



Work Force Reduction Script

1. The Notification

In the notification meeting, we suggest getting to the point quickly. The goal is to deliver the news to a colleague succinctly, with empathy and in a manner that allows the employee to retain their dignity. Greet the employee and remember to address him/her by first name.

Manager: Hi EMPLOYEES NAME. Thank you for meeting with us today.

Remember to speak slowly and calmly.

Manager: *I've called this meeting because I must, unfortunately, inform you that your position with the company is being eliminated due to a workforce reduction based on the needs of the business. This means you are being laid off and Human Resources will work with you to complete your transition. HR will email you your official Notice of Layoff.*

Manager: *This decision was made after a long and careful review. This was a very difficult decision and was not easily made. I want you to know that it has been reviewed at the highest levels within the company and it is a final decision.*

Manager: *Do you have any questions?*

The employee will usually lead the conversation at this point. Answer questions directly, honestly and appropriately.

2. Questions & Objections

Here are the most common:

WHY ME? What to say:

Manager: *I know this is difficult news, and as I mentioned, this decision was made after a long and careful review. Unfortunately, this requires us to make some very difficult decisions.*

WHO ELSE IS BEING LAID OFF? What to say:

Manager: *Those details are private and cannot be disclosed.*

Pause for a few seconds, then give one final chance for questions or clarifications before moving towards the conclusion of the meeting.

Manager: *Is everything I've said clear to you?*

Address any additional questions that arise, and if there is none, move on.

3. Housekeeping Matters

Manager: You will be sent shipping labels for the return of your office equipment. This includes your laptop, (Only if the employee has not been with IMG for a year - monitor, printer, hub, keyboard, and mouse). Do you still have the boxes for these to be shipped in? If you do not have the original shipping boxes, then you will need to make sure to wrap the equipment in cushioning or bubble wrap.

I understand that this is a lot of news to take in. If you have questions, contact HR.