



Profiling and action planning

- Suitable for: Those working with individuals to find employment or training such as Supported Employment teams, Welfare to Work/Supported Internship providers or Employment Support Coaches
- Develop best practice in vocational profiling and action planning to achieve an individualised and successful journey into work for clients on your programmes.

Part of the

**Supported
employment**

training series



Duration, delivery and cost:

We can deliver these group courses face-to-face or online, to suit your needs.

Online delivery:

Group size: 8 to 12 participants

Duration: Five hours (over two sessions)

Online cost: £1,099 + VAT

Face-to-face delivery:

Group size: 8 to 12 participants

Duration: Full day

Face-to-face cost: £1,699 + VAT

The best way to help individuals find sustainable paid employment is to ensure the support offered is individualised and inclusive, enabling them to find a job which suits their skills, needs and circumstances. Relevant information is collected through vocational profiling which can be used or seen as a ‘tick box’ exercise to meet contractual or administrative requirements. If used correctly, it can achieve the best possible match between the individual’s skills and support needs, and the requirements of the job and employer. This is how you get the best job match and sustainable employment.

Action planning should be collaborative and engaging - helping to drive the individual’s progress in the direction they wish to go. Good action planning also has the added benefit of helping bring results for us as a service.

Do you:

- Want to ensure your Advisors can make the most of their profiling appointments?
- Want to ensure that profiling is holistic, person-centred and collaborative?
- Want to make your job matching more successful, increase job outcomes and improve sustainability rates?
- Want your Advisors to be able to deal with clients confidently, positively and be able to create effective action plans?

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I gained a broader understanding of what vocational profiling is, and enjoyed learning about different questioning techniques. It was great to discuss real life examples with peers and it was very interactive.

Rob, North Yorkshire County Council,
2019

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Course summary

Delivered as part one of a three-part training delivery suite around the Supported Employment model, the other two parts relate to job finding and employer engagement - and on-off work support.

It is also available as a standalone product for those who focus mainly on profiling and action planning. The session develops the delegate's knowledge and confidence in vocational profiling, barrier handling and action planning.

We begin by looking at profiling and the style of communication and tools that can be used.

Next, we consider the barriers-to-work individuals might experience - and how we can use a network of specialist organisations to direct people to expert help.

Finally, we consider how to ensure action planning is effective for both the advisor and individual. A range of tools, strategies and techniques are explored and practised, so delegates are fully equipped to use these in their work and personal lives.



Key topics

- Ensuring appointments are positive and productive
- Understanding the aims, challenges and benefits of a vocational profile
- Motivational interviewing techniques and how to apply them
- Identifying tools that are available to you during profiling
- What to consider when profiling clients with a range of disabilities
- Identifying potential solutions and adjustments suitable for individuals with disability and non-disability related barriers
- Building a resource kit to further identify other sources of support and advice
- SMART and effective action planning in theory and practice.

Each delegate will get:

- An understanding of best practice in profiling and action planning
- A range of tools and techniques which can be applied back in the workplace
- The opportunity to build a resource kit of other sources of support and advice
- A comprehensive in-course workbook
- A certificate of attendance.

Your organisation gets:

- A summary of feedback in order to show its impact and to identify any further learning needs.

Design and methodology

The course has been developed by qualified training designers in line with the Training Accreditation Programme methodology. This is an industry recognised standard with the aim of ensuring all training activity is structured effectively and learning is embedded.

Training is learner-centred and skills-based with the emphasis on engaging learners in the experience. Clear objectives are set and measured through discussion and individual activities.

The modular structure allows delegates to build an individual action plan relevant to their own situation.

About us

We specialise in helping both employers and employees to develop the knowledge, confidence and capacity to support colleagues and individuals in the most effective way.

All of our training is delivered by a team of experienced consultants who have extensive knowledge and a practical understanding of workplace issues.

Complementary training courses:

- Good practice in Employment Support
- Good practice in Individual Placement Support
- On-off job support
- Job finding and employer engagement
- Mental Health First Aid
- Introduction to job coaching at work
- Training in Systematic Instruction.

Get in touch

If you would like to book, need more information or a tailored quotation, we can help you at:

-  0300 456 8113
-  training@remploy.co.uk
-  www.remploy.co.uk/training

