

# Welcome to LHH Penna

## On-boarding workshop

Everything you need to know about your Career Transition programme



# AGENDA

**01** Who are LHH Penna?

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**02** What is career transition?

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**03** Your consultant

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**04** Your programme

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**05** Resources



# LHH PENNA

**World's leading talent development and transition company**



**The right tools can shorten the time it takes to land a new job by 50%**



We provide breakthrough career-building technology, job sourcing tools, eLearning resources and CV building tools to give you the skills you need to find a career that fits your needs and interests, fast.



**Global reach providing support internationally to assist with overseas job search**



# WHAT IS CAREER TRANSITION?

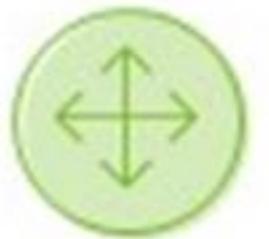
You have been provided with a programme of Career Transition support by your previous employer and we are here to guide you through your next steps through a combination of coaching, access to learning events and use of a career portal.



**It's time to take  
a fresh look at  
where you've  
been and where  
you want to go.**



**Do you want a similar job? Or something completely different?**



**Maybe move into a new industry or explore a new function?**



**Would you like to own your own business?**



**Are you thinking about retirement?**

# CAREER TRANSITION MAP

YOU ARE HERE...



CAREER TIMELINE

↓

## AWARENESS

- Taking Stock
- Assessment Links (CRN)
- Career Decision
- Values & Anchors (CRN)
- Satisfiers & Dissatisfiers (CRN)
- Transferable Skills
- SOAR/STAR Stories

PREFERRED  
FUTURE



↓

## MARKETING TOOLKIT

- Exit Statement
- Positioning Statement
- CV
- LinkedIn
- Target Market List
- Mindfulness

BEING AUTHENTIC  
COMMUNICATING

## IMPLEMENTING YOUR SEARCH

- Research
- Networking Conversations
- Personal Brand (CRN)
- Job Market Awareness
- Personal Resilience & Mindfulness
- Interview Prep (CRN Interview Centre)
- Job Search Work Team
- Business Development Group



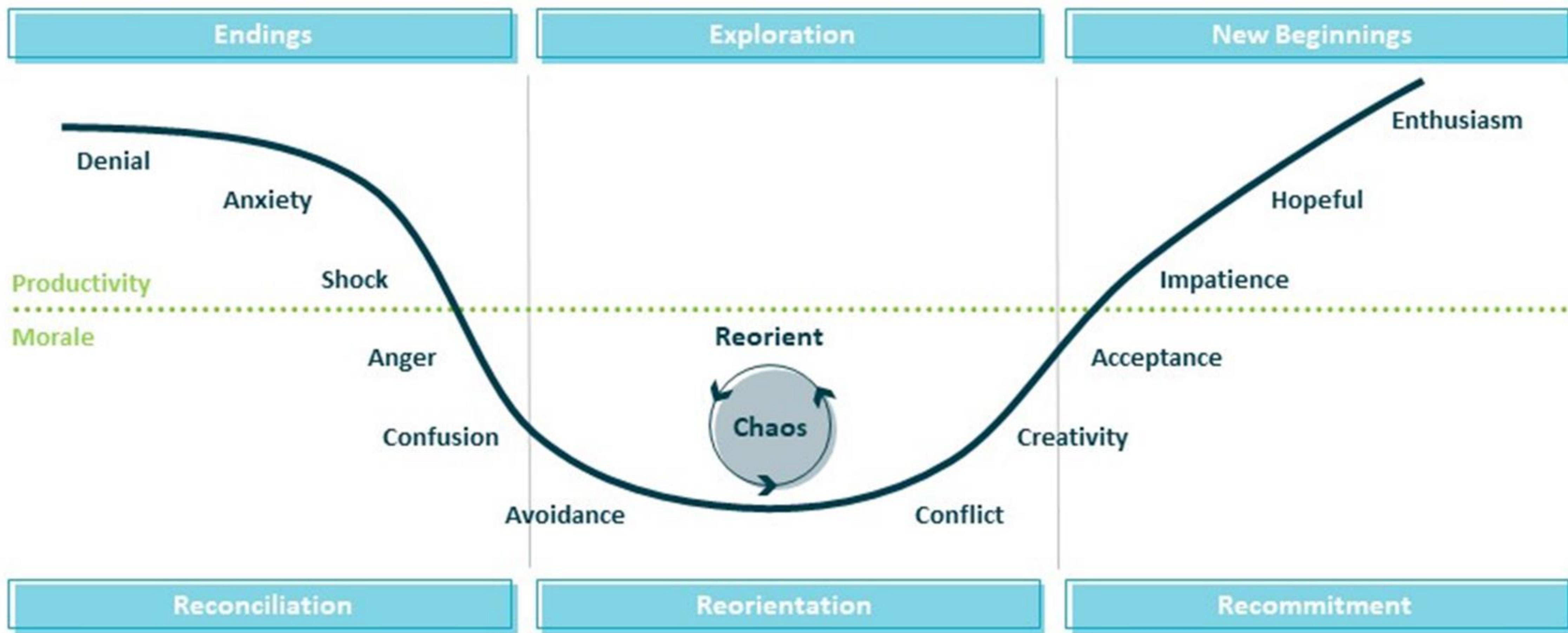
REALITY CHECK

# YOUR JOURNEY

How are you feeling?



# THE CHANGE CURVE

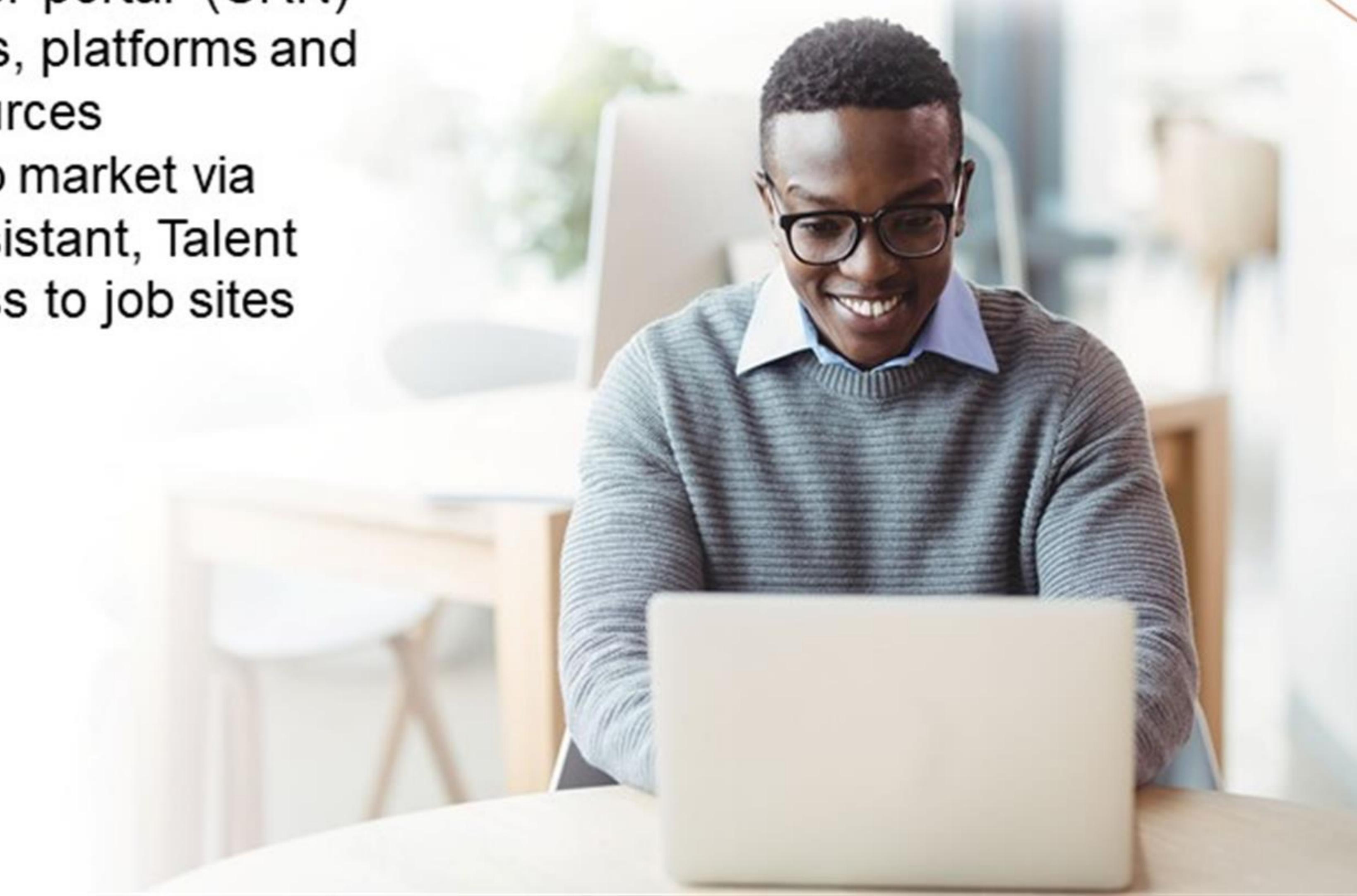


# WHAT CAN I EXPECT?

- Work with a career transition expert – including a Branding Specialist to focus on a market ready CV and your on-line presence
- Introduction to learning events and activities to support your job search strategy and develop your network

# WHAT CAN I EXPECT?

- Access to online career portal (CRN) including assessments, platforms and other job search resources
- Connections to the job market via Digital Job Search assistant, Talent Connectors and access to job sites



# ACCESSING THE BRANDING SPECIALISTS

Get started with these easy steps!



