

# Layoff Communication Plan Template

**Paul Falcone**

**Laying Off Employees** ,2009-09-01 Implementing a layoff is one of the most difficult and painful challenges a manager can face. Handled skillfully and compassionately, a layoff can set your team and your company on a positive new path. But, when handled improperly, layoffs can have negative effects that impact morale, productivity and more. This volume provides managers with valuable advice proven strategies for laying off employees.

The Definitive Guide to HR Communication Alison Davis,Jane Shannon,2011-01-25 Two experienced HR communications consultants show how to dramatically improve the effectiveness of every HR message. HR professionals know their programs are pivotal to organizational success, but they also know how difficult it is to communicate those programs effectively. Hampered by legal restrictions, highly complex policies and programs, corporate politics, and old-fashioned notions about business communication, they create communications their audiences simply ignore. It needn't be that way! Alison Davis and Jane Shannon present simple, powerful principles and techniques every HR professional can use, even those who've never been comfortable as writers. Davis and Shannon demonstrate how to treat employees as customers, and use the same strategies, tools, and care your company uses to sell its products or services. The authors help HR professionals understand their customers' (and executives') needs and motivations more clearly; package information to promote faster, better decision-making; and measure their effectiveness. They present specific solutions for safely eliminating unnecessary detail and jargon; explaining benefits, pay, and policies; improving recruiting, orientation, and outplacement communications; supporting retirement planning; and improving performance management.

*Corporate Conversations* Shel Holtz,2004 *Corporate Conversations* gives you insight, ideas, and an action plan to energize and empower the exchange of information in your company. Author Shel Holtz has more than twenty-five years of experience helping companies enhance their strategies for crafting and delivering vital internal messages. He uses real-life case studies to demonstrate the best strategies for making sure everyone within your company is on the same page. *Corporate Conversations* defines the three primary results you should achieve through every employee communication: promoting loyalty, inspiring quality work that satisfies the needs of your customers, and encouraging your employees to represent the company in a manner consistent with the image you've defined. The book shows you how to use traditional and online tools to develop an internal communications program that will help you.--BOOK JACKET.

*Heart First: Lasting Leader Lessons from a Year That Changed Everything* David Grossman,2021-08-02 For more than three decades, award-winning leadership and communication expert David Grossman has helped scores of leaders become great leader communicators who drive impressive results for their organizations. Naturally, the global pandemic and mounting racial unrest of 2020 handed leaders one of their biggest challenges yet, with a level of social and economic tumult not seen in more than a century. Despite the upheaval, many leaders rose to the occasion, and often by drawing not just from experience and wise counsel, but from being human as they led - what Grossman calls Heart First leadership. In Heart First, Grossman explores the many aspects of being more authentic in leadership and how that can profoundly inspire a team and move them to achieve remarkable things, especially in times of change or crisis. Heart First also features interviews with CEOs and guest columns from senior leaders inside a variety of organizations, each of whom share extraordinarily candid insights and unique lessons learned from a year that changed everything.

**Ask a Manager** Alison Green,2018-05-01 From the creator of the popular website Ask a Manager and New York's work-advice columnist comes a witty, practical guide to 200 difficult professional conversations—featuring all-new advice! There's a reason Alison Green has been called "the Dear Abby of the work world." Ten years as a workplace-advice columnist have taught her that people avoid awkward conversations in the office because they simply don't know what to say. Thankfully, Green does—and in this incredibly helpful book, she tackles the tough discussions you may need to have during your career. You'll learn what to say when • coworkers push their work on you—then take credit for it • you accidentally trash-talk someone in an email then hit "reply all" • you're being micromanaged—or not being managed at all • you catch a colleague in a lie • your boss seems unhappy with your work • your cubemate's loud speakerphone is making you homicidal • you got drunk at the holiday party Praise for Ask a Manager "A must-read for anyone who works . . . [Alison Green's] advice boils down to the idea that you should be professional (even when others are not) and that communicating in a straightforward manner with candor and kindness will get you far, no matter where you work."—Booklist (starred review) "The author's friendly, warm, no-nonsense writing is a pleasure to read, and her advice can be widely applied to relationships in all areas of readers' lives. Ideal for anyone new to the job market or new to management, or anyone hoping to improve their work experience."—Library Journal (starred review) "I am a huge fan of Alison Green's Ask a Manager column. This book is even better. It teaches us how to deal with many of the most vexing big and little problems in our workplaces—and to do so with grace, confidence, and a sense of humor."—Robert Sutton, Stanford professor and author of *The No Asshole Rule* and *The Asshole Survival Guide* "Ask a Manager is the ultimate playbook for navigating the traditional workforce in a diplomatic but firm way."—Erin Lowry, author of *Broke Millennial: Stop Scraping By and Get Your Financial Life Together*

