

DEALING WITH REDUNDANCY ~ GIVING BAD NEWS

Duration: 1 day

Course introduction:

No one likes the 'r' word - giving it, receiving it or working around it. So how best to handle it? This one-day workshop gives you the tools essential to managing the process. During a difficult trading time tough decisions have to be made and those charged with the task of making decisions of this nature have to be fully prepared and armed with the appropriate skills to be able to perform this task competently and confidently.

Core behaviours/competencies developed during this course:

- Handling a difficult and sensitive situation
- Ensure appropriate planning takes place
- Advanced communication skills
- Understand the psychology of the transaction
- Preparing for the future

Course Content

Morning session:

- Welcome, introduction and review personal objectives
- The redundancy process
 - Identify the three steps you will need to use
- Planning ~ What are the areas that you need to know
 - Preparing for the expected and expecting the unexpected
- Preparing yourself – As the communicator
 - What is your ideal response and how do YOU prepare?

Afternoon session

- The psychological contract
 - What is it? Who will it affect? Why it matters?
 - Your role after the event
- Environment
 - Where to do it? What is the best location?
- Change curve
 - What are the likely reactions and emotions and how do you handle them?
- Support mechanisms
 - What are they and why use them?
- Business as usual
 - How to get back to 'normal'
- Review personal objectives, summary & close

Other One-Day courses and on-site support include;

- ~ Career evaluation
- ~ CV Writing
- ~ Designing job search strategies
- ~ Effective interview skills
- ~ Handling psychometric tests