1

## Watch our Getting Started Video

Sit back and watch a short video introducing all the amazing tools available to you on the CRN - Career Resource Network!



2

## Initiate Branding

Kickstart your Professional Brand by having our Certified Branding Specialists perfect your resume and craft your LinkedIn business profile.



3

## Connect to the hiring community

After you have completed Branding, upload your final resume to be seen by LHH's hiring community.



4

## Be Informed

The Learning Center is your one-stop shop for career guidance, no matter what your career goal is.

# WHO CAN HELP ME?



# YOUR CONSULTANT



Experienced support  
during your programme –  
work with your anchor  
consultant and other  
subject matter experts



Confidential



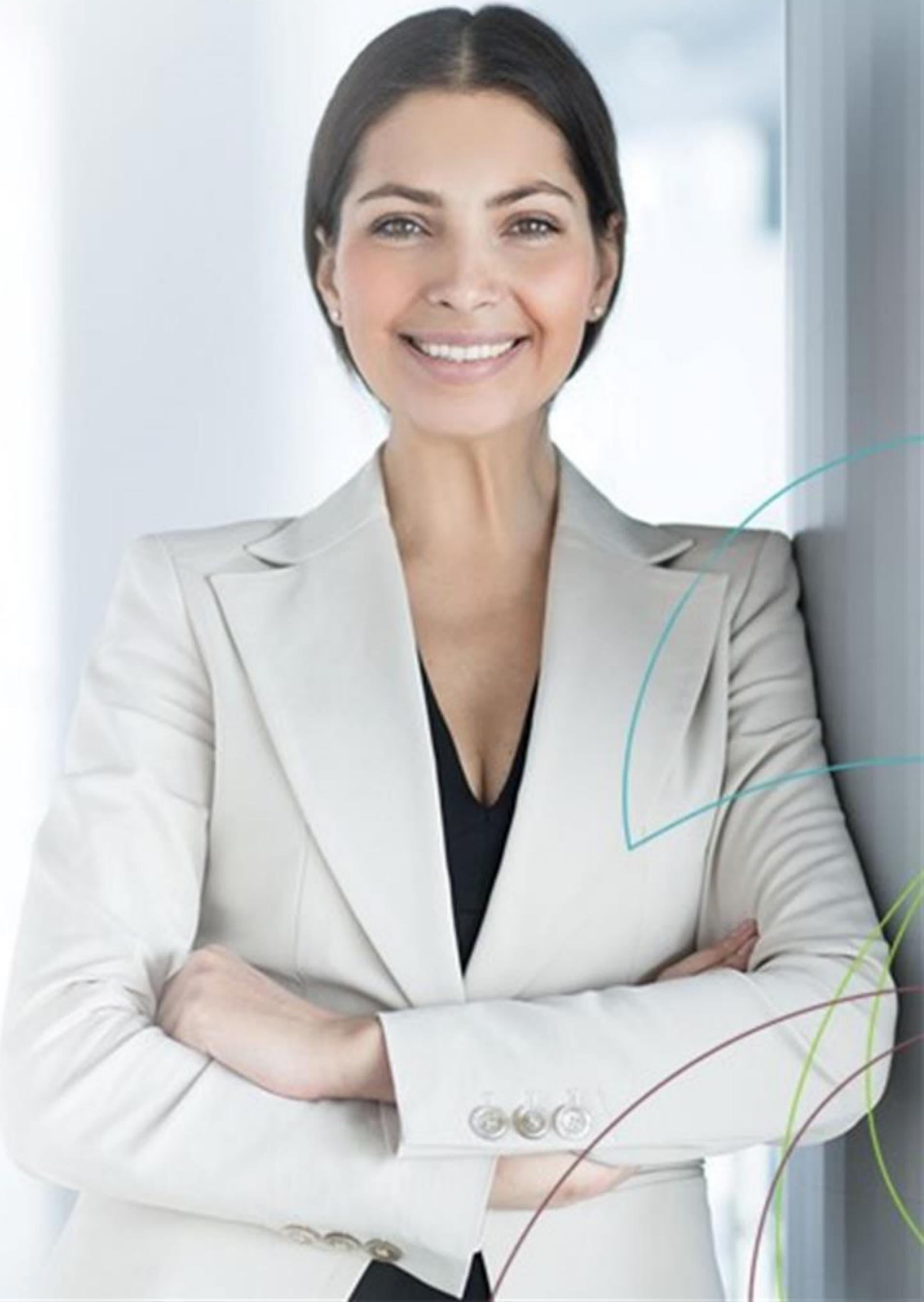
One inactive period  
permitted during  
programme (subject to  
programme status)



Feedback, guidance  
and signposting to  
other resources



Help you to structure  
your job search



# NEW STARTER ROADMAP

## NEW STARTER ROADMAP

Name	Consultant	Working Days
Email	Consultant Email	CRN Login Details
Start Date	Estimated End Date	Permitted Inactive Period

Programme & Content (including credits if applicable)

Priorities / objectives including chosen career track

Recommended Actions

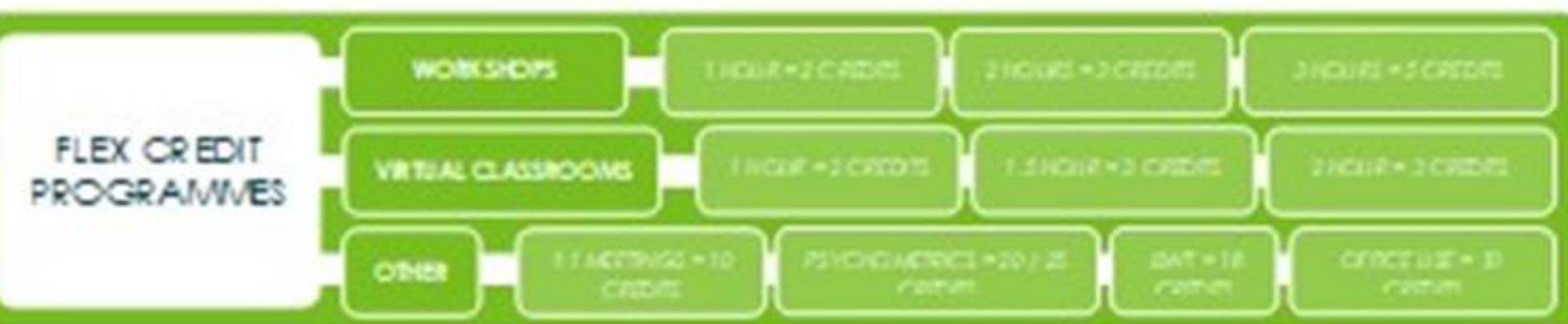
Virtual Classrooms / Seminars / Workshops / CRN

Next Meeting

## CHECKLIST

- Confirm email address and telephone number
- CRN login and CRN Clinic
- On-boarding webinar
- CV sent and attached
- Office hours and access
- Register for Bta - Virtual Job Search Assistant on CRN
- Go to Learning Centre for all learning events
- Copies of current timetables and Plan Your Career / Getting Started
- Core learning events including Managing Your Search Project, Career Decision and Building a Networking Strategy
- Briefer sessions including LinkedIn, Personal Branding, CVs
- Quickies and Networking sessions - Sector specific, monthly and SENG (invitation Only)
- Consultant Drop ins (where applicable)
- LHH Penna Quickies (London Only)
- Job Search Work Teams - Check eligibility
- Chase De Vere - Financial planning advice
- CRN Quick links
- N.B. "Disable pop-up blockers on browser"

