Personal Effectiveness  
Adjustment to Retirement

**Duration:** Two days  
**Number of participants:** 18

**Designed for:**  
Staff at all levels in the Public Service who are within two years of retirement, or who are due to retire soon and their partners (when spare places are available).

**Aims:**  
To provide guidance on the transition from work to retirement. To give an insight and to help consider such topics as pensions, tax, legal, health and leisure activities.

**Key Objectives:**  
To enable participants to:

- Raise awareness to the challenges and achievements of retirement  
- Investigate options and facilities that are available to assist in developing a quality of life in retirement  
- Stimulate an interest in the opportunities that are available to retirees
Information for Applicants and Line Managers

Applications for any form of development should link into agreed objectives within the Personal Development Plan for civil servants and the appraisal system in use for public servants.

Please apply using the application form on the following link:

http://www.gov.im/lib/docs/hr/learninganddevelopment/courses/courseappform.pdf

Alternatively, contact us and we will be pleased to send you an application form.

We are now programming events in response to demand; as a result we will not be producing a course calendar. We have found this route offers swifter allocation to an event and makes better use of our resources.

Joining instructions will be issued at least four weeks before a scheduled event. Please note that we will offer a place three times and if an applicant does not attend by the third offer, then they will need to reapply and will join the bottom of the waitlist.

Please note that:

If, after accepting a place on a course the applicant fails to attend or notifies us less than five working days before the event a cancellation fee will be charged.

The scale of charges is currently:
- Notified within 5 working days of the event 50%
- Event start date or later 100%.

If a participant is unable to attend due to illness, the charge will be waived, provided we are notified within one hour of the event commencing.