

# HOW TO MAKE A SEPARATION ANNOUNCEMENT

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## INSURE A UNIFORM APPROACH

- Provide Clear Communication**
  - Treat Employees With Dignity and Respect**
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## **KEY ELEMENTS OF A SEPARATION**

- The Success of the Separation Depends on Your Preparation.
  - Legal Action Can be Taken Against the Company . . .  
Be Careful What You Say.
  - Treat the Individual With Dignity and Respect.
  - Keep the Phraseology in the Broadest Terms:  
*“This is a business decision, made by the corporation.”*
  - Keep the Meeting Short - Conduct a Monologue.
  - Maintain Good Eye Contact, Failure to Look at the Person Will Project an Evasive and Negative Image.
  - Don’t Debate, the Decision Has Been Made.
  - If the Individual Talks, Listen - Do Not Agree or Disagree.
  - If You Don’t Know an Answer to a Question Say:  
*“I don’t know, I’ll get back to you.”*
  - Do Not Say**, “I Know How You Feel.” Or “This is a Blessing in Disguise.”
  - Stand to Disengage From the Meeting.
  - Make Sure the Individual Sees the Outplacement Counselor.
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## **THE OUTPLACEMENT COUNSELOR WILL:**

- Provide Time for the Individual to Decompress
  - Obtain Basic Information
  - Explain the Role, Resources and Success of Outplacement
  - Provide an Invitation to the Outplacement Workshop
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## GUIDELINES FOR THE MEETING

### DON'T

Negotiate - The meeting is to notify the individual of their separation and to summarize the elements of the separation.

Discuss other job eliminations. This meeting is for this employee only and should not be used to discuss others.

Feel that you have to substantiate the decision, or justify it.

Discuss any of your personal feelings, emotions or problems.

Argue or become defensive.

Tell the person: *"I don't want to do this, but . . . ."*

## HANDLING DIFFICULT SITUATIONS

### A Very Angry Person

Acknowledge the feelings . . . Remain Calm.

Restate the situation, the decision and the support the company will provide.

Do not attempt to turn the any employee into a docile/accepting person.

### A Very Emotional Person

Remain calm and in control - be patient and understanding.

Acknowledge the feelings and help the individual stick to the facts at hand.