## LHH Penna candidate journey



# YOUR PROGRAMME



Time or credit based



Access to the Career Resource Network (CRN) / Alumni



Workshops , Virtual Classrooms and networking events including job fairs



E-learning



Job Search Work Teams



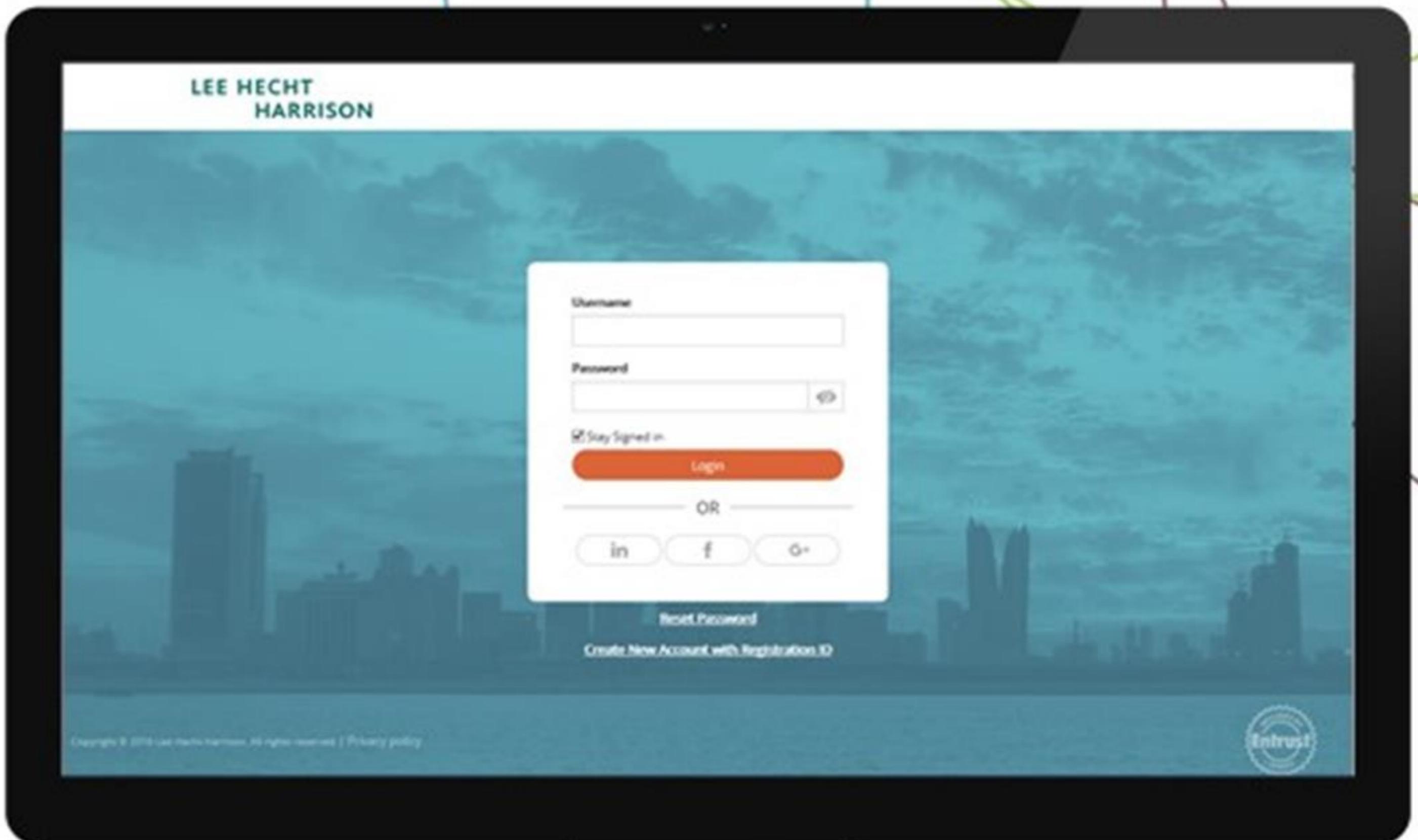
Access to Branding specialists



Upload your CV to CV Profile to access the hiring community

crn.lhh.com

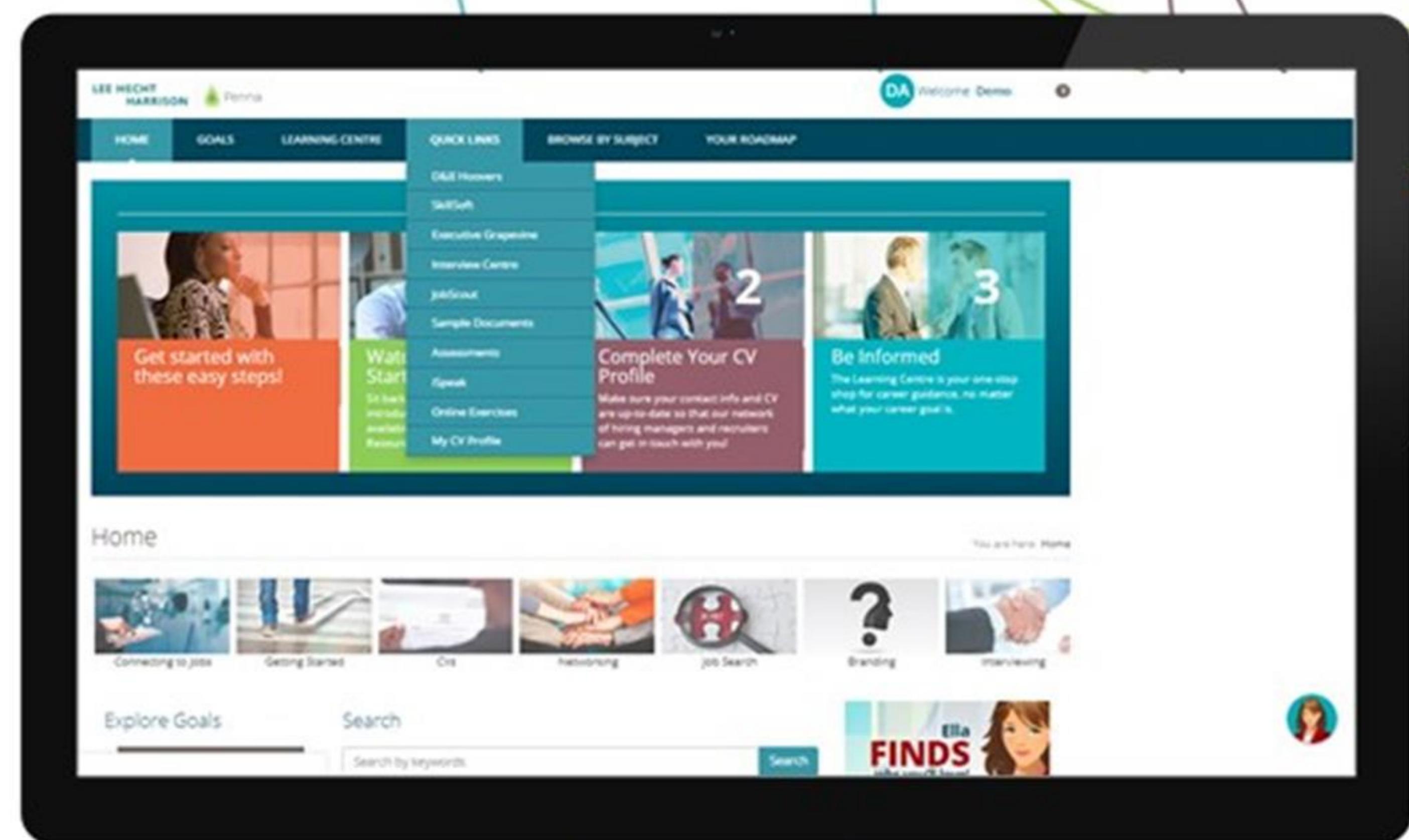
- Most compatible with **Google Chrome**
- Ensure your **software** is up to date
- Remember to disable your **pop-up blockers**



