

**Redundant or lost your job?
With TRR's assistance you can
soon have a new job!**



TRR

TRYGGHETSRADET

Losing your job and your regular income would be a nightmare scenario for most people. But it doesn't have to be that way. If you're active, committed and make use of the help and support we can offer, you could have a new job before long. Maybe even before the notice period from your old job is up!

Although your situation at the moment might feel uncertain and confusing, in our experience you can look forward to the future with confidence. Take the time to read through this brochure, and take a look at our website at www.trr.se.

The more you know about your opportunities for redundancy support – advice, support and guidance to help you find a new job or set up a company of your own – the faster you'll find a new job.

TRR Trygghetsrådet looks forward to working with you.

The sooner you get started, the faster you'll be able to start a new job

In our experience, we've found that it's best to strike while the iron is hot. So the best thing is for you to start looking for jobs as quickly as possible – as soon as you've been given notice of termination of your employment. The longer you're without work, the harder you'll find it to get a new job. This is why our advisors recommend that you work actively and early on, to resolve your situation.

You and your employer apply together

To receive TRR's advice, support and guidance, as well as redundancy pay, supplementary income protection, you and your employer have to complete our form "Applying for redundancy support and redundancy pay". Your application should be submitted by you or your company as soon as you know you'll be leaving your job.

Your application to us certifies that a shortage of work is the reason for you leaving your employment. This application also forms the basis for calculation of your redundancy pay if you qualify for this during a period of unemployment. Find out more about redundancy pay on page 10.

This form is available from your employer, or else you can download it from our website at www.trr.se

Extended cover protection

If you have the misfortune to be made redundant from your new job as well, we offer what's known as extended cover protection. This means that you have the opportunity to renew contact with your TRR advisor.

This extended cover protection is valid for five years from your last employment date. To be applicable, your last redundancy also has to have taken place due to a shortage of work. Note that extended cover protection for redundancy pay is restricted to two years.

If you become a CEO* or self-employed, other rules apply – see our website at www.trr.se where you can also view more detailed information on what rules apply to extended cover protection.

If you find a new job but feel forced to give notice at your new job within 12 months, you're entitled to come back to TRR and consult your advisor again.

* For CEOs, extended cover protection is valid for one year after the start of employment as a CEO. For self-employed people, extended cover protection is valid for 18 months from the company's start date.

Let's get to know one another

It's up to you entirely. If you want it, we have plenty of support and assistance to give you to help you get on in your professional life. It all starts off with a meeting with one of our advisors. Then, once you and your personal TRR advisor have started working together, new opportunities generally come to the fore.

Your cooperation with your advisor

Our advisors take on a role which is similar to that of a coach. You get results together. They provide support, encourage enthusiasm and set challenges. Most of them have years of experience of situations like the one you're in, they have experience of most industries and they can help you past all the pitfalls of the jobseeking process. One thing they all have in common is their ability to listen and help you make progress.

Your meetings with our advisors are give-and-take sessions involving information, ideas and views in order to concretise your reasoning and ambitions. Your commitment is a crucial factor for success. Or, in other words: if you're only willing to take that step, our advisors will help you to find the best way to a new job or to start your own company.

You can expect

- a talented personal advisor who'll work on the basis of your situation and needs
- access to our resources, including programmes and activities for personal development and marketing
- contact with other jobseekers

- information on other resources in society which can provide support or assistance on specific issues which fall beyond the remit of TRR

We expect

- you to be actively working to resolve your situation – your commitment is vital
- you to view looking for a new job, or preparations for starting your own business, as a job that requires intensive effort

Advisors with years of experience

Our advisors have done it all before:

- 83 per cent have held responsibility for personnel issues earlier on in their careers
- 84 per cent have an academic education
- their average experience of working life is in excess of 20 years

TRR Recruitment Service

TRR gives you the unique opportunity to get handy hints on available jobs. A lot of companies register with the TRR Recruitment Service in order to find the right candidates. If your profile meets the requirements of a company, your advisor will give you information on the job available; then it's up to you to contact the company.

”Our discussion isn't just any old discussion. It's a discussion which focuses on targets.”

Ellinor Liljeblad, TRR advisor, Gothenburg

**WE'VE
HELPED
153 000
PEOPLE
TO MOVE
ON IN THEIR
CAREERS**

Secure methodology that works

TRR Trygghetsrådet works with what's known as redundancy support. By this, we mean we help companies – and, above all, their employees – with advice, support and guidance when redundancies and a shortage of work are on the cards. The foundation for our operations is based on a collective agreement between PTK (The Council for Negotiation and Co-operation) and Svenskt Näringsliv (Confederation of Swedish Enterprise).

We have the figures to prove that our redundancy support methodology works and that our advisors know what they are doing: over the last decade, we've helped 153 000 people to turn what looks like a difficult situation into something more positive. We call this “empowering people to make changes”, and by this we mean mainly our ability to help each and every individual to make a new start in their careers. And as you can see from the figures below, our optimism is quite justified:

- 153 000 people from more than 20 000 companies have received our support to continue in their careers over the last decade.
- 8 out of 10 people actively looking for work and who receive our support find new jobs.
- 8 out of 10 people whom we help move on to equivalent or better jobs.
- 6 to 7 months is the average time it takes to get a new job.

