

Professionalism in People and Change

Established in 2004, ACF Switzerland is the Association of Personal & Organizational Change Firms. Nine leading companies in the Swiss industry are members, focused upon outplacement and career transition services.

In an era of rapid economic change and instability, the market for our industry's specialist services has taken shape: Organizations are demanding expertise for managing the human resource aspects of change, and individuals are recognizing the value of tailored support as they seek to sustain employability and take forward a career that may have been interrupted through no fault of their own.

Organizations and individuals that partner with ACF Switzerland member companies can be assured that they are working with expert service providers that have set and adhere to the highest professional standards:

The ACF Service Standard for Companies: **Transparency**

- Profiles detailing the experience of the Consultants will be provided
- References from ACF member clients will be available upon request
- Terms and Conditions of business will be provided at initial meeting and pre-contract signing

Quality Consultants

- Consultants are educated to university, college of higher education or equivalent level; they participate in on-going training in career counseling and coaching
- Consultants are experienced at management level within a business environment

Professional Methods, Processes and Efficiency

- Proven methodologies will be explained and applied, following step by step processes to ensure efficiency and consistent quality
- Quality of standards will be verified annually and candidate feedback gathered and analyzed

The ACF Service Standard for Individuals: **Personalized and Professional**

- Individuals will receive personalized, professional and confidential career counseling using state of the art methodologies
- Support will be focused upon achieving a fast, efficient return to employment but also sustainable career continuation and professional progression

To learn more about the ACF activities or its members, please visit www.acfswitzerland.ch