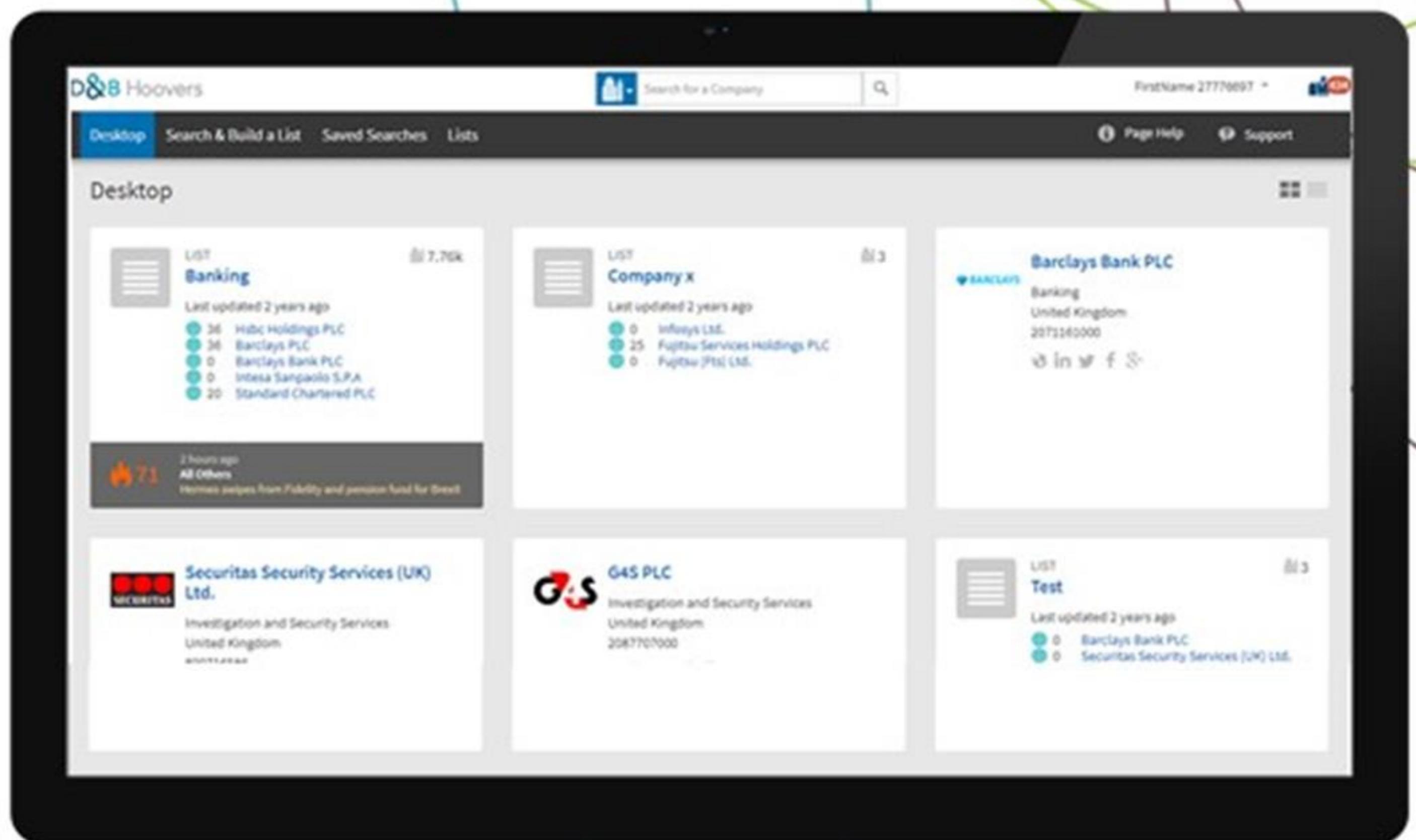
# HOME PAGE



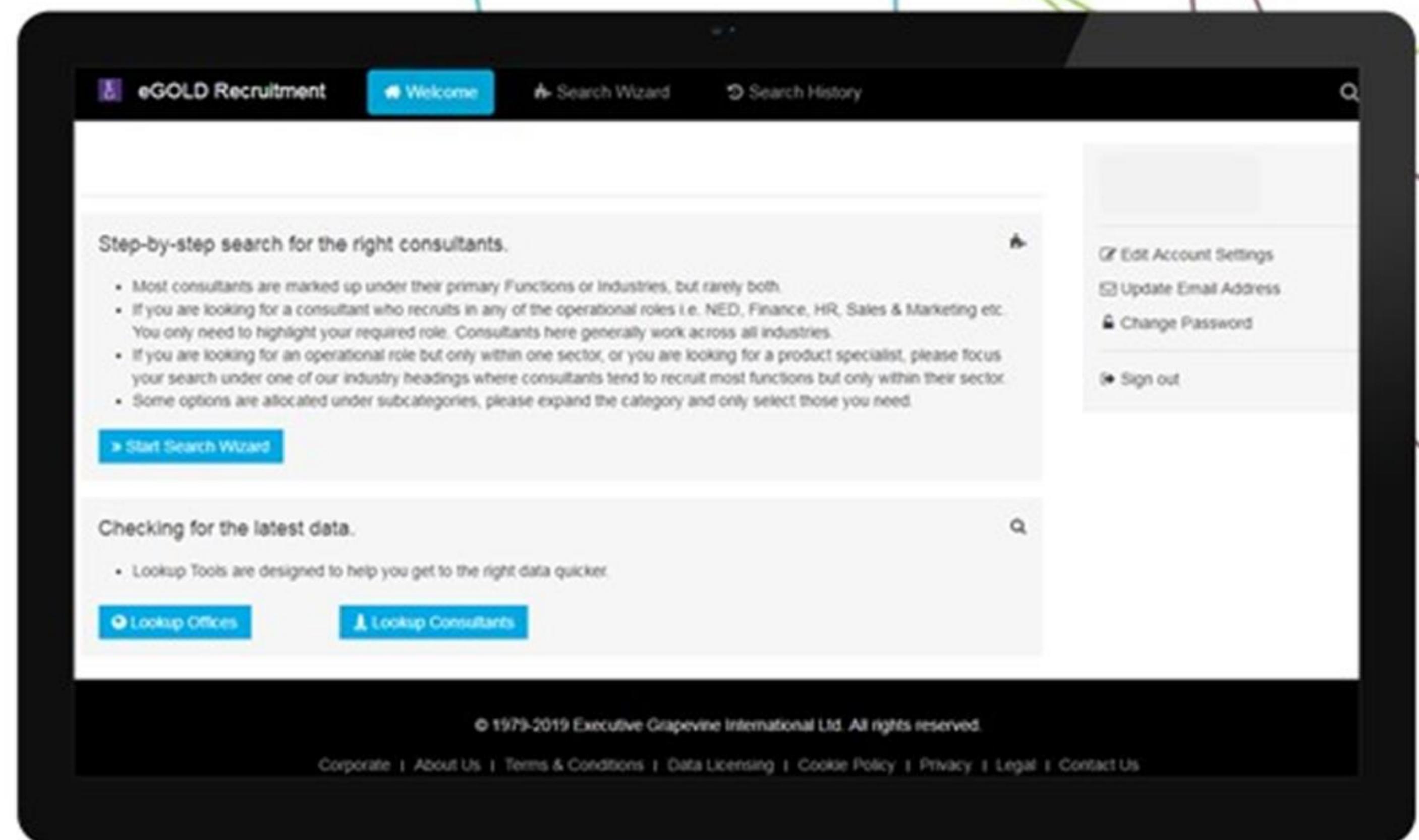
# RESEARCH TOOLS



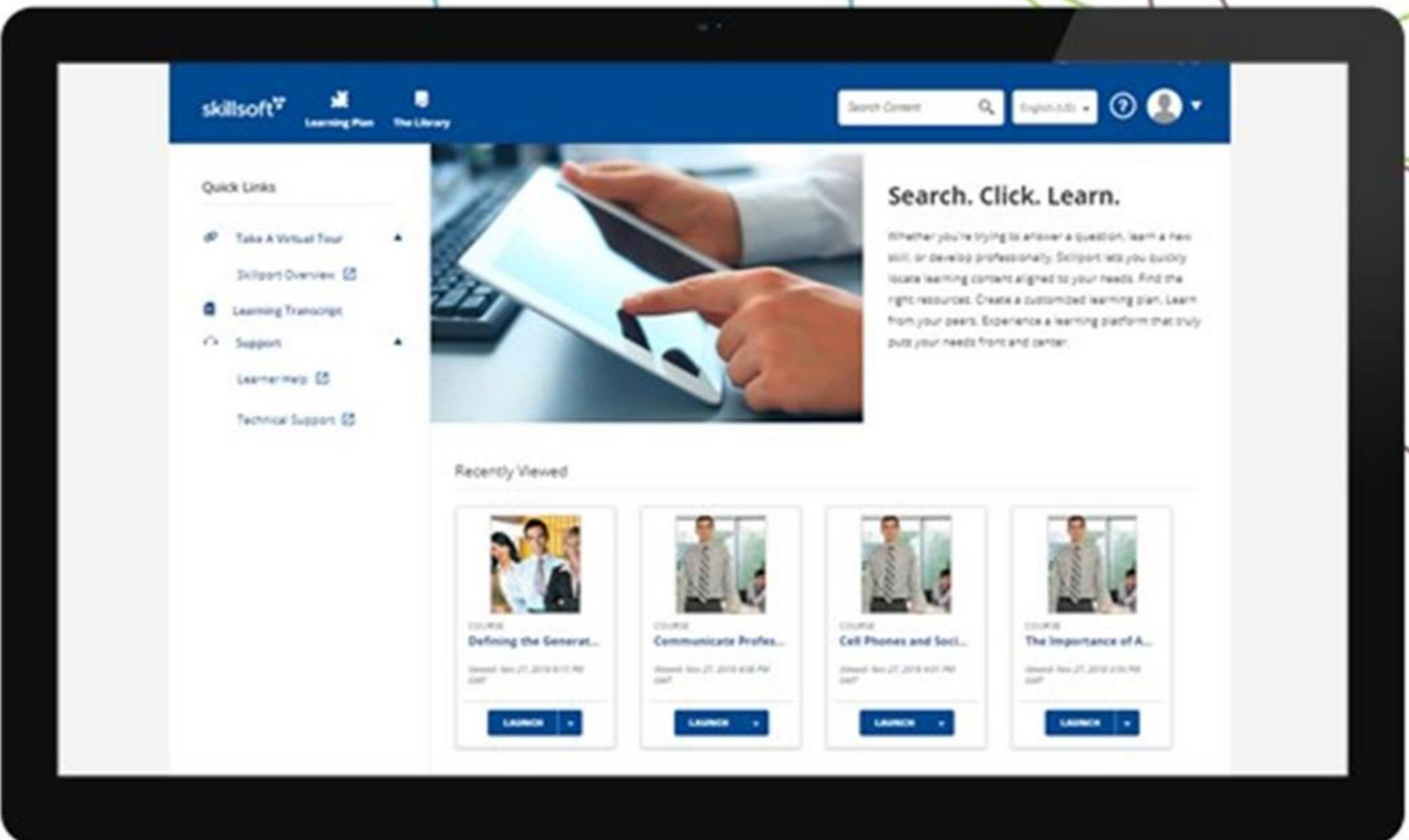
# D&B HOOVERS



# EXECUTIVE GRAPEVINE



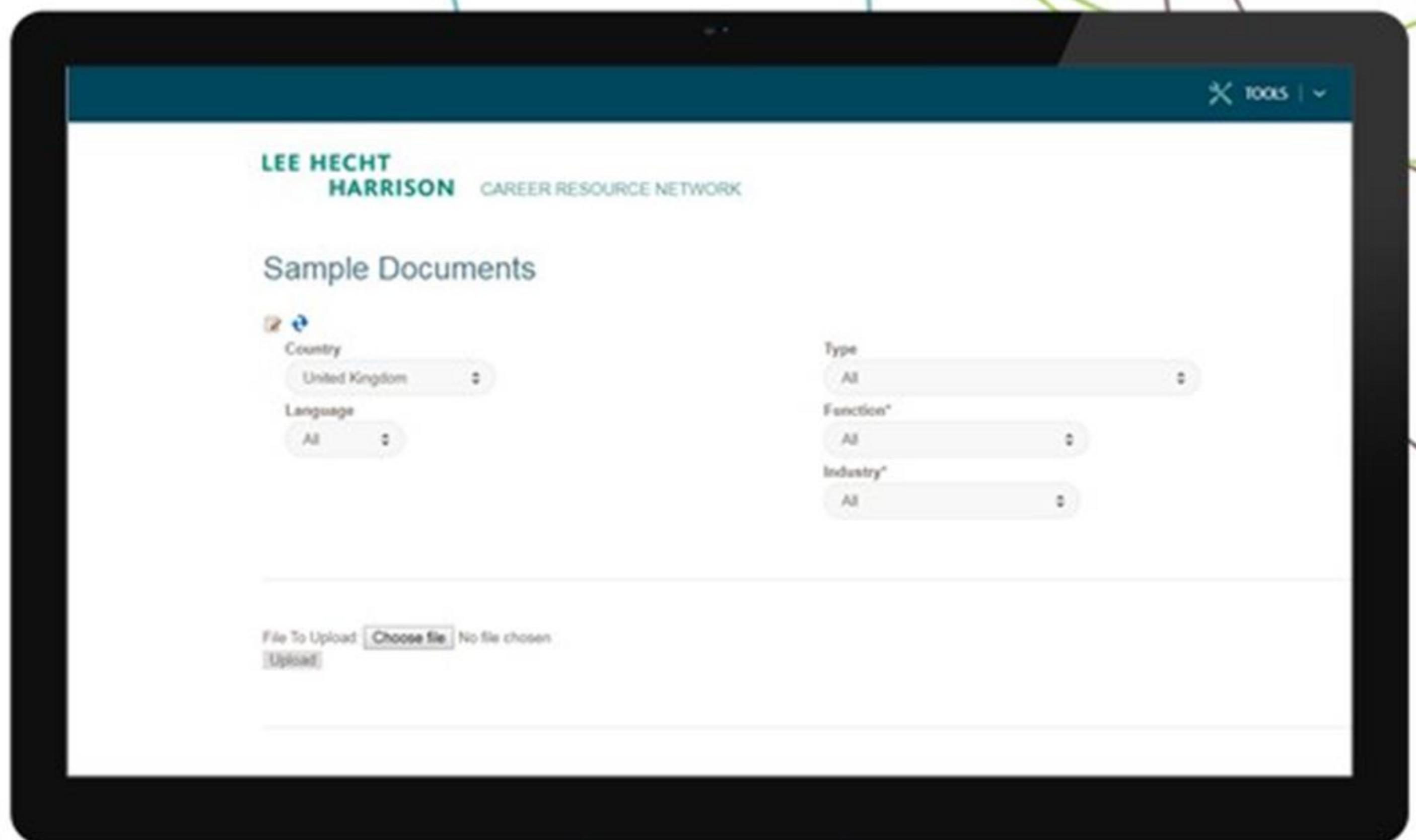
# SKILLSOFT



# JOBSCOUT

The screenshot shows the JobScout™ Job Search interface on a computer monitor. At the top, it displays "LEE HECHT HARRISON CAREER RESOURCE NETWORK". Below that is the "JobScout™ Job Search" heading. A sidebar on the right lists "JobScout™", "Your Saved Jobs", and "Your Saved Searches". The main search area contains fields for "With at least one of the words", "Search Geography (United Kingdom)", "Distance" (set to 25 Kilometers), "Job Title", "Job ID", "Company", "Job Source" (set to All Jobs), and "With all the words" and "With the exact phrase" options. There are also small icons for a magnifying glass and a gear.

# SAMPLE DOCUMENTS



# iSPEAK

LEE HECHT HARRISON

[OVERVIEW] [iSPEAK] [OUR MAJOR MODULES] [PREVIOUS RESOURCES]

Understanding The iSPEAK YOUR LANGUAGE® Communication System

A key part of the self-assessment phase in the LHH programme, iSPEAK Your Language® is a LHH tool to enable you to gain insight into your own communication style, which will be invaluable in understanding what to look for in your future career and how to optimise interpersonal relationships both in and out of work.

The iSPEAK communication system centres on the personality theory of Carl Jung, the noted Swiss psychoanalyst. Jung's work holds that individuals develop different psychological habits or preferences that influence how they process information and make decisions. These qualities affect how people communicate with each other. The differences are referred to as the different types or personal styles of communication.

There are four major personality styles that normal individuals use in their approach to work and life. The preference for a particular style is based on the degree to which the individual is in the habit of (and comfortable with) using one style over another.

