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TRAINING

## Managing Redundancy

**Duration:** 1 day

**Prerequisites**

HR practitioners and line managers involved in handling redundancy situations

No prior knowledge of the law relating to redundancy is required

This one day Managing Redundancy training course will help managers who will be undertaking the implementation of a redundancy programme to manage it in the best way possible, and prepare those left in the organisation for the next stage of the organisation's development.

Although redundancies have become a fact of working life, it is still a difficult area for both employer and employee. Breaking the news of possible redundancy needs firmness & empathy, because those at risk react in a whole raft of ways. The employer must also prepare for as many eventualities as possible.

Therefore, the employer needs to follow the correct procedures and minimise the disruption to the business.

### Objectives

After this Managing Redundancy training course, delegates will be able to:

- Understand the law as it applies when a redundancy situation occurs
- Manage the redundancy process and procedure within the law and according to best practice
- Understand the process, skills and methods of communicating difficult messages to those staff affected by the redundancy process
- Be aware of actions that need to be taken to communicate with and manage the motivation of remaining staff

### Course Content

This 1-day workshop is practical & interactive using discussion groups, activities and exercises to explore and develop the necessary skills.

- What is a redundancy - the key principles and according to the law
- Meeting statutory requirements – a look at the law on redundancy
- An appreciation and understanding of the procedural steps to follow when dealing with a redundancy situation
- The law as it applies to the various stages of redundancy
- Your role and responsibilities in the redundancy process
- When and how to consult, and who to notify
- The principles of consultation
- The duty to consult. When, who and how to consult
- The rights of redundant employees
- Planning redundancy selection - the impact of various methods on the organisation
- Implementing a selection strategy
  - Selection criteria
  - How to avoid the pitfalls

**continued...**

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### Related Courses

**Human Resources:** 2 days

**Management Skills for New Managers:** 2 days

**Leadership Skills:** 2 days

**Recruitment & Selection:** 2 days

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## Managing Redundancy (continued)

**Duration:** 1 day

**Prerequisites**

HR practitioners and line managers involved in handling redundancy situations

No prior knowledge of the law relating to redundancy is required

- Breaking the news
  - Process and skills of communicating difficult messages to staff affected
- Professionally preparing and managing your emotions in a potentially stressful situation which managing a redundancy programme presents
- Supporting those at risk
  - Alternative employment: definition of and requirements according to the law
  - Outplacement service guidance and career support
- Helping the survivors
  - Communicating & gaining understanding of the reasons why some of their colleagues have been made redundant
  - Sustaining motivation and focus amongst the remaining workforce

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