

Audrey Page & Associates

Career Audit Program



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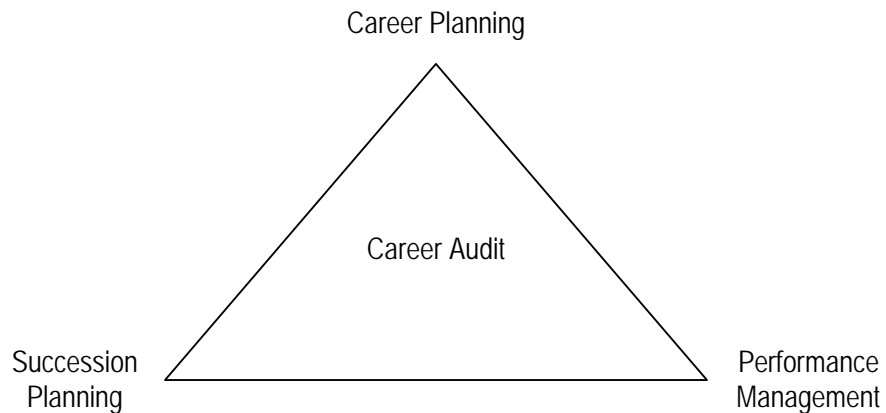
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The Challenge of Talent Retentions: the Career Audit

Retention of key human talent is an ongoing challenge for all high-performance organisations. The ability to retain and enliven important people in your organisation depends on the application of an **intelligent and integrated** approach consisting of effective performance management, career planning and succession planning systems.

Audrey Page & Associates' Career Audit program works in **harmony** with your established talent retention strategies, adding significant information and value at critical points in the process.



Career Audit **informs** your own talent retention processes, provides a structured analysis of your key employees' thinking and provides the value of an independent, third-party facilitation.

CAREER PLANNING – The New Order

Predictable career paths are **no longer** the norm – rather, corporate workplaces contain employment uncertainty, insecurity, sometimes with declining employee motivation and commitment.

As a result, many organisations find that their high performers become **unsettled** and may leave.

Ensuring key performers are retained and motivated is more important than ever.

High performance organisations are recognising that career development for their employees is a **mutual responsibility** – both in skill development and professional growth:

Your high performers are starting to **expect** it of you – as they see it, career development is part of their compensation package. Career development **is** the new compensation.

... and the **same** skills that provide your employees with better-managed career choices, also make them more valuable to your organisation.

They're **more flexible** and **more adaptable** to changes in job circumstances, changing customer needs, and volatile market conditions.

The reality of today is that **career resilience** has replaced job security. Moreover, as organisations come to terms with major demographic changes, such as the **ageing workforce**, the importance of retaining talented, resilient and highly motivated employees has never been greater.



CAREER AUDIT RESULTS

We provide career management and retention services to many **leading** Australian and multinational corporations across broad industry sectors.

We work in **partnership** with our clients to help design and implement effective career management solutions for individuals, teams or entire business units.

How do we help?

We energise your key employees.

We help you enhance their professional competence, self-confidence and employability.

We help you seed your organisation for a higher degree of loyalty, more focus, and greater resilience.

The Career Audit program is an effective intervention for any career and performance management strategy, providing a one-on-one facilitated opportunity for employees to reflect on their career aspirations, and develop plans to assist them.

WHEN IS CAREER AUDIT WORTHWHILE?

The program is particularly beneficial when organisations are confronted by:

- Significant **turbulence** and **change** – growth, new directions, cultural change.
- The need for employees to re-evaluate their **career directions** in a changing corporate environment,
- Decision-making at the **crossroads** – “Where do I go next in the organisation and how do I get there?”
- In **merger and acquisition situations**, the success of which hinge on the harnessing of key people’s ongoing commitment and motivation.
- The need for **retaining the best talent** in the organisation – providing fulfilling career paths.
- **Addressing demographic changes** including Generation Y and the Ageing Workforce.

The Career Audit program is about helping employees to think about their careers in a rigorous and constructive way. We help them take inventory, look backward, look forward, and get specific about what they want to accomplish.

Audrey Page & Associates provides career planning in four phases:

1. **A retrospective view** – first we look at the individual’s career background and review past career choices. This provides a clear rear-vision view, which in turn helps take the individual forward.
2. **Career Audit** – then we provide your employees with a career audit: a personal assessment, using one-on-one interviews and reliable psychometric assessments, as well as an analysis of the opportunities and threats in the environment, and the identification of key strengths and weaknesses based on experience, skills, knowledge, competencies, and personal traits.
3. **Planning for the future** – short and long term objectives are established, together with an analysis of both the actual and desired life balances. We use visioning exercises to accomplish this, and this phase is most employees’ favourite.
4. **Developing Action Plans** – we work with each individual to create detailed ways to help “reinvent” their future, and articulate specific actions to reach their short and long term goals.



THE BENEFITS TO YOUR ORGANISATION

The Career Audit program is a valuable process in developing a **career-resilient** workforce, and employees who are engaged and productive while they are employed by you.

Our clients consistently report the following outcomes from this program:

- **Retention** of key talented employees (and their valuable knowledge and experience base) throughout times of change and restructuring.
- **Enhanced knowledge** and understanding of employees, enabling more effective performance management and alignment of career paths to the organisation's goals.
- **A proactive approach** to pinpointing the employee's needs for further self-sponsored training and education to acquire the knowledge and skills required for the role they have identified within the organisation.
- **Improved motivation** and morale, as employees become more committed to their current position – a stronger sense of direction towards a future role within the organisation.
- **Improved work performance** – improved abilities to manage tasks, processes and people, including roll-on benefits for employees whose manager has undertaken the Career Audit program – having thought strategically about their own career and planned for the future, they are well equipped to coach others to do likewise.



CAREER AUDIT PROGRAM OUTLINES

Program Overview:

Career Audit Program

This program is designed to ensure the organisation maintains maximum people efficiencies and motivated employees by having them in the right role. It provides employees with a facilitated opportunity to audit their career by being able to focus on areas of strength, areas of opportunity, gain work-related self-insight and where relevant, set goals and an action plan.

The participant works on a one-to-one basis with the consultant. The level of Career Management Program and seniority of the individual participant will determine the cost of the program.

Manager Career Audit Program

The Manager program is designed for junior manager and technical specialists. A career management consultant covers the core areas of the career audit over two months. Participants receive a comprehensive program manual.

Senior Manager Career Audit Program

The Senior Manager program is designed to cater for the requirements of the middle to senior manager levels. Facilitated by a senior career consultant, this program spans four months and covers the key areas of the career audit and includes a coaching session after the core program has been completed.

Executive Career Audit Program

The Executive program is designed to cater for the requirements of the executive. Facilitated by an executive career consultant, this program runs over six months and covers the key areas of the career audit and includes coaching sessions after the core program has been completed. The components of the program include psychometric assessment and a comprehensive program manual.

All programs at Audrey Page and Associates are fully tailored to the needs of the individual participant.

As highlighted above, the key outcomes of the process are greater self-insight, greater resilience in the face of difficulties, acceptance of responsibility for self-development and importantly development in key skill areas identified.

