CAREER TRANSITION FOR ADMINISTRATIVE PROFESSIONAL OFFICERS

University of Alberta

COUNSELING SERVICES

In today’s fast paced world, maintaining good mental health and physical well-being during times of job loss, can be difficult. Having the opportunity to speak confidentially with someone about emotional issues and setting goals can assist you in making the transition to a new career. As long as employment status continues (i.e. during a notice period) costs for psychological counseling will be covered. Psychological counseling services will also be extended to the individual and/or their dependents post-termination to assist in dealing with the situation if requested.

It is generally expected that three sessions within a three month period post-termination will be sufficient, however additional sessions may be approved upon recommendation of the treating psychologist.

CAREER COUNSELING

Depending on individual need, career counseling can provide coaching on any of the following; exploration of career possibilities, suitability of fit for employment positions, job search and entrepreneurial skill and goal setting.

FINANCIAL ADVISORY SERVICE

Financial counselors can assist by providing information that will allow for better informed spending, saving and debt management decisions. The service provides a combination of a comprehensive assessment, a personalized information package, and/or consultation with a financial expert to assist in making calculated decisions regarding how to best manage money and debt. Up to two hours of financial consultation will be available to staff members.

E-LEARNING OPPORTUNITIES

Human Solutions offers a wide range of e-learning opportunities that are self-paced, self directed and include printable information and exercises. Topics relating to Career Transition include; Taking Control of Job Loss and Transition, Embracing Workplace Change, Taking Control of Your Money and Responsible Optimism.

COACHING

Coaching provides individuals with a way to enhance self awareness with respect to preparing for a new role or career, achieve better work/life harmony and/or manage professional relationships. The coaching program can assist individuals identify their strengths and establish a comprehensive approach to taking the next step in their careers.

RESUME WRITING, INTERVIEW PREPARATION

While these are not services provided directly by the University’s EFAP provider, if requested, Human Solutions will provide the staff member with a list of resources and community services available to assist in resume writing and interview preparation.

To access any of the EFAP services listed above, please contact Human Solutions directly at 780.428.7587 or www.humansolutions.ca. Please advise Human Solutions at the time of the call that you have been affected by a lay-off.