

**FREE SUPPORT
FOR MANAGERS**

Recently been made redundant?

**BOUNCE BACK
WITH ILM**



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Leadership &
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ILM is the professional membership body of choice for over 30,000 forward thinking managers and leaders. Membership gives managers access to a wide range of specialist information and support to help build a successful career in management and leadership. ILM is also the largest provider of management qualifications in Europe, upskilling over 80,000 individuals each year. Visit www.i-l-m.com/freesupport



HELP FOR UNEMPLOYED MANAGERS

ILM is offering six months **free membership** to help managers negotiate the downturn and get back to work. If you are a manager and have recently lost your job you can sign up to ILM's support package with no obligation.

You'll get instant access to an extensive range of resources to increase your skills levels and **help you find a new job**. You'll also join a growing community of over 30,000 committed managers.

While redundancy is often a stressful experience, it can offer the chance to reinvigorate your career. ILM is here to support managers – to find out more go to www.i-l-m.com/freesupport

Benefits of ILM membership

- 1. Careers resource centre** online CV support, letter writing tips and interview techniques
- 2. Harvard Manage Mentor** a practical resource of 42 learning modules on key leadership skills such as budgeting, negotiation, strategic thinking and innovation
- 3. Jobs board** access to 100s of new management and leadership positions coming on to the marketplace each week
- 4. Lifestyle discounts** money off insurance and support services which amount to savings of over £300 a year
- 5. Edge** a free subscription to this award winning leadership and management magazine

BOUNCE BACK

The recession has hit hard, with unemployment among managers rising by 37% in the last year. But if you have lost your job there's no need to panic. Edge's top tips can help you get through the tough times and out the other side – in great career shape!

This article featured in Edge
May 2009: the award winning
magazine for ILM members



01: Acknowledge your feelings

Losing a job can be an experience of rejection, says Cary Cooper, professor of organisational psychology and health at Lancaster University Management School. 'People go through a type of grieving process, and you have to acknowledge that. But it's important to stay positive. Remember, it's the job that has been made redundant, not you.'

02: Sort out your finances

As soon as you're made redundant, take 48 hours to sit down and assess your financial position, advises Steve Thompson-Martyn, business development director at career management consultancy CMC. It might also be worth checking your insurance policy, says Tom Potbury, employment specialist for lawyers Pinsent Masons. 'Some people have insurance that pays out in the event of being made redundant. They may not be aware they have this,' he says.

03: Don't panic

Whatever you do, don't panic, advises Helen Whitten, managing director of Positiveworks, a coaching and personal development consultancy. 'Take some time – a week or so – to rest. There is a shock factor to being made redundant. You don't want to get into a state of fear.'

04: Think positive

The worst thing you can do is to be pessimistic about your chances of employment, says Robert Sharrock, managing director of business psychologists YSC. 'If your mind becomes pessimistic, then your creativity is constrained. People [need to] build a positive mindset. What you say to yourself is crucial.'

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05: Reflect on what you really want

Once you've recovered from the initial period of shock and anxiety, use your time to take stock, says Sharrock. 'Is it an opportunity to spend more time on a passion outside work? Do you still have the appetite for a 14-hour city existence? Do you want to entertain the possibility of a shift in career?'

06: Keep fit and structure your day

It's essential to maintain energy levels and motivation during your job search, and keep some structure to your day while job-hunting, advises Bev White, managing director of Penna Career transitions. 'Don't fall into the daytime TV trap. Go into your home office and plan out your day to search for those jobs. Also, keeping yourself healthy and fit will put you in a good position to have the confidence to go for jobs.'

07: Network

You're far more likely to find a job if you've got a good network, says Olwyn Burgess, client services director for HR consultancy Chiumento. 'But don't be too gung-ho about it. There are rules to networking,' she warns. 'You've got to know what you are approaching the contact for.' It may be worthwhile networking with other redundant employees to support each other, suggests White. 'You should decide what is the most important factor in your next move: whether it's financial, geographical or the nature of the job,' advises Thompson-Martyn. 'Then focus the job search on that.'

08: Consider volunteering or retraining

If you're thinking of changing careers, volunteering can be advantageous if you can afford the time, says White. 'You can apply your skills, help an organisation and present that to a future employer.' Financial circumstances permitting, redundancy can also be an opportunity to retrain, says Cooper. 'Most people think they'll go straight into another job, but [you should] assume that it will take a while. Stay active by doing some additional training.'

09: Prepare for interviews

Despite the increasingly competitive job market, most jobseekers are poorly prepared for interviews. Make sure that you research them thoroughly, advises Nicola Deas, practice leader for career transition at employment consultants Right Management. 'On average, people spend up to 10 hours securing an interview and less than one hour preparing for the interview itself. Think about the questions that you will be asked and practise your answers.'

10: Do your homework

Fully research any job offer before accepting it, advises Thompson-Martyn. 'Make sure that the offer matches your needs. Don't be so grateful that you take anything that comes along. And don't forget to check that the company is financially robust.'



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**FREE ILM
MEMBERSHIP**

HOW TO SIGN UP FOR FREE SUPPORT

**Have you been made redundant in the past six months?
Did you manage one or more individuals?**

**If you answer yes to both of these questions you can
sign up to ILM for free for six months.**

Membership can be activated through the ILM website.
Follow these simple steps to gain immediate access to a
range of benefits which could help find you a job.

First time login

- 1** Go to www.i-l-m.com/freesupport
- 2** Complete the simple online application form
(selecting 'unemployed' for employment status).
Enter the promotional code – UEM09.
- 3** You will shortly receive a welcome pack and your
first copy of Edge magazine

Future visits

- 1** Go to www.i-l-m.com
- 2** Select 'member login'
- 3** Log in and start browsing the benefits

For help and further information contact
the ILM Membership Team
T: 01543 266886 E: membership@i-l-m.com