
Tel: 0345 3409849
Direct: 0113 2052862
Email: Abigail.greenley@apollo-outplacement.co.uk
Web: www.apollo-outplacement.co.uk

2. About Apollo

Welcome to Apollo Outplacement, a leading UK provider of outplacement services for mid to senior level individuals. With a nationwide network of offices and two decades of experience we have a reputation for providing quality individual outplacement services. We are the only company in our sector to be accredited with the quality standard BS:EN:ISO 9001-2008. This provides you with both peace of mind and quality assurance.

Since 1997 our flexible and cost effective programmes have assisted thousands of individuals to achieve their career objectives. Our expertise covers all industries and functions at every level. We are recognised within the industry as having a consultancy team of the highest calibre, all of whom have in depth experience of outplacement in addition to previous success in their business career.

You may have been offered money for outplacement from your former employer, outplacement may have been provided as part of a compromise agreement or you may be looking to self-invest. Whatever your situation, rest assured we can deliver the outplacement solution that you deserve.

Over the next few pages we illustrate our most popular individual outplacement programmes and outline who each one may be suitable for. Our programmes are all bespoke and tailored to the individual so please contact us for an informal discussion about which programme will be right for you.
3. Why Choose Apollo as your outplacement provider?

- ISO accredited – no other provider in our sector has the quality assured "kite mark". This gives you peace of mind.
- Unlimited consultancy and service for the full duration of our Executive programmes. We won't leave you high and dry!
- Bespoke service – every programme is individually tailored to your career, industry, function and personal situation.
- Proactive support. Many other providers make services "available" to you. We work with you every step of the way and make sure you use the services proactively to expedite your success.
- Outcome driven. Your goal is our goal. Our aim is to get you settled in the right new role as quickly as possible.
- Access to the unadvertised job market. Additionally if you take up one of our executive unlimited programmes we actively promote you to our network of recruitment contacts.
- Expertise at senior level. We have an entire business division devoted to delivering only senior level 1:1 programmes across the UK. Many outplacement companies work mostly with low to mid level individuals on programmes such as the government "work programme". The individuals who take up our 1:1 programmes are all mid to senior level managers, directors and executives so our consultants are very familiar with the specific requirements that you have at this level and are able to work with you on a peer to peer level basis.
- You will have your own campaign manager if you take up one of our executive programmes. The campaign manager will work proactively with you to provide contacts and manage your campaign helping to keep your campaign focused in the most productive areas.
- Research facilities. Other companies provide access to Alert Data. With our 1:1 programmes you get access to "Mint" – which has financials and contacts for every company in the UK.
- We have a permanent nationwide office network and always meet you in a professional environment. Other outplacement companies without an office network will offer to meet you at a coffee shop or hotel lobby. You can’t have the same level of personal consultancy in such a location.
- Established in 1997 – we have two decades of experience.
- Our company is dedicated to outplacement and career management. Other outplacement companies may be primarily HR companies with a small outplacement focus.
- We are successful. 98% of our clients secure their new role before the end of their programme duration.
4. The benefits of taking up outplacement

Research shows that individuals at a senior level using outplacement secure a successful outcome up to 50% quicker than those not using outplacement services. Need we say more?!

The Cost of not being employed is significant. Bear this in mind when considering the price of any outplacement programme. If outplacement helps you achieve your new role even a month before you would have achieved it on your own the return on investment is clear to see.

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5. Tax and VAT advantages of your company paying for outplacement

There are important financial advantages to you if your outplacement invoice is processed through your company rather than paid for separately by you. Outplacement provided as part of your redundancy settlement is tax-free. Your company can also reclaim the VAT at no cost to you. For example, on a £5000+VAT outplacement service, a 40% tax payer could save the equivalent of c£2500 if the outplacement invoice is processed by the company, rather than paid directly by the individual.

6. Our Programmes and Prices

Our most popular programmes are detailed on the following three pages. Prices start at a few hundred pounds for small modular programmes and our fully supported most senior level programme is £9500. We deliver individual face to face programmes at all prices between these two levels and the prices are directly related to the service that would be provided.