The iSPEAK Your Language Survey recognises that while each of us may favour a primary style, no one uses a single style all the time. Therefore, the survey is designed to measure all four of the major styles. In this way, you can compare scores on each style to determine your relative preference for any particular style. As a general guide, some of the behaviour characteristics associated with each style are presented below.

**Driver - Behavioural Execution**

INTUITOR - Conceptual, synthesising, intuitive reasoning, impacting

THINKER - Analytical, systematic, objective, logical

FEELER - Understanding, facilitative, responsive to others

SENDER - Concrete, pragmatic, detail-oriented, realistic

Once known the primary and secondary styles of an individual, we can gain a clearer understanding of how others and we ourselves, experience the world and behave. Careful observation of behaviour, as well as a review of "Determining Your Primary, Secondary, and Tertiary Styles," will be particularly helpful in developing an understanding of how style is used in everyday circumstances.

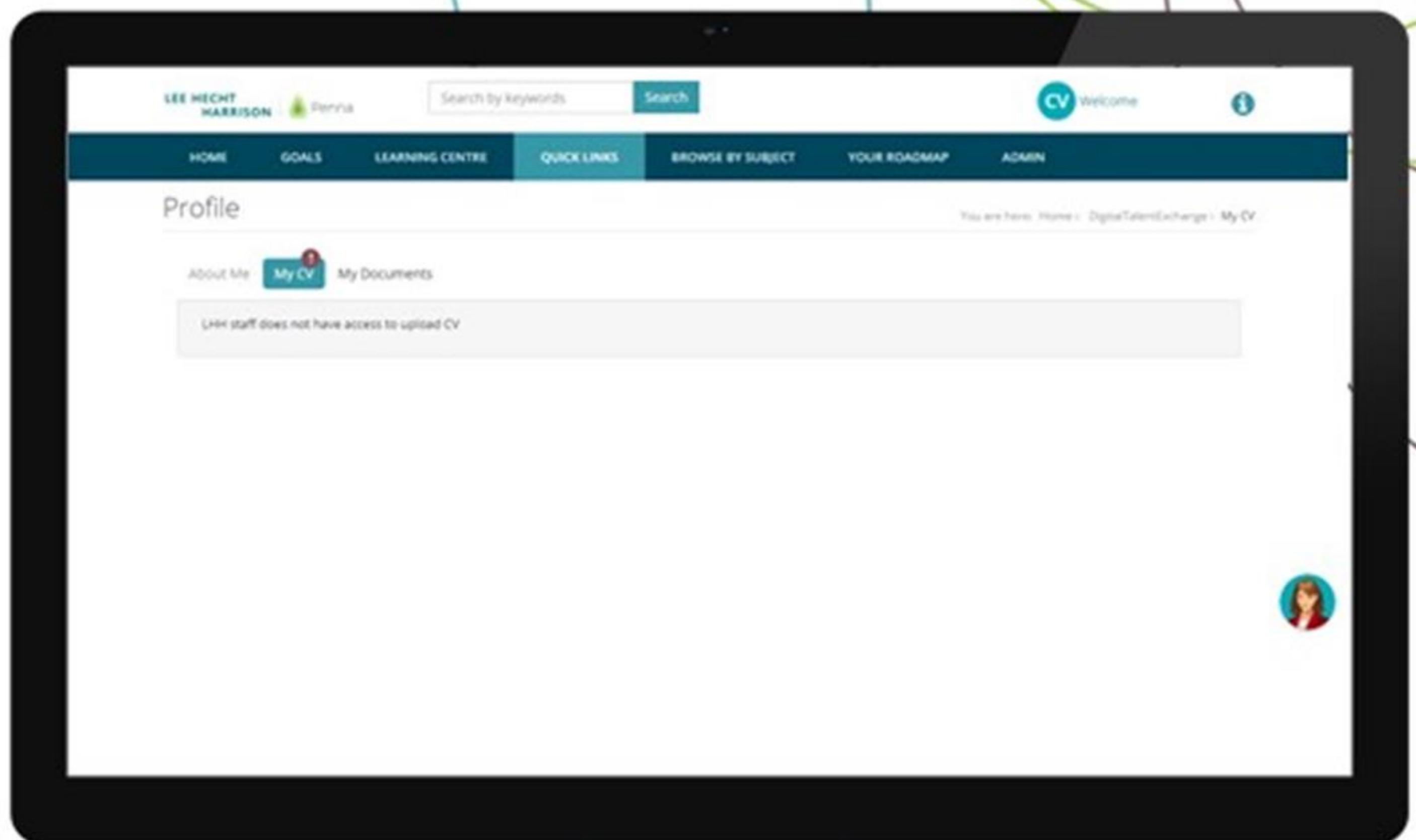
Learning about your own personal style will help you to appreciate the assumptions and motives associated with your own style of interaction as well as those associated with the different styles of others. As you come to recognise and acknowledge the influence of your own style on your thoughts and actions, you will begin to appreciate the importance that other people's styles have to them. This will improve your ability to more meaningfully interact with others, and will positively influence how they perceive you.

Levels: no particular style is "good" or "bad." Each has its own virtues and benefits. Because each style has unique strengths and qualities, each style also has potential weaknesses and "blind spots." Whether a particular style is perceived as positive or negative depends upon an awareness of your own blind spots and how you interact with others.

