

Decision Insight, Inc.

CONFIDENTIAL

Transition Services

Executives, Managers & Staff

Surviving or Thriving in 2009 and Beyond...

The realities of shrinking budgets, uncertain revenues and a commitment to stay in business have created an urgent challenge – surviving today while positioning for tomorrow.

Our Mission

Decision Insight guides and supports companies and individuals in transition created by new leadership, expansion, consolidation, and/or workforce reductions. Our methods, resources and processes help expand possibilities while strengthening leaders, individuals, and teams for what lies ahead...

We Help Companies

- Objective Assessment: Organization and Individual
- Strategic and Tactical (Sustainability) Planning
- Align Board & Management decision-making
- Implement Plans
- Attend to “survivor” needs

We Help Individuals

- Personal / Career Coaching and Transition Support
- Leverage uniqueness to create new possibilities
- Align personal interests and values with Purpose
- Re-engagement strategies for “survivors”
- Job Seeking skill building and tools for a tough market

Contact:

Patricia Duarte, Principal
Decision Insight, Inc.

Tel: 508 497 2307 / Fax: 508 409 2375
Email: pduarte@decisioninsightinc.com
Web: <http://www.decisioninsightinc.com>

**Prepared by
Patricia Duarte, Principal
January, 2009**

Decision Insight, Inc.
Organizational Management & Transition

Surviving (and Thriving!) in 2009 and Beyond.....

Dear Executive Leader:

To survive or thrive today requires a rigorous review of financial realities, mission imperatives, and an ability to expand established perspectives to identify and maximize opportunities.

We advise and guide leaders through organizational and individual change and transition. We facilitate strategic planning processes and provide tools and resources for tactical implementation. With significant HR experience managing transitions – guiding people-selection decisions, defining criteria, developing plans, training managers and communicating with employees - we bring expertise, hands-on experience, tools and resources that improve decisions and the workplace culture.

If staff reductions are necessary, we also work with managers and staff before, during and after the layoff providing transition support services for exiting staff and management strategies for attending to the critical needs of employee "survivors" for the work ahead.

We understand organizational transitions and HR management from every aspect. Legal resources guide our methods, expertise, on-site support and personal compassion for leaders and staff ensures our clients are served in the best way possible.

Enclosed is an Overview of Services.

Contact us for additional information or to engage services.

Best Regards,

Patricia Duarte, Principal
Decision Insight, Inc.
pduarte@decisioninsightinc.com
Tel: 508 497 2307
Fax: 508 497 2375

Web: <http://www.decisioninsightinc.com>

Organizational and Individual Transition Management

SCOPE OF SERVICES

FOR THE ORGANIZATION

Prepare.... Define.... Decide.... Implement....

- Organizational Assessment / Analysis
- Determine Criteria for Budget Reductions
- Impact Analysis
- Job Description and Performance Profile development for Current and Future needs.
- Executive, Management and Individual assessment
- Severance Plan Development and Transition support needs.
- Implementation Plan development
- Compliance Guidance and related documentation
- Logistical planning / On-site support
- Strategies for *after* the layoff; tending to the needs of employee "survivors".
- Job / Career Transition Services for Exiting Management and/or Staff (page 4 - 6)

Management / Supervisory Training

Notifying employees of decisions that result in job loss is one of the more difficult tasks a manager performs in the course of his/her job. How notifications are handled can directly determine the impact. By preparing and communicating appropriately, escalations may be prevented, and a more positive atmosphere for the remaining team. Included in this training:

- Preparing for the Notification Meeting
- Recommended "Talking Points"
- Possible Reactions and Suggested Responses
- Communication Tips
- Logistical planning
- Termination Package Overview (*legal docs, COBRA, severance, transition support etc*)
- "Surviving" Employee Re-engagement
- Other Support Resources

On-Site Support

** recommended when notifying more than 2 employees at once.*

The Consultant will provide on-site support to managers and meet privately with each employee immediately after notification. This initial meeting, providing personal support and resources, helps diffuse emotions and channel emotional energy towards the future. Just having a professional transition coach who understands their situation and can help them personally and professionally, reduces fear, anger and mitigates the difficult emotions being "fired" evokes.

Cost: \$1600 per day

Decision Insight, Inc.
Organizational Management & Transition

To: Individuals in Career Transition

Despite the current economy, there are always new opportunities.

Our process is designed to help you define, target and evaluate opportunities based on your unique skills, interests, abilities and values. This includes self-assessment, career plan exploration, resume development, effective marketing, networking and interview skill building. Our role is to provide the necessary framework, tools and support to expand the possibilities and conduct an effective search and marketing campaign. Successfully finding the next job or career is ultimately your responsibility. Nothing comes without significant effort. Some people will find new opportunities in a matter of months; however, we cannot guarantee any particular timeframe. As with anything, you will get out as much as you give to the process.

Our work with you will include information, coaching and guidance to move forward taking the appropriate next steps in your career and your life. Our consultants are skilled in transition management and employment. They exude confidence and bring a breadth of experience and authentic compassion for the frustrations that are inherent in the process.

We work with clients one-on-one, in-group workshops, by phone, and through online support systems and tools. The work begins with a Personal / Professional Assessment and customized work plan. Program packages range from comprehensive coaching, networking and marketing to the fundamentals including resume development and interview skill building.

In a highly competitive job market, success will take considerable focus and hard work. Therefore, we recommend getting started as soon as possible.

Best Regards,

Patricia Duarte, Principal
Decision Insight Inc.com
Tel: 508 497 2307
Fax: 508 497 2375
pduarte@decisioninsightinc.com

FOR INDIVIDUALS: CAREER TRANSITION SERVICES

1. Executive Program: \$2500.00 per person

- Personal / Career Assessment
- 20 hours* customized services: research / coaching / marketing & networking tips
- Resume Development / Interview Skill Building / Job Referrals
- Participation in all Seminars and Workshops
- Services available for up to 1 year

2. Supervisor / Manager Program: \$1500.00 per person

- Personal / Career Assessment
- 15 hours customized services: research / coaching / marketing & networking tips
- Customized Leadership / Management Development and Coaching
- Resume Development / Interview Skill Building / Job Referrals
- Participation in all Seminars and Workshops
- Services available for up to 6 months

3. Professional Program: \$750.00 per person

- Personal / Career Assessment
- 8 hours customized services: research / coaching / marketing & networking tips
- Resume Development / Interview Skill Building / Job Referrals
- Participation in all Seminars and workshops
- Services available for 90 days / 3 months

4. Individual Program: \$500.00 per person

- Personal / Career Assessment
- 4 hours customized services: research / coaching / marketing & networking tips
- Resume Development / Interview Skill Building / Job Referrals
- "Help-Line" coaching access (as needed) for 60 days / 2 months

5. Self-Guided Individual Program: \$250.00 per person

- Personal / Career Assessment
- 2 hours customized services: research / coaching / marketing & networking tips
- Resume Development / Interview Skill Building / Job Referrals
- "Help-Line" coaching access (as needed) for 30 days / 1 month

6. Add-on Services

- Coaching: \$150.00 per hour
- Industry Research: \$ 50.00 per hour
- Seminars and Workshops: \$75.00 per seminar (includes materials)

IMPORTANT NOTE:

¹. Hours for customized services are estimates and will be provided as needed by the client.

². Full payment is required to engage services. Special billing arrangements considered upon request.

Career Transition Program Content

Getting Grounded - "Find Yourself First"

- Acknowledging and managing emotions
- Sharing the news with family, friends, colleagues and professional networks
- Personal / Professional Assessment
- Vision Mapping / Personal Planning
- Career Plan Exploration (SEMINAR)
- Setting attainable goals and objectives

Marketing and Research

- Research industry sector information and/or potential network contacts
- Resume Development
- Creating marketing plans and strategies
- Exploring all resources and tools
- Responding to job postings
- Effective use of online social media
- Developing good cover letters
- Networking tips to get "informational" interviews.
- Networking by volunteering

Exploring New Paths

- Customized / personalized coaching and resources aligned with individual needs and interests

Interview Preparation and Coaching

- Phone interview and Follow up Tips
- Interview Preparation Coaching
- Interview Skill-Building
- Great Interview Questions to ASK

Post Interview

- Interview debrief
- Negotiating the job offer
- Acceptance of the job offer

Transition Seminars and Workshops:

- Understanding the Change Process (and what it means for you)
- Vision Mapping for Personal and Career Exploration
- Social Media for Job Seekers – Tips for expanding potential opportunities
- Interview Mastery LIVE!
- Additional workshops and resources to be announced....

Individual / Executive Coaching: customized to meet individual needs and interests. Resources include Career and Personal / Life coaching experts.

Industry Research: online sourcing of companies and organizations