

*Change management is the boss's job -  
reorientation is the responsibility of the individual*

<b>Characteristics</b> <b>(Checklist for employers)</b>	<b>Yes</b>	<b>Partly</b>	<b>No</b>
<b>Management responsibility</b>			
Can we foresee developments?			
Are our jobs secure?			
Do we know how to successfully tackle communication in the change management process?			
Are our employees informed, satisfied and motivated?			
Do we need support in designing the redundancy plan?			
Can our human resources department handle structural change?			
Have we made provision for possible redundancies?			
Are we aware of our responsibility when we dismiss deserving employees?			
Can we conduct dismissal discussions properly?			
Does our management know their professional prospects?			
Do we know the potential of our employees and are their abilities being deployed in the right positions (personnel portfolio)?			
Do we know the effect of a structural adjustment on our image?			
Is our image as an employer important?			
Do we live up to it?			

<b>Services</b>			
Do we know of services that support the change management process?			
Do we know what outplacement means and do we know the services connected with it?			
Are we familiar with the course of the various phases of outplacement or management consulting processes?			
Do we know the benefits of outplacement for us and our employees?			
Do we know the added value which outplacement has to offer?			
<b>Market</b>			
Do we know the job market and the right partners?			
Are we informed regarding the most important criteria for selecting the ideal partner?			
Have we obtained references on future partners?			
Are our employees informed regarding such services and are there preferences?			
Are there grounds for these preferences and do we know them?			
<b>Sub- total</b>			
	<b>x 1</b>	<b>x 2</b>	<b>x 3</b>
<b>Total</b>	<b>+ ⇒</b>	<b>+ ⇒</b>	

- 23 – 26 points:** the current situation is satisfactory  
**27 – 48 points:** no-obligation discussion recommended  
**48 – 69 points:** professional counselling necessary

## **Satisfactory situation**

Congratulations! If you have answered the questions openly and self-critically, all the management and staff in your company are ideally placed and generally satisfied. Apparently, there are no operational changes in your company that tie up valuable management and time unnecessarily. Despite this, we recommend that you maintain the company and above all your staff in good shape for constant change and that you keep a running check on their operational market attractiveness and market opportunities. We can support you in your task and assist you in fulfilling your social responsibility towards your employees efficiently and professionally.

## **No-obligation discussion**

Some questions have not been answered distinctly, there is, apparently, some insecurity in your environment that should be clarified in more detail. We therefore recommend an initial contact and a no-obligation discussion for which you will not be charged. We are always happy to advise you on diverse management tasks, particularly in change management phases, restructuring or during mergers and acquisitions. Our schemes allow you to implement operational changes rapidly with great efficiency and a high level of social responsibility. Through these schemes, we will enable you and your staff to recognise such challenges as opportunities and motivate all participants to experience change in a positive way.

## **Professional counselling**

The present situation within your company seems to be exposed to considerable operational change that is tying up a great amount of management capacities. Professional counselling can offer you swift and efficient support without compromising your social responsibility. Our schemes are geared to the uniqueness of your management and staff and permit new prospects to be recognised and challenges to be experienced positively. Reorientation is not exclusive to the bold and should be seen and experienced as an opportunity. We strengthen self-confidence and encourage motivation, both in personal as well as in operational changes, thereby increasing sustainable market attractiveness. In the end, your own actions are the only ones that count. Count on us and give us a call.