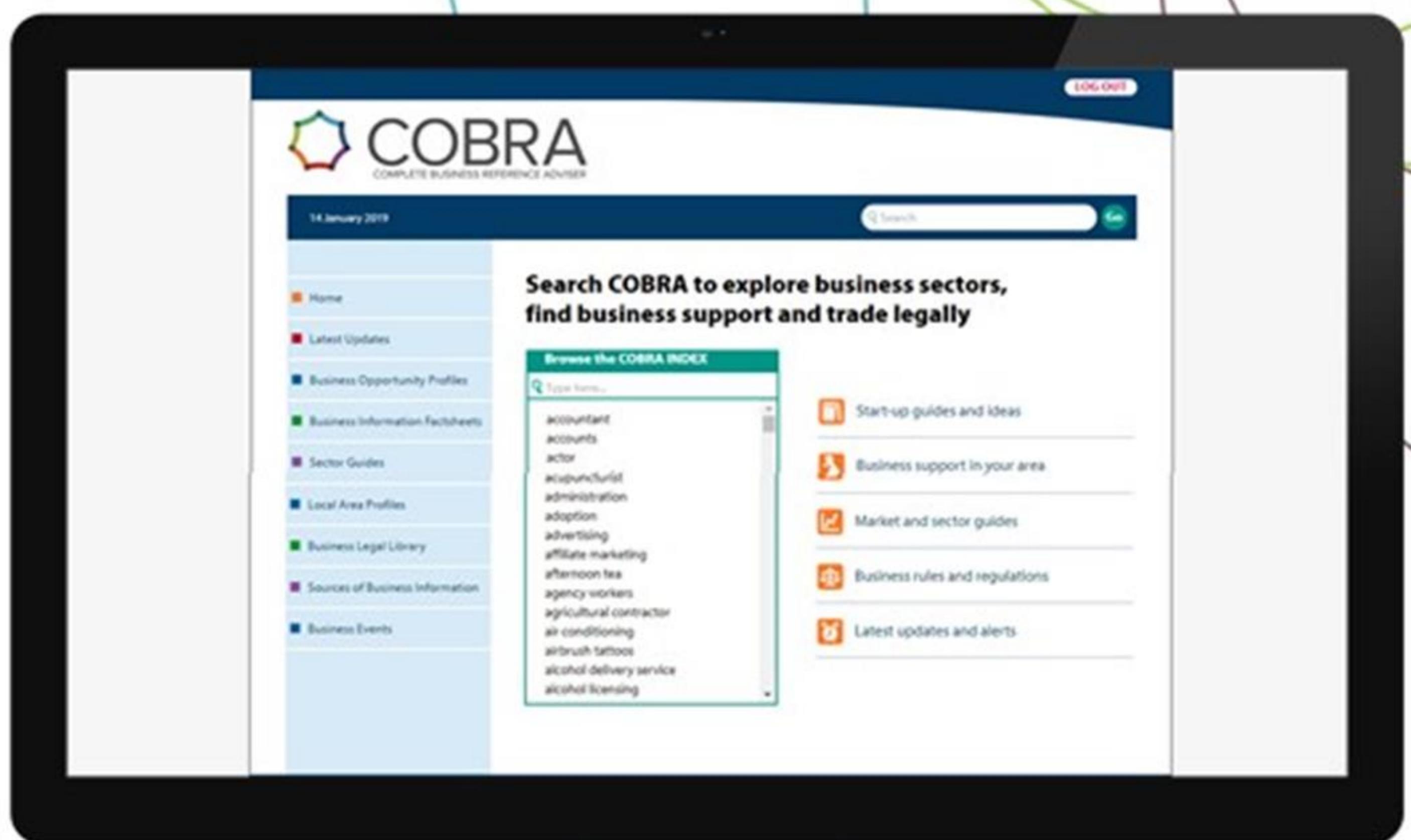
NEXT



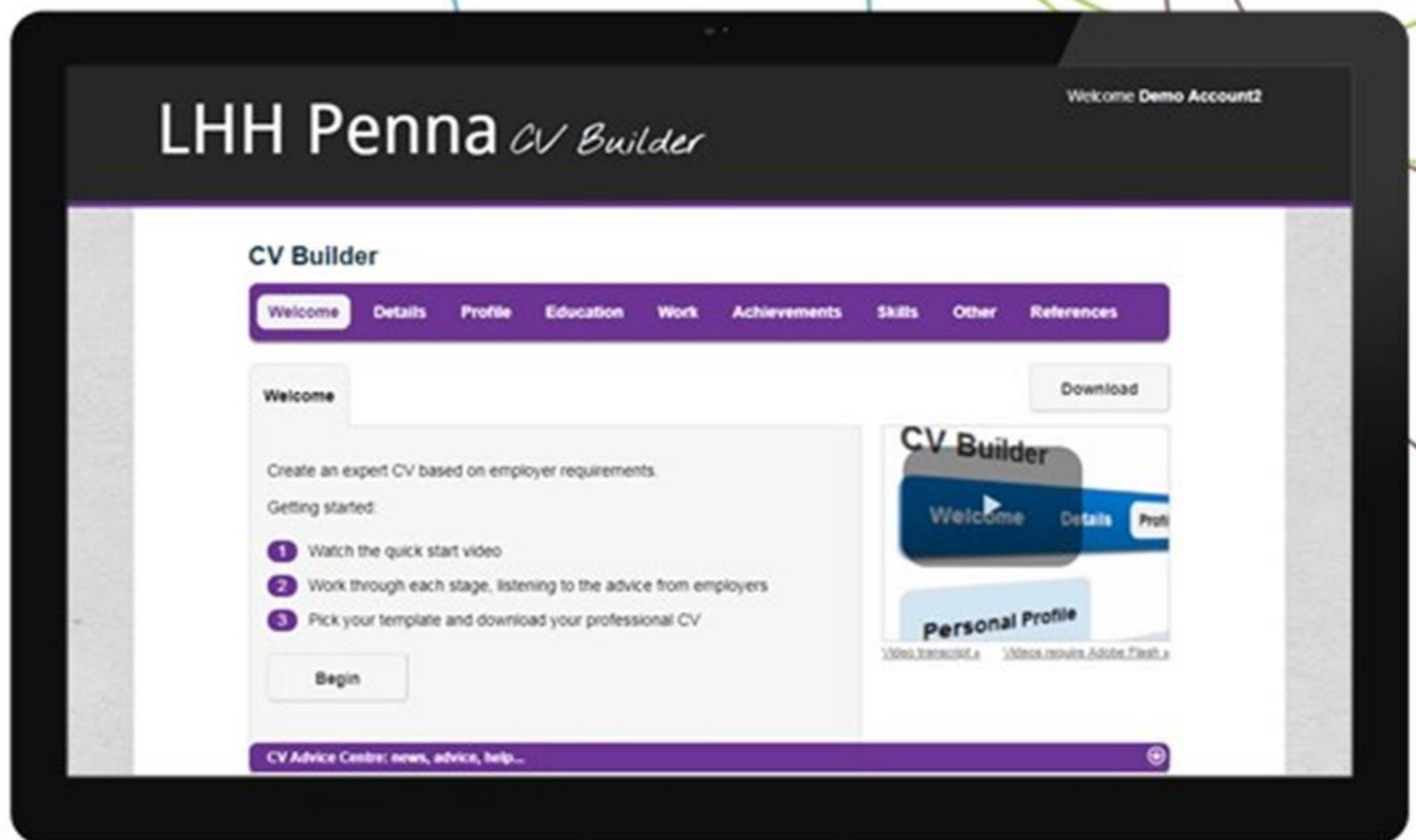
# MY CV PROFILE



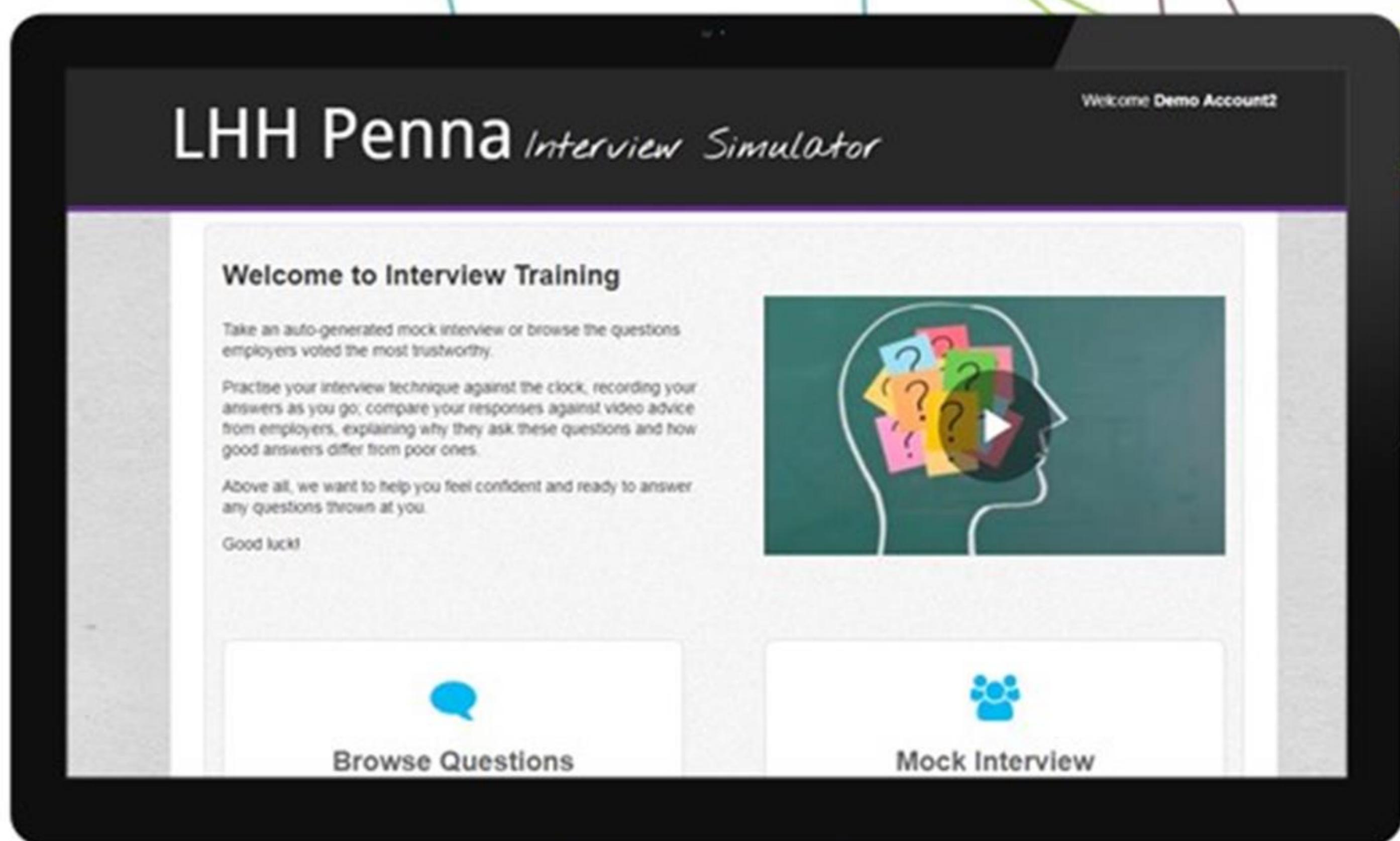
# COBRA BUSINESS START-UP ADVISOR



# CV BUILDER



# INTERVIEW SIMULATOR



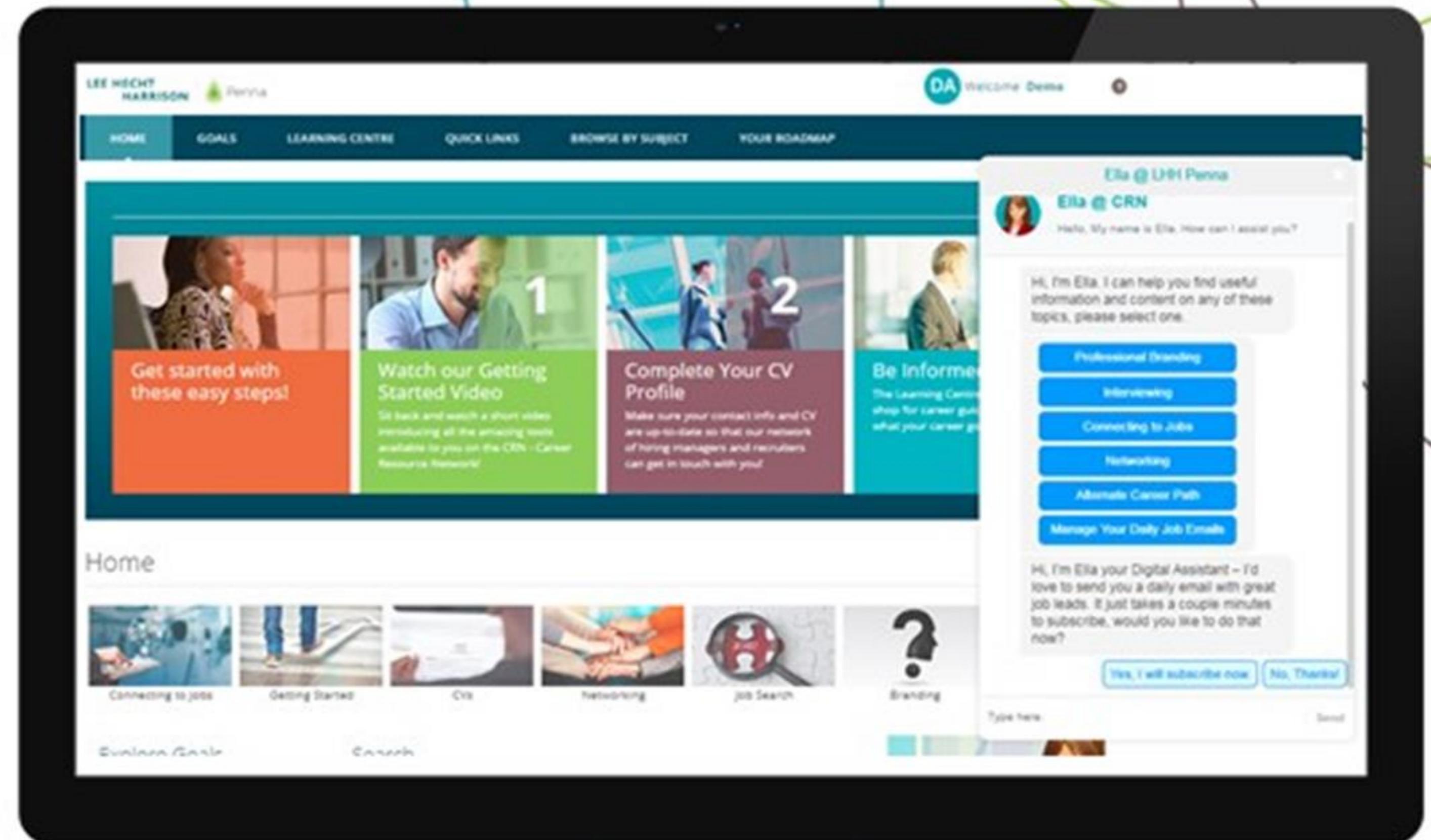
# ASSESSMENTS

The screenshot shows a tablet displaying a website. At the top, there is a header bar with the user's name 'LEE HECHT HARRISON' and a small green logo next to it. To the right of the logo is a search bar with the placeholder 'Search by keywords' and a blue 'Search' button. Further to the right is a circular icon with 'DA' and the text 'Welcome Demo'. Below the header is a dark blue navigation bar with the following menu items: HOME, GOALS, LEARNING CENTRE, QUICK LINKS, BROWSE BY SUBJECT, and YOUR ROADMAP.

The main content area is titled 'Assessments'. Under this title, there is a section heading 'APTITUDE TESTS - IMPROVE YOUR TEST PERFORMANCE' followed by a paragraph of text. Below this, there is a list of links to various tests:

- Numerical Reasoning Test One
- Numerical Reasoning Test Two
- Numerical Reasoning Test Three
- Verbal Reasoning Test One
- Verbal Reasoning Test Two
- Verbal Reasoning Test Three
- Inductive Reasoning Test One
- Inductive Reasoning Test Two
- Inductive Reasoning Test Three
- Logical Reasoning Test One
- Diagrammatic Test One
- Situational Judgement Test One
- Critical Thinking Test One
- Error Checking Test One

# ELLA – VIRTUAL JOB ASSISTANT



# GOALS

LEE HECHT HARRISON | Penna

LEEHET HARRISON | Penna

DA Welcome Demo

Search by keywords  Search

HOME GOALS LEARNING CENTRE QUICK LINKS BROWSE BY SUBJECT YOUR ROADMAP

You are here: Home > Goals