**Business Restructuring** Carla Zilka,2009-10-26 An effective, long-term strategy for maintaining corporate growth, profit and competitive edge Depicting a progressive emergent framework for long-term growth, profitability, and success,

**Business Restructuring: An Action Template for Reducing Cost and Growing Profit** employs an integrated approach incorporating several of the most popular methodologies and best-in-class practices into a single proven framework. Beginning with an overview of restructuring and what is needed up-front to be successful, this How to Cookbook helps you Understand business restructuring and cost reduction techniques How to transform any organization into one that is high performing Realize efficiencies through the reorganization of resources, improving processes, and identifying outsourcing opportunities Sustain results and achieve continued efficiency, profitability, and growth Describes the right leadership team dynamics to make sure the changes stick Whether you are a business leader or manager, Business Restructuring takes you through a logical series of steps that will provide you with immediately useful tactics to apply on a regular basis to achieve immediate results, as well as a long-term roadmap to deliver performance excellence and increase shareholder value.

Older Workers Benefit Protection Act United States,1990

Key Issues in Organizational Communication Owen Hargie,Dennis Tourish,2004-02-24 It is often said that the practice of management is in crisis, and that managers are now finding it harder than ever to develop strategies which withstand the shocks of the marketplace. This illuminating book cuts through these conflicting issues to show how organizational communication plays a vital role in confronting uncertainty. Arguing that many managers fail to adequately consider the communication consequences of the decision making process and its impact on organizational effectiveness, Hargie and Tourish present here numerous organizational communication insights, and show how they reveal a way through these dilemmas. Based on cutting-edge research findings and case studies, this book features contributions from the UK, USA, Canada, New Zealand and Norway, bringing multiple perspectives to this topical subject. The result is a comprehensive guide to organizational communication useful for managers, academics and students.

*Basic Guide to the National Labor Relations Act* United States. National Labor Relations Board. Office of the General Counsel,1997

*96 Great Interview Questions to Ask Before You Hire* Paul Falcone,2018-03-14 Why do so many promising job candidates turn out to be disappointing employees? Learn how to consistently hire the right people at the right time for the right roles. Every manager and human resources department has experienced a candidate whom they viewed as promising individuals full of potential turning out to be underwhelming employees. Employment expert Paul Falcone supplies the tools you need to land top talent. What is the applicant's motivation for changing jobs? Do they consistently show initiative? The third edition of this practical guide book is packed with interview questions to possibly ask candidates, each designed to reveal the real person sitting across the table. In *96 Great Interview Questions to Ask Before You Hire*, Falcone shares strategic questions that uncover the qualities and key criteria you seek in your next hire, including: Achievement-anchored questions Questions that gauge likeability and fit Pressure-cooker questions Holistic questions that invite self-assessment Questions tailed to

sales, mid-level, or senior management positions Complete with guidelines for analyzing answers, asking follow-up questions, checking references, and making winning offers, 96 Great Interview Questions to Ask Before You Hire covers the interviewing and hiring process from beginning to end, leaving no stone unturned.

**Strategic Employee Communication** Gail S. Thornton, Viviane Regina Mansi, Bruno Carramenha, Thatiana Cappellano, 2018-10-06 Employee engagement (or a lack thereof) can often be linked to poor communication and a detachment from company goals. Companies of all sizes are looking for ways to boost communication, recognizing its impact on key business outcomes, such as productivity and profitability. This book offers fresh insights about opportunities to improve the quality of employee communications based on employees' needs. It highlights the importance of simple, jargon-free communication that focuses on dialogue and content. High-performing organizations are more likely to think about communication from the audience perspective, rather than purely from the management perspective. The case studies offer readers a firm understanding of ways to implement and measure communication in daily practice. Effective communication requires planning and this book, with its focus on the US, