



SUCCESS



## Guiding Employees through Career Transition

Let MSEC help you prepare for restructuring your workplace and achieving your employee transition needs. Our closely tailored programs support you with individual career transition and outplacement services, special group workshops, and career assessment and interpretation services.

### INDIVIDUAL CAREER TRANSITION/OUTPLACEMENT SERVICES

MSEC helps your employees through the transition and outplacement process on any budget. Our most popular programs are priced under \$1,000 per employee. Individual program pricing begins at \$425. You can add additional customized consulting at \$135/hour. Programs are available in person and electronically. Electronic programs allow flexibility through telephone and email support.

#### Individual Programs for Employees:

Line Staff	2-4 hours	\$425 - \$695
Managers/Professional Staff	4-10 hours	\$695 - \$1,505
Directors/Senior Management	10-30 hours	\$1,505 - \$4,205

Individual Career Transition/Outplacement Services depends on the needs of clients. Customized services include but are not limited to:

- Coping with job loss
- Self assessment exercises
- Resume and cover letter preparation
- Conducting job market research
- Networking
- Interviewing techniques
- Practice and critique
- Managing and negotiating job offers
- Entrepreneurial exploration
- Job search coaching

### GROUP WORKSHOPS

#### Career Skill Building

Topics covered in this workshop are based on the needs of participants and often include a step-by-step approach to the job search.

½ Day-\$1,200 or One Day-\$1,800 per session

#### Support for Organization Downsizing: Preparing Managers

This comprehensive program is designed to assist managers with downsizing, so that managers and supervisors are better able to manage the transition.

One Day-\$1,800 per session

All workshops can be held on-site and materials are included. It is recommended to have no more than 15 participants in each workshop to encourage interaction and optimal learning. There is a cancellation fee of 50% of the daily on-site rate for programs that are cancelled within 14 days of the program date. Additional customized consulting is \$135/hour when combined with a workshop.



Contact Career Transition Services (CTS)  
303.223.5328 or [cts@msec.org](mailto:cts@msec.org).

CTS 0309

See reverse for additional services and workshops

## CAREER ASSESSMENTS AND INTERPRETATION SERVICES

Career Assessments and Interpretation Services are significant tools that can be used to lead career recommendations. Assessments help employees who are transitioning to other opportunities outside of the organization. Assessments also assist those employees who need help shaping their future. These assessments can also help managers with performance management, succession planning and talent strategies.

### Strong Interest Inventory

Link individual interests and values to potential career choices.

\$300 (includes 2 hours of interpretation/coaching)

### The Highlands Ability Battery (THAB)

Identify an individual's natural abilities and talents to make satisfying career decisions.

\$395 (includes 2 hours of interpretation/coaching)

### Myers-Briggs Type Indicator (MBTI)

Develop individual and team job performance through better understanding of personal preferences.

\$300 (includes 2 hours of interpretation/coaching)

### Myers-Briggs Type Indicator (MBTI) Career Report

Link personality types with careers that are likely to be satisfying.

\$300 (includes 2 hours of interpretation/coaching)

### Strong and MBTI Career Report

Combine the interpretation results of the Strong and MBTI Career Report as related to career development.

\$375 (includes 2 hours of interpretation/coaching)

These assessments can be used to supplement Individual Career Transition/Outplacement Services. When used with an individual program, any assessment is discounted to \$265.

## RETIREMENT TRANSITION PROGRAMS

It has been predicted for some time that employers will soon face challenges of an aging workforce and predicted applicant shortages. Our retirement planning/assistance services and workshops address this challenge by supporting the idea that retirement can be a transition to the next career development stage. Our programs will help both the employer and employee build road maps to navigate this new terrain.

### Life Options Retirement Workshop

This workshop assists employees in the life changing decision of retirement and how they can purposefully exit the workforce.

*This program has a maximum enrollment of 10 people per workshop.*

One Day-\$1,895 per session

**Retirement transition service pricing follows the pricing schedule for standard Individual Career Transition/Outplacement Services (see reverse).**

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**See all of the MSEC testing and assessment services available for employee hiring and development at [www.msec.org](http://www.msec.org).**