



Issue 11, December 2008

Happy Christmas from all of us at DMS

Well, it's a year since our first newsletter and that must mean it's almost Christmas. We wish you all a lovely Christmas and a Happy New Year and look forward to working with lots of you in 2009. Read further for a special surprise for one of our readers! In the meantime, it's traditionally that time when we all make plans to make a fresh start or try something new so here's our five point action plan for a successful 2009:

- **Clarify your goals** - book a coaching session with one of our consultants to review where you are and make sure you've set some goals - if you are clear where you are trying to get to, you can then start working towards achieving your goals. And don't forget to make sure your goals are SMART!
- **Understand all your options** - book a FREE diagnostic phone call or meeting to make sure you understand all your options before you make a decision on how to proceed. You may be able to fast track your career and save yourself time and money by getting some good advice up-front.
- **Build your business case** - it's sometimes difficult to see beyond the short term concerns of financial and job security, however taking a long term view can help you make a better decision. After all many of us now believe we will be working until we are 70 so a bit of investment can really pay off for the future. Whether you are self-funding or lucky enough to get some support from your employer, think about the business benefits of any training investment. Ask your advisor about our payment options if you'd like to spread your payments to make your training more affordable.
- **Plan for action** - after your diagnostic meeting or call, you'll have more idea of what will be required from you. This is a good time to start thinking about evidence that might be useful, projects you can work on to fill the gaps in your experience, and perhaps even ideas for topics for your management report. Talk to friends and colleagues who have already completed the training you are going to do. All this preparation can help you get off to a flying start.
- **Get started** - once you've decided what you're going to do, bite the bullet and sign up - the sooner you start the sooner you'll be able to reap the benefits - better job prospects, greater financial security and more personal confidence are all benefits our candidates gain from working with us. We have lots of courses starting in January so get in touch now and make sure of your place.

One to One Certificate Programmes

Our new one to one CIPD Certificate programmes start in January. Would you like to do your Certificate in Personnel Practice (CPP) or Training Practice (CTP) much more quickly? If you're already working in HR and can demonstrate your competence in most of the criteria set by the CIPD, then this is a great chance to get your qualification and fast track your career. As we offer this programme on a one to one basis, it's much more flexible to fit in with your personal circumstances. Rather than attending taught sessions for a year, you can now work with your advisor to build your portfolio of evidence to prove your competence. Would you like to discuss

this option with a consultant to see if it's appropriate for you? If so, get in touch [now](#) or call 020 8326 6200 to book your FREE call or meeting.

DMS Consultancy

Whilst we are well known for our work on CIPD, CMI and NVQ qualifications and training, we also offer a wide variety of HR consultancy support for you and your organisation. Our consultants offer the following services: coaching and mentoring, organisational development, HR transformation support, recruitment and selection, executive outplacement, management training and team development. We're currently revamping our marketing materials, so if you'd like a copy of our new leaflet which explains the services we offer, then [contact](#) us now for a copy.

MSc

Our MSc programme got off to a great start in November at Doncaster College and the current team are now well on their way to topping up their MCIPDs to an MSc. As well as the gourmet evening, the christmas marquee with festive decorations and lively company made it a 'fun' event.....the DMS team are still waiting to see the photos! If you missed this cohort, the next one is planned for 15th May 2009. We're taking bookings now, so let us know if you're [interested](#).

DMS Academy

At last the final batch of improvements are complete ready for our first programmes to start in 2009. We're starting to take bookings now for our first five day intensive CIPD professional assessment programme, so let us know if you'd like more information. Click [here](#) to request a copy of the Academy brochure.

A Lucky Winner!

It's our first birthday and we're delighted to announce our first prize of a £50 book voucher for quotes you've sent in through the year. Thank you to Steve Buck of Royal Berkshire Fire and Rescue Service, who sent in this quote which was used in the February newsletter:

" DMS were professional, supportive and understood my working environment. I would definitely recommend their courses to everyone particularly to other Fire Services looking to undertake training."

Keep sending your [quotes](#) in for a chance to win next time round. We particularly want to know what you like about working with DMS, how it has helped your career or your organisation and why you would recommend us to your colleagues.

DMS Christmas and New Year Closing Times

The DMS Office will be closed from Monday 22nd December 2008 to Friday 2nd January 2009 Inclusive.

More information on any of our services?

Get in touch by clicking [here](#) or call 0208 326 6200 if you'd like to find out more about any of our services.

Please add our email choward@dmsconsultants.com to your address book to continue to receive our mails.

Feel free to remove your name from our email list at any time. Email unsubscribe@dmsconsultants.com to unsubscribe.

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