

MANAGING REDUNDANCY WORKSHOP (A 1-Day Workshop)

Irrespective of the size of your organisation, employers are still expected to take certain steps to ensure a fair redundancy dismissal. Procedure is crucial as a genuine redundancy can result in unfair dismissal if the employer fails to follow a fair procedure. Although redundancies are a fact of working life, it is still a difficult area for both employer and employee. Therefore, the employer needs to follow the correct procedures and minimise the disruption to the business.

Breaking the news of possible redundancy needs firmness & empathy, because those at risk react in a whole raft of ways. So the employer must also prepare for as many eventualities as possible.

This one-day workshop 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.

Objectives:

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

Learning Methods:

This 1-day workshop is highly interactive using the following learning methods:

- Discussion groups
- Activities
- Exercises

To explore and develop the necessary procedures, skills and methods.

Who Should Attend:

The workshop is suitable for HR practitioners and line managers involved in handling redundancy situations.

Delegates do not need to have prior knowledge of the law relating to redundancy.

This workshop is **NOT DESIGNED** for members of staff who are being made redundant.

CONTENTS OF THE WORKSHOP INCLUDE:

- 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
- 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

Number Of Delegates

Because of the interactive nature of this workshop, a maximum number of 12 people can attend the workshop.

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