### 1

The application is filled out via tsl.se by the terminating company, the union or the outplacement company and gets

a TSL number.

## 2

TSL checks that the terminating company has joined the insurance scheme.

## 3

The outplacement company contacts the terminating company and the union to get the details about the individuals that will participate.

**8**

At the second individual meeting the person who has been dismissed will decide whether to participate in the outplacement program and will then sign the individual statement.

# '\

7 **t**

The persons who have been dismissed have their first individual

meetings with the coach and are informed about the requirements for the program.

## 6

A decision is sent by e-mail to the terminating company, the union and the outplacement company.

## 9

The outplacement company scans and e-mails the individual statement to TSL.

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**10**

Once TSL has received the individual statement the outplacement company can determine a start date for the dismissed.

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**11**

The outplacement company enters the start date in TSL's extranet and may subsequently send the first invoice.

### 12

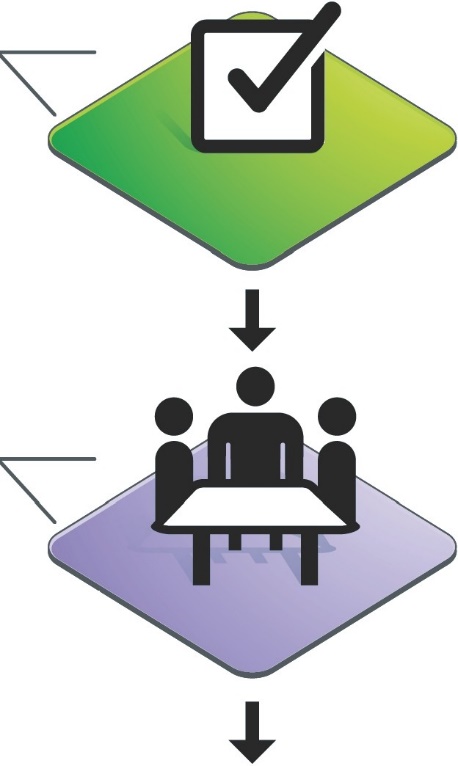
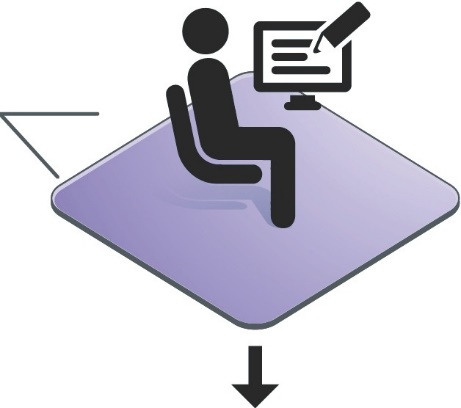
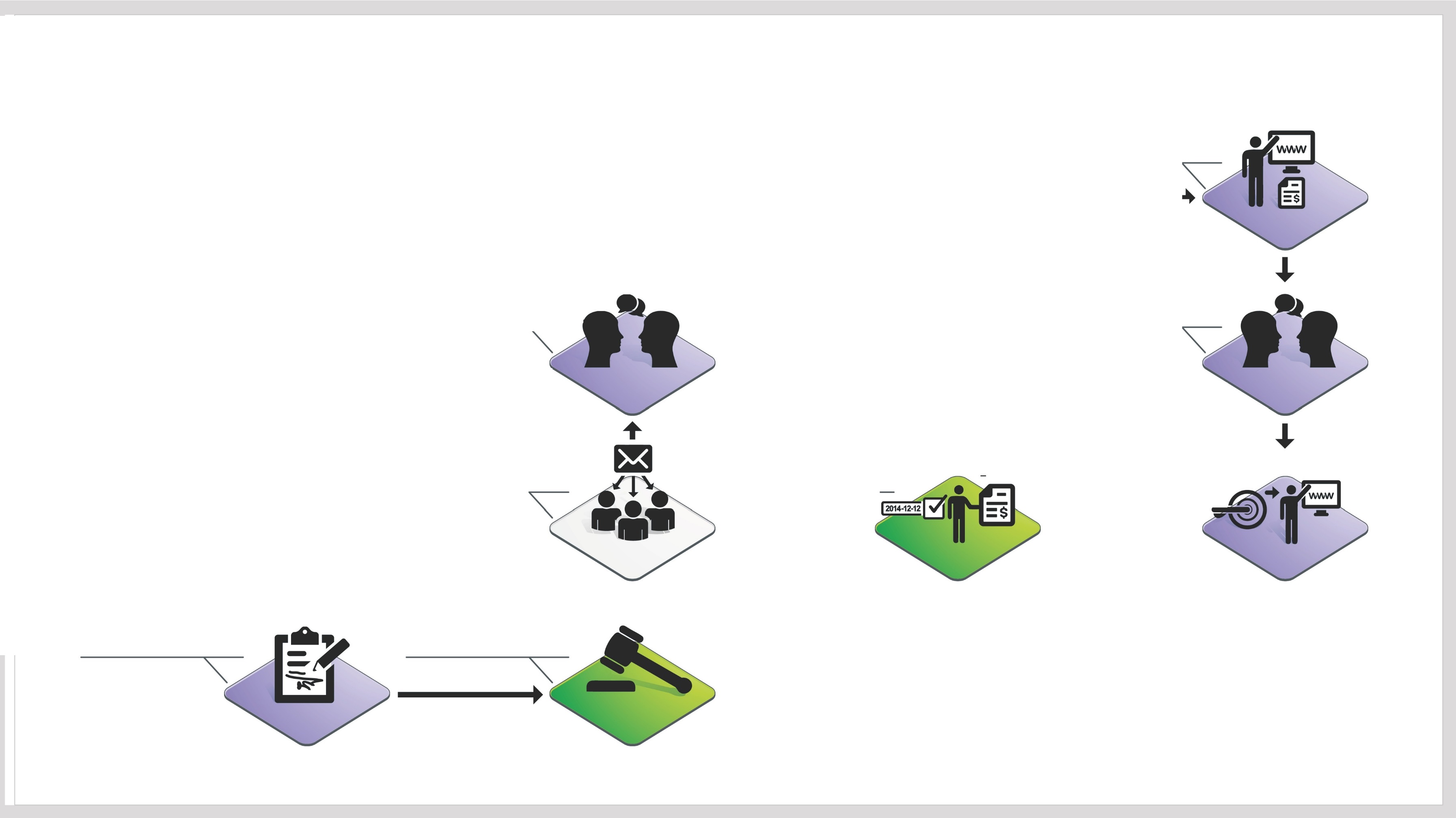
The outplacement program is then implemented.

### 13

No later than 12 months after the last day of employment, the outplacement company will report to TSL on the progress of the dismissed person.

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**4**



The outplacement company makes a list of participants. After being signed by the terminating company and the union it is sent to TSL.

**5** **t**

TSL processes and makes decisions based on the list of participants.