



 **transition**
Online Career Transition and Skills Development



H3R Human Resources Services
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a division of 2053724 Ontario Inc.

E-transition and Skills Development

E-transition and Skills Development is a comprehensive online career transition and skills development program designed especially for displaced workers from organizations who do not or cannot provide expensive traditional outplacement programs or that are in locations where traditional services are not available. The Skills Development program can also augment traditional or internal transition programs.

The program combines an online career transition program and workbook with access to a library of over 650 training courses, including business skills, leadership, sales, customer service and Microsoft Office, designed to refresh or expand the participant's skills, enhancing their ability to be re-employed as quickly as possible, all at a fraction of the cost of traditional outplacement programs.

E-transition Course Outline

- ➔ First Steps After Losing Your Job
- ➔ Self-Assessment and Finding Your Direction
- ➔ Resumes, Cover Letters and References
- ➔ Networking – Who Do You Know? Who Do They Know?
- ➔ Working with Search Firms
- ➔ Preparing For Interviews
- ➔ Selling Yourself and Asking For The Job
- ➔ Negotiating The Offer
- ➔ Ensuring a Smooth Start at Your New Job

For more information, please visit our website at

www.H3Rservices.com

or call us at

1-800-H3R-1414

Program Features

12 Month Comprehensive Program

Unlimited access to program modules and training course library for a full year. Once re-employed, the training library can be used for the remainder of the year to develop skills for their new position.

24/7 Anywhere

Participants can access the program from any computer, whether at home, work, library or training centre. Program modules and training courses can be completed anytime, at their own pace.

Program Designed By Human Resources Leaders

The E-transition program has been designed by HR Leaders with over 50 years of experience and who have themselves been Career Transition Program participants during their careers.

Optional Additional Tele-Coaching

Should you wish to provide a slightly higher level of personalized support, the HR Professionals at H3R Services will provide telephone based coaching and counseling across all elements of the program.

No Administration or Data Entry

H3R Services does all set-up and administration. Training records are updated automatically and participation and activity reports forwarded to you.