## Goals: Similar Job

If you are looking for a similar job, expand your search and check out related job titles in related industries. You will still want to build your brand, network with your connections, ace the interview and leverage social media.

Select Goal Subject: CVs

### Recommended Resources

**Your Accomplishments**

An excellent technique, called SOAR, is useful in developing accomplishment stories that showcase your skills. Find out what SOAR is, how it works, and how it works.

**Write Your CV**

Your CV is often the first impression that a future employer has of you. It presents an overview of what you've done in the past and implies what you can do for that employer in the future. Its main job is to sell your qualifications. You have to think of it as a sales piece – and what it's selling is YOU. Find out tips and tricks for writing a successful CV.

### Interview Centre

Use LHH's Interview Centre to improve your video presence, communication skills and to gain a competitive advantage in job search.

# LEARNING CENTRE

Don't forget to register even if the sessions are full as you will be added to the **Waiting List**

The screenshot shows the Penna Learning Centre interface on a tablet. At the top, there's a navigation bar with 'LEE HECHT HARRISON' and the Penna logo. The main menu includes 'HOME', 'GOALS', 'LEARNING CENTRE' (which is highlighted), 'QUICK LINKS', 'BROWSE BY SUBJECT', and 'YOUR ROADMAP'. Below the menu, there's a 'Search' section with a search bar and dropdown filters for 'All Categories', 'In the next two months', and 'English'. There are also filters for 'Virtual Classrooms' (100), 'Online Sessions' (254), 'Self-Paced Learning' (21), 'Resources' (153), 'Podcasts' (13), and an option to 'Show all Courses (including those with no open seats)'. Two buttons at the bottom of this section are 'Search' and 'Reset'. To the right, a list of 'Online Sessions' is displayed:

