



# **Career Development Services**

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## Reduction in Force (RIF) Best Practices: A Comprehensive Approach

Our goal is to support and enhance your management practices to address morale, retention, and trust issues while you navigate through this difficult time. As you and your organization plan for a reduction in force, Cascade offers the following suggestions to provide support to every level of the organization.

### For Supervisors and Managers

- Contact the EAP for unlimited consultation.
  - Develop a step-by-step approach based on size and timing of RIF
  - Discuss available interventions and employer resources
  - Learn skills managers can use to minimize the negative impact
- Schedule an on-site EAP seminar for managers, focused on emotions accompanying change and transition.\*

### For Impacted Employees

- Offer EAP resources, including strategies for practical and emotional support.
  - Group seminars\*
  - Individual EAP sessions
  - Financial coaching
- Job Search Skills
  - Online assessments
  - Resumes/interviewing tips

### Remaining Employees

- Offer EAP resources, including strategies for practical and emotional support.
  - On-site EAP seminars\*
  - Self-directed tools
  - Web-based resources

*\*Additional fees may apply*

# Services for Employees and their Families:

## Individual Counseling

During an individual session, the EAP counselor provides a general assessment of interests, motivation, and job skills. The individual is assisted in creating a job search plan, how to write a resume and cover letter, and tips and practice for interviewing. EAP counselors also help with the emotional challenges and stresses that come with losing a job and coping with life adjustments.

## Financial Consultation

Few events are as stressful as a financial setback associated with job loss. Utilize your EAP financial coach to make a budget, plan for managing bill payments, and understand tax issues associated with job loss.

## Online Resources

Access tools for a successful job search, which include building an awareness of your goals and skills, understanding the labor market, and a well-planned job search. Go to: [www.cascadecenters.com/Career-Development](http://www.cascadecenters.com/Career-Development).

## Cascade Personal Advantage EAP Member Site

This expanded area of the website, includes financial calculators, extensive career development articles, and other resources.

## To Access:

1. Go to [cascadecenters.com](http://cascadecenters.com)
2. Click 'Member Log in'
3. Register as a new user

# Employer Services

Layoffs are difficult for everyone in an organization. People who are leaving, staying, making the decisions and communicating the organizational changes are all impacted.

## Consultation

### Pre-Layoff

Cascade provides pre-layoff consultation to managers. The consultation includes a phone meeting with managers to facilitate discussions about the layoff plan, tips for communicating the decisions to the employees, and when and how to communicate and support those being laid off and those remaining. Also included are the Cascade EAP services which can be utilized through the different stages in the process.

### Post-Layoff

Post-layoff services include phone consultation with managers on dealing with change. We can facilitate a discussion for managers in the process of determining what and how to make changes with fewer people. We also work one on one with those employees who remain regarding their feelings of guilt, being overwhelmed, loss, and uncertainty.

*\*Both pre- and post-layoff services can be provided on-site for a fee.*

## On-Site Supervisor Support

EAP seminars are one hour in length and include a combination of didactic learning, discussion and activities.

### Managing Employees during Downsizing and Job Loss

Job loss can be something you have no control over. This seminar will review how loss impacts both employees and managers. Participants will gain skills and tools to navigate downsizing job loss with employees, in addition to tools about your own next steps.

### Stress Management for Managers

Managers will learn to recognize stress in their self and others. In addition, participants will learn skills to support employees in: increasing coping skills, managing stress better, improving productivity, and increasing job satisfaction.

### Working in a Changing Environment

In an organizational culture of constant change, adapting can be challenging. Some areas addressed during this presentation are the elements of change, different loss experienced related to change, the transitional stages, and ways of coping with stress and change.

# EAP Seminars

EAP seminars are one hour in length and include a combination of didactic learning, discussion and activities. Topics can be customized and expanded in length to meet your organizational needs.

## Layoff and Change Support

Cascade can help your employees with the emotional and psychological effects of losing their jobs. This is an on-site program which explores the stages of transition and how employees can help themselves through the process.

## Maximizing Your Vocational Potential

Being happy and fulfilled in our work is a social, emotional and mental process. This seminar explores ways to improve self-awareness to connect to our values so we can be more engaged, empowered employees.

## Resumes/interviewing

Selling yourself for a job is key and a resume is a tool to getting your foot in the door. Learn how to present yourself on paper in a compelling and effective manner. Also, learn basic skills for interviewing with confidence and clarity. Identifying personal strengths and informational interviewing will also be addressed.

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In an organizational culture of constant change, adapting can be challenging. Some areas addressed during this presentation are the elements of change, different loss experienced related to change, the transitional stages, and ways of coping with stress and change.

## Webinars and Self-Directed Courses on topics such as:

- Resumes, Applications, and Cover Letters
- Interview Skills for Job Candidates
- Employment Interviewing: Seizing the Opportunity and the Job
- Finding the Right Job Through Networking
- Getting References That Will Help You Land a Job
- Resilience During Times of Change

Log into the [EAP Member Site](#) to access.



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