For more information, please visit www.trr.se.

We'll allocate you a personal advisor

Our methodology takes into account your own personal need for redundancy support. We'll give you a personal advisor who can help you find the way to a new job. Maybe you've never charted your network, needed to look for a job, answered a job ad or written a CV? If you're thinking of starting your own company, you can discuss with your advisor what you'll need to do that. The same is true if you need to supplement your skills.

All the advice you need – already paid for

The companies affiliated to TRR have already paid for the services you can benefit from.

Not sure whether your company is affiliated to TRR? Contact your personnel manager or finance manager, or your trade union, or find out more at www.trr.se.

Prerequisites to get redundancy support

To get redundancy support – advice, support and guidance to get a new job or start up your own company – you have to have had your employment terminated, or be at risk of having your employment terminated, due to a shortage of work.

Redundancy support can also be given if your employment is terminated with no notice, if it's obvious that you're leaving on the initiative of your employer and because there's a shortage of work (e.g. by agreeing with your employer that you'll leave).

To get redundancy support, you have to be in permanent employment and have worked an average of at least 16 hours a week for one year at the company.

**YOU
HAVE TO
VENTURE
TO BE OPEN
AND
MOVE ON**

How it all works

Support and Challenge

We'll help you to maintain your focus and empower you to make changes when it comes to looking for a job.

The foundation of the TRR methodology is known as Support and Challenge. We'll treat you with respect and sensitivity, and always base what we do on your situation. When we talk to you, we can use our experience to deal in a timely fashion with the issues required to help you progress. Time at TRR is divided into two phases. To start off with, our emphasis is on advice and knowledge transfer to help you learn how to look for work effectively. When you know how to look for work effectively, our cooperation then switches to the next phase and we start looking at a more coaching approach. Your advisor's job then is to support and challenge you to find motivation and endurance in the process. For your part, you need to stay strong until you've reached your target.

To become an effective jobseeker, there are certain things you need to do. At our jobseekers' college, we'll make sure you have the right knowledge. We've divided up the content into the following four areas:

Current status

You'll be given a structure and start work on looking for a job.

- What does TRR have to offer, and what can you expect from your time at TRR?
- What do you need, and what direction should your advice take?
- How will you get started on writing applications?

- How will you compile a preliminary schedule and activity plan for the time until you get a new job?

Competence

You'll gain an insight into what skills you have that might lead to a new job.

- What CAN you do? Make a list of your experience and the things you know which might lead to a new job.
- Who ARE you? Enhance your self-knowledge by looking at your qualities and strengths.
- What do you WANT? Become aware of what your values and driving forces are, and how these affect what you want to work with.
- What makes you UNIQUE? Clarify what your competitive advantages are when you're looking for work.

Labour market

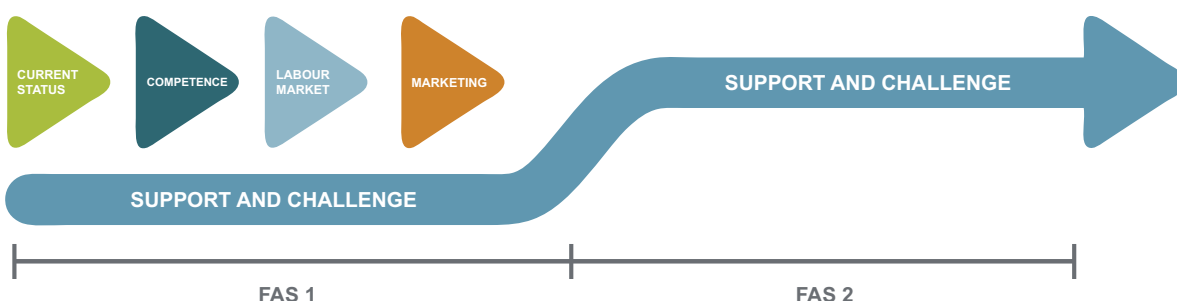
You'll gain a clear target structure and knowledge of your own labour market.

- What's your target, and what do you want to work with?
- What part of the labour market can you define as your own?
- What's your future labour market like?

Marketing

You'll gain a good understanding of how to look for work effectively.

- What channels are there which might lead to a new job?
- What's your personal network like, and how can this be developed in order to lead to a new job?
- What's the best way to write a good CV and letter of application?
- How do you present yourself most effectively in various situations when you apply for jobs?



Money is important – income protection is available to you

Although a lot of people get new jobs before their current employment ends, there might sometimes be a gap when switching from one job to another. Then you might feel a bit more secure if you know about supplementary redundancy pay.

What you need to qualify for redundancy pay

To qualify for redundancy pay, you have to have had your employment terminated on account of a shortage of work. You have to be at least 40 years old by the date you leave and you have to have been employed on a permanent contract for five years continuously. If you've previously had your employment terminated, due to a shortage of work, from another company affiliated to TRR, within five years of the current notice, you're allowed to include employment time from that preceding job as well. You have to have had a salary of at least SEK 21 100 per month. (A salary below this will be covered by the 70 per cent or more from the unemployment insurance.)