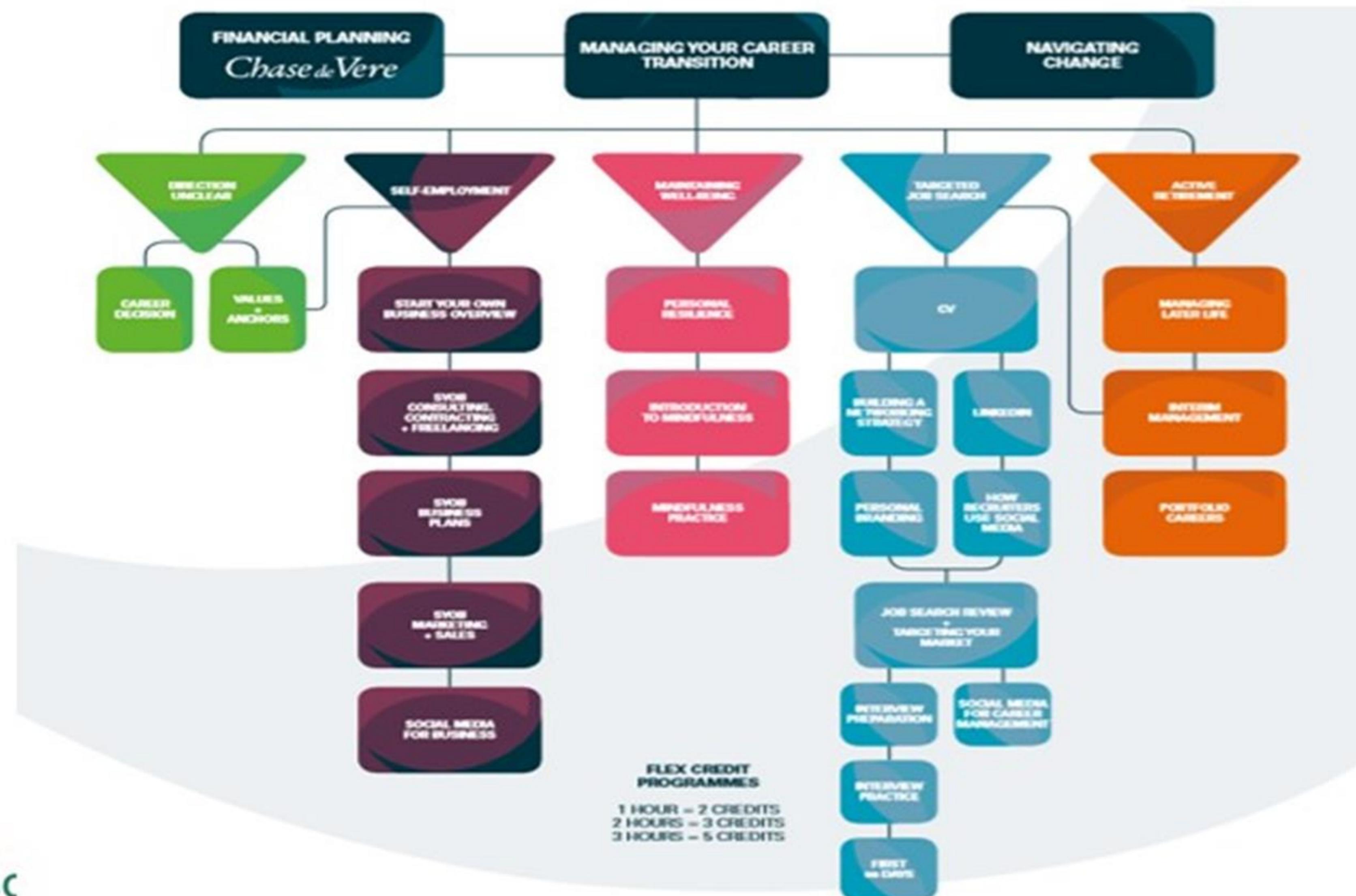
Session Title	Date	Time	Duration	Action
Body Language (London Gracechurch Street)	JAN 10	9:30 AM Greenwich	60 minutes	Register
Values & Anchors Workshop (London Gracechurch Street)	JAN 10	11:00 AM Greenwich	120 minutes	Register
Social Media For Career Management (London Gracechurch Street)	JAN 10	11:15 AM Greenwich	120 minutes	Register
Career Decision (Reading)	JAN 10	1:30 PM Greenwich	180 minutes	Register
Job Search Review - Your Target Market (London Gracechurch Street)	JAN 10	2:00 PM Greenwich	120 minutes	Register

# LEARNING EVENTS

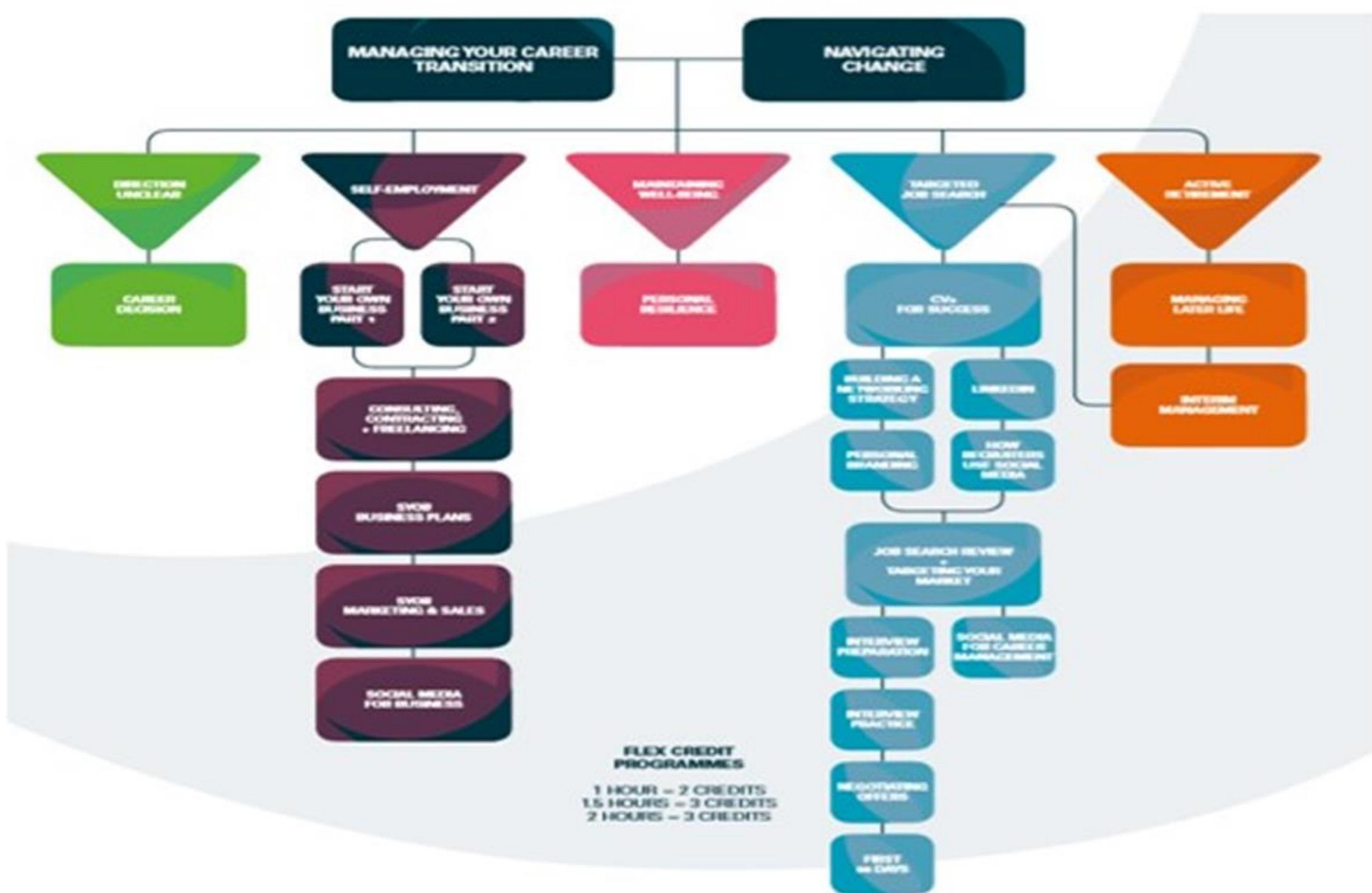
- Each career track has recommended resources including Core, Bitesize and Quickfire workshops and Virtual Classrooms
- Watch out for other Networking Events in your local office.
- Remember to refer to the following 2 guides to book workshops in the recommended order.



# CHOOSE YOUR WORKSHOP



# CHOOSE YOUR VIRTUAL CLASSROOM



# JOB SEARCH WORK TEAMS



**Peer-to-peer support groups**  
which meet weekly to discuss job search challenges, track progress and provide guidance and feedback



**Virtual Job Search Work Team**  
dial-in weekly meeting



# GETTING READY FOR THE JOB MARKET

Whether you decide to consider self-employment or choose to focus on another similar role, your CV will be an important part of preparing for your next steps. Here are 5 top tips to help you start thinking about writing or refining your CV:-

1. Have you included a LinkedIn url?
2. Do you have a clear profile statement which conveys who you are and what you do?
3. Is there a clear presentation of your career to date including job title, organisation you worked for and dates with no gaps?
4. Have you given evidence of your achievements?
5. Have you checked for spelling and punctuation?

Go to <https://crn.lhh.com/#/site/page/writeresume> on the CRN to see other helpful advice regarding your CV.

Attending a CV workshop or Virtual Classroom is strongly recommended.

# JOB SEARCH WORK TEAMS



# FAQs



# WHAT NEXT?

1. Take a tour around the CRN and familiarise yourself with the Learning Centre where you can book onto seminars and Virtual Classrooms
2. Start to think about your values, strengths and achievements
3. Look at the section on CV writing on the CRN and think about how you can improve your own CV before accessing the branding specialist
4. Do you have a LinkedIn profile? If not, take a look at other peoples' and consider how you can create your own.
5. Plan how you intend to use your LHH Penna programme—which workshops and Virtual Classrooms will you attend?
6. Start to consider your network and how you can expand and develop it



66

No one can discover  
you until you do.

Exploit your talents, skills and  
strengths and make the world  
sit up and take notice

99

Rob Liano