Whilst we believe that delivering our service in a professional office environment in a 1:1 setting is the best way for such a service to be delivered we understand that you may be based overseas or be unable to attend meetings as often as you would like. We therefore offer all of our services both face to face in our office network, and over the phone and skype as alternatives to fit in with your lifestyle and provide any such flexibility as required.

Contact Abigail Greenley today and we’ll be delighted to provide any information that you require. We offer a free no obligation consultation by phone, skype or face to face to discuss your career situation and tailor a package to you. We’ll then send you a fully personalised written proposal and a price for the service selected. We look forward to speaking to you.

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Executive Unlimited 1:1 Programme

Overview - Ideal for Senior Managers, Executives and Directors, this programme contains unlimited face to face consultancy with full proactive support and online resources for a 6 or 12 month period. Unlimited face to face coaching, campaign management and the marketing of your profile to our network provides the additional support required for a successful career transition at this level.

CAREER ASSESSMENT - defining the objective.
- Personal Assessment – to identify the most valuable transferable skills and achievements.
- Career Options – to determine a realistic career objective in the current job market. This will include consideration of self-employment, interim or contract roles.

MARKETING PREPARATION
Development of the Marketing Materials – giving you the edge in the current market.
- A winning CV – that supports the campaign objectives.
- Covering Letters – that are tried and tested to get better results in every situation.
- LinkedIn Profile – will be developed to enable you to maximise your social media presence.

Honing Self-Marketing Skills - making the most of interviews / presentations.
- Interview Preparation – to give you the answers and confidence you need.
- Presentation Skills – constructive feedback and input into how you present yourself.
- Handling Questions – effectively, to position you as a preferred candidate.
- Interview Formats – how to succeed at all different types of interviews / assessment centres.
- Role Play – to practice and refine skills and provide added confidence. Additional role play sessions will be provided to help prepare for specific interviews.

Understanding the Routes to Market – focusing on the unadvertised job market.
- Headhunters, Recruiters, Agencies – help with who to approach and how to do it effectively.
- Direct Approaches – how to approach organisations or individuals and secure meetings.
- Advertised Response – how to analyse vacancies and decide if an application is appropriate.
- Development of the Marketing Action Plan – this will cover all routes to market.

Networking – unravelling the myths and developing an effective plan.
- Networking – you will be taught the techniques of networking and how to implement you. We will help you develop your network even if you believe you have no contacts.

CAMPAIGN SUPPORT
Campaign Management and Resources – providing the best resources and support.
- Campaign Management – A Campaign Manager will be allocated to work with you for the entire programme duration to support you with the implementation of the marketing plan.
- Proactive marketing – using our contacts we will proactively market you to the recruitment community and provide you with leads and contacts.
- Company Research – unlimited access for the duration of the programme to our database containing information on 3.5m+ UK companies.
- Unlimited Consultancy – The consultancy team will continue to be available for any further training, reassurance or advice for the duration of the programme.
- Recruiters – access to our own database in addition to the production of bespoke lists.
- Market Intelligence – weekly intelligence reports detailing market activity.
- Social Media – training on how to use LinkedIn in both a research and self marketing capacity.
- Virtual Career Centre – access to our unique online resources providing access to a 150+ page manual to support the consultancy sessions in addition to online databases and research.

Developing the offers and securing a better package.
- Evaluating and Negotiating offers – to ensure you’re the right opportunities and to negotiate and maximise the remuneration available.

Ongoing relationship / Onboarding support
- Coaching Support to ease you into the new role – provided until end of programme duration.
Professional 1:1 Outplacement Programme

Overview - Ideal for Team Leaders, Individuals with Long Service and Junior or Middle Managers, this programme provides face to face consulting and comprehensive support, including access to full online resources and CareerLine for a 3 or 6 month period.

CAREER ASSESSMENT - defining the objective.
- Personal Assessment – to identify the most valuable transferable skills and achievements.
- Career Options – to determine a realistic career objective in the current job market. This will include consideration of self-employment, interim or contract roles.

MARKETING PREPARATION
Development of the Marketing Materials – giving you the edge in the current market.
- A winning CV – that supports the campaign objectives.
- Covering Letters – that are tried and tested to get better results in every situation.
- LinkedIn Profile – will be developed to enable you to maximise your social media presence.