Redundancy pay amount

Redundancy pay can compensate you for up to around 70 per cent of your previous salary, including remuneration from the unemployment insurance. As the payment level falls to 50 per cent after six months, a monthly salary of at least SEK 29 500 is required for redundancy pay to continue.

- Your redundancy pay is based on the salary you had in the job you were made redundant from.
- If you are part-time unemployed, you'll have to lose at least 20 per cent of your working hours to be eligible for redundancy pay.
- The remuneration periods are of varying lengths for different age groups.

”There’s loads to do, not just the things you’ve been doing for 30 years.”

Agnetha Söderblad, former telephone operator, Stockholm.
Now a train driver.

The following figures for redundancies are applicable as of 21 January 2005.

Your age at the time of notice is:	Max. redundancy pay to be paid out:
40 but not 45 years	6 months
45 but not 60 years	12 months
60 but not 65 years	18 months

Find out more details on redundancy pay at our website, www.trr.se

Quick guide

Who's covered by TRR operations?

Employees of companies which are members of the following organisations are covered by TRR operations:

- Employer associations within Svenskt Näringsliv (except for FAO).
- Newspaper issuers
- KFO
- Idea
- SRAO
- Employees of companies with what are known as application agreements are also covered

Redundancy support

- You have to have been a permanent employee for at least a year, working a minimum of sixteen hours a week.
- If you're given notice or run the risk of such a thing happening because of a shortage of work in your company. A personal advisor from TRR will give you advice, tips and guidance to help you find another job.

Redundancy pay

– supplementary income protection

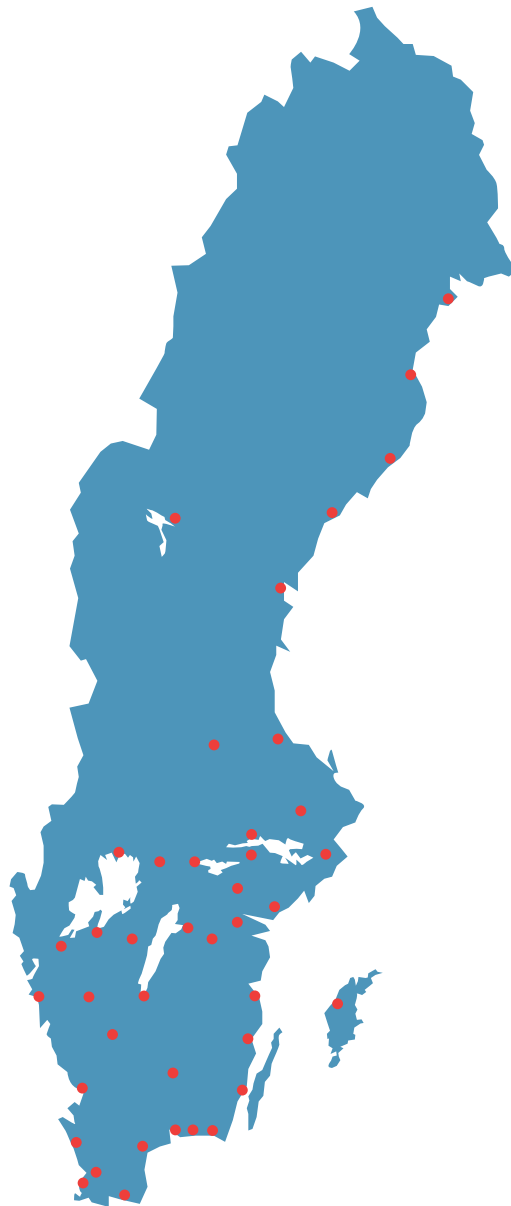
- Redundancy pay is designed to supplement the unemployment benefit fund.
- You have to have been a permanent employee for at least 5 years, working a minimum of 5 hours a week.
- You have to have reached your 40th birthday by the date your employment is terminated.
- You have to have had a salary of at least SEK 21 100 per month.

Applications

- You and your employer work together to complete the application documents. Contact your employer, or download forms from www.trr.se.
- Your application must be received by TRR within two years of your last date of employment.

Not sure whether your employer is affiliated to TRR? If so, contact your company's personnel manager or finance manager, or your trade union.

For more information, please visit www.trr.se or call +46 (0) 20 56 08 01.



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Västervik
Västerås
Växjö
Ystad
Örebro
Örnsköldsvik
Östersund

TRR Trygghetsrådet

TRR Trygghetsrådet has more than 30 years' experience of redundancy work. We work as a long-term partner for our affiliated companies. We are the only independent organisation on the Swedish market, and we have developed a complete methodology for coaching professional employees. By empowering individuals to make

changes, we have helped more than 20 000 companies in difficult situations over the past decade.

More than 32 000 companies employing a total of 700 000 people, mainly professional employees in the private sector, are affiliated to TRR. The organisation employs some 250 people in more than 40 locations all over Sweden, and its head office is in Stockholm. Find out more at www.trr.se



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