

Top tips when facing redundancy this Christmas

The Christmas period, coincides with the end of the budget year for many companies. It is therefore sadly also a peak time for redundancies with many staff being told not to come back after their Christmas holiday. If you, or someone you know is facing Christmas with the prospect of looking for a new job in the New Year, then you may find these tips from Personal Career Management, one of the UK's leading career coaching companies, to be useful.

1. **Relax** – set time aside for rest and fun. Take some time to chill out without thinking about job-searching. No-one recruits over the Christmas period anyway so you can legitimately take some time off to relax and de-stress.
2. **Use the time to reflect** – away from all of the hustle of work, it's a good time to think about what it is you really want from your career and your next role
3. **Write a list all your skills and achievements** – Redundancy can be a time of mixed emotions and the feeling of uncertainty about the future can affect your confidence. Sit down and write a list of all the positive things you have to offer an employer. You can use this as preparation for your CV and interview – and it will also give you a boost.
4. **Update your CV** - start getting your CV up to date and target it toward your next role. There is guidance on CV writing available on the internet or buy a book for more in-depth guidance and sample CVs . Ask other people for their comments on your CV to ensure that it is providing the information needed and reflecting the image you want to portray.
5. **Network** - Christmas is a great time to network and to catch up with people you have not spoken to for a while. Make a point of attending social functions, either corporate or personal. Use these as an opportunity to also talk to new people finding out about them. You may find that they can be of help to you with contacts or information about companies who may be hiring. Get some business cards printed with your contact details so you can give these out at parties to people. Ensure all your friends and business contacts get a Christmas card or Christmas e mail suggesting that you meet up in the New Year.
6. **Exercise** – this is the best way to work off any stress. There will be some good introductory offers at gyms but it could be a regular brisk walk in the local park or even sledging with the kids!
7. **Plan your finances** – set a budget for Christmas and try to stick to it. Work out your current financial situation and a realistic budget for the coming months. This will help you feel more in control – rather than worrying without knowing the true picture.
8. **Make the most of the sales** – it may seem a strange time to be spending but a new suit will look 10 times better at interview than the old one dry cleaned and there will be some bargains in the sales – a new suit, shirt and pair of shoes should be on your list
9. **Consider getting professional career support**– even in the most buoyant of job markets, it can come as a surprise to find just how demanding job searching can be. Working with a career coach from a reputable career management company can give you a huge headstart over the competition in the New Year.

10. **Spend quality time with family and friends** – Looking for your next job can be demanding emotionally and you will need the support of loved ones, who themselves may be feeling anxious about your situation. An honest discussion about how you can support each other will stand you in good stead for the potential challenges ahead.

Personal Career Management provides outplacement and career coaching programmes for those who are looking for their next role. www.personalcareermanagement.com

Recommended CV book: “You’re Hired: How to Write a Brilliant CV!” by Corinne Mills

Personal Career Management are career experts for the Telegraph, Monster & Reed.co.uk and offer a confidential initial review to find out more.

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