

SCOPE OF WORK

STATEMENT OF WORK

Your Work Transition Plan is a virtual career counselling service that provides guidance and resources to professionals during their career transition. The paid service includes a suite of professional work transition and employment resources and a 1 hour, one on one career counselling session. These are delivered virtually through email, phone and video conferencing software as required.

EFFECTIVE DATE: Upon receipt of payment

SCOPE OF WORK

- Expression of interest submitted by potential customer
- Potential customer receives free resource 'Self Care through Work Transition'
- Free 15 minute career transition consultation is conducted
- Upon receipt of payment customer is provided with a suite of professional career transition resources and worksheets with guidance on how to use them based on their previous consultation. These cover a variety of subjects including:
 - Identifying transferable skills and abilities
 - Interview, job search and personal marketing techniques
 - Selection criteria, cover letter and resume crafting
- An appointment is then made for a 1 hour, one on one career counselling session

DELIVERY DATES: Career counselling session to be booked within 3 weeks of receipt of payment

Deliverables:

- Free resource 'Self Care through Work Transitions'
- Free 15 minute initial consultation
- Suite of professional career transition resources
- 1 hour one on one career counselling session
- Work transition plan

Payment:

Normal cost **\$449**

Introductory offer available until October 2020 **\$279**

Agreement to this scope of works is entered into by the Customer and the Supplier (CHESS Connect) upon receipt of payment from Customer