Honing Self-Marketing Skills - making the most of interviews / presentations.
- Interview Preparation – to give you the answers and confidence you need.
- Presentation Skills – constructive feedback and input into how you present yourself.
- Handling Questions – effectively, to position you as a preferred candidate.
- Interview Formats – how to succeed at all different types of interviews and assessment centres.
- Role Play – to practice and refine skills and provide added confidence.

Understanding the Routes to Market – focusing on the unadvertised job market.
- Headhunters, Recruiters, Agencies – help with who to approach and how to do it effectively.
- Direct Approaches – how to approach organisations or individuals and secure meetings.
- Advertised Response – how to analyse vacancies and decide if an application is appropriate.
- Development of the Marketing Action Plan – this will cover all routes to market.

Networking – unravelling the myths and developing an effective plan.
- Networking – you will be taught the techniques of networking and how to implement you. We will help you develop your network even if you believe you have no contacts.

CAMPAIGN SUPPORT
Campaign Management and Resources – providing the best resources and support.
- Campaign Support – Following an initial call from the Campaign Management Team to introduce themselves and the resources available, you will have access for the full 3/6 months to the team who can be contacted at any time during working hours to provide advice on any aspect of the job search campaign.
- Company Research – unlimited access for the duration of the programme to our database containing information on 3.5m+ UK companies. Training will be provided to ensure you can identify relevant companies and decision makers to approach.
- Recruiters – access to our own database listing the UK recruiters our clients find most useful.
- Market Intelligence – weekly intelligence reports detailing market activity.
- Social Media – training on how to use LinkedIn in both a research and self marketing capacity.
- Virtual Career Centre – access to our unique online resources providing access to a 150+ page manual to support the consultancy sessions in addition to online databases and research.

Developing the offers and securing a better package.
- Evaluating and Negotiating offers – to ensure you’re the right opportunities and to negotiate and maximise the remuneration available.
1:1 Modular Programmes

In addition to our Executive Unlimited 1:1 Programme and Professional 1:1 Outplacement fully supported programmes we offer face to face or skype 1:1 programmes on a modular basis.

These are typically used for individuals who quite simply have a smaller budget or who genuinely require less support than that which is provided by either the Executive or Professional programme but who would still value 1:1 outplacement support.

Modules can include any of the following:

- **Exploration and agreement of realistic career options.** An in-depth discussion on the way forward will take place. The consultant will relate this to the current job market.

- **Develop a winning CV and letters.** Your success depends on the ability to sell yourself and the first stage in this process is the CV and covering letter. A CV will be created and the consultant will guide and work with the employee to provide the final "polish".

- **The job market.** All sources of opportunity will be explained. We will discuss the important factors affecting employers when you are recruiting and how you go about it.

- **Advertised vacancy analysis and response.** What does the advertisement really mean? Does you meet the criteria? How to write an effective application letter.

- **Interview techniques and presentation skills.** You will be coached in the interview process and training will focus on the top 10 difficult questions. Role-play will be included.

- **Networking and Social Media.** Networking plays an important part in your job search as it is a fact that a high percentage of jobs are never advertised. All networking techniques will be discussed in addition to how to use social media in the job search to best effect.

- **Development of a marketing action plan.** The consultant will work with you to develop a plan to explore all sources of opportunity taking into account personal circumstances.

We are happy to tailor programmes to meet individual needs and budgets. Contact us for details.
7. Which programme is right for you?

The fact is that the more senior you are, the less roles there are available in the job market and the more competition there is for those roles. Simply put, the higher up you are the more assistance you will need to secure one of those roles. At a senior level it’s also a sad fact that it can take longer to secure the right role due to their scarcity so we allow extra time for our most senior clients which also includes onboarding support into the new role.

Here is a guide to which programme is right for you:

**Executive Unlimited 1:1 Programme – 12 month support:** Any individual at Board, Director or Senior Executive level requires the unlimited face to face coaching, peer level consulting and proactive campaign management that this programme includes to make the right move in today’s competitive job market.

**Executive Unlimited 1:1 Programme – 6 month support:** Executive Level Employees or Mid to Senior Managers who will benefit from the higher level of proactivity from Apollo and unlimited coaching that this programme includes over the Professional 1:1 programme. Those who need to secure a role at the earliest possibility should also make use of the proactive approach this programme offers to achieve their objective in the shortest possible time.

**Professional 1:1 Programme – 6 month support:** Mid to Senior Level Managers or Team Leaders who do not require either proactive support or unlimited coaching and are confident of securing a role within the 6 month period.

**Professional 1:1 Programme – 3 month support:** Any individuals who do not require either proactive support or unlimited coaching and are confident of securing a role within the 3 month period.

**Modular Programmes:** Individuals who are on a very tight budget or those who need focused support in key areas.
8. Online Resources

Online Resources, Research and Support
Our “Virtual Career Centre”

Our Virtual Career Centre is a unique on-line platform of resources and services designed to assist individuals with every aspect of their job search. The Virtual Career Centre is accessed online 24/7/365 and is only available with a password. Constantly evolving, it offers an unrivalled breadth of information, resources, job search tools, research databases, reference materials and exercises. It is included as part of all our outplacement programmes.

Within the Virtual Career Centre you can access:

Company Research:
Access to our powerful online company information database containing company reports and contacts for 3.5 million UK companies. This is far more comprehensive than Alertdata which is what outplacement companies typically offer. Alertdata provides company reports on only 300,000 UK companies.

Recruiters:
Our exclusive database lists the UK recruiters that our clients and consultants find most useful. Bespoke lists of search, selection, recruitment and agency contacts in relevant industries, locations, functions and levels can also be provided to match your specific career objective.

Job Banks:
The online resource centre provides access to all the relevant leading job banks and aggregators available online. These are updated regularly.

Market Intelligence:
Weekly intelligence reports detailing market activity – mergers, acquisitions etc are available in the online resource centre. These are a useful source of information for networking, direct approach and market news.

Manuals / Workbooks
All elements of the programme, including self-assessment and exercises can be accessed on-line via the online resources centre. This includes a job search manual which accompanies every stage of the consultancy programme, providing a useful tangible learning aid and reference tool. The manual is selected for you to ensure it is appropriate to your level and career situation.

Ad hoc information requests
A "request" button is provided so that at any time of day you can request assistance or additional bespoke resources to support your job search.

Social Media
Guides to creating and using your social media presence are available to support you in this area, which is new to many.
9. Our consultants and office network

Our team all have substantial experience of working as an outplacement specialist or career coach in addition to experience of working at a senior level within an organisation.

Each consultant brings at least 10 years’ relevant experience and will have been carefully assessed prior to starting to work for Apollo. We reject over 95% of individuals who apply to work for us. Our coaches have the right values, knowledge and experience to deliver a high quality, flexible and responsive service to meet the needs of every individual.

Apollo are the only company in our sector to have gained the BS:EN:ISO 9001:2008 standard which incorporates a standard for recruitment and training staff. We are proud to have been reaccredited in line with this standard every year since 2002. This reflects our ongoing commitment to the continuous professional development of our team.

You’re in safe hands.

10. Our Office network

With a delivery network and offices across the UK we have the infrastructure and local presence to support you. Contact us to find out where your nearest office is.
11. The next step. Any Questions? And how to get your outplacement programme started

We understand that you may never have experienced outplacement before and, as with any personal purchase, it’s a decision that’s not to be taken lightly. You need to make the right decision as the outplacement programme you purchase will not only shape your own future but affect the lives of the family and friends around you. Your career is a large and important part of your life and we need to work closely with you to ensure you make the right move. We believe that we offer the programmes, support, consultancy, resources and proactive approach that will make buying an Apollo Outplacement programme the best decision you ever made but understand also that you will have questions or need some more information to be able to picture the service and the benefits it will bring.

Simply pick up the phone or contact us and we'll be more than happy to talk this through with you and give you the answers you need to support you in your decision.

Contact: Abigail Greenley
Tel: 0345 3409849
Direct: 0113 2052862
Email: Abigail.greenley@apollo-outplacement.co.uk
Web: www.apollo-outplacement.co.uk

We look forward to supporting you in your career transition very shortly and to working with you to achieve a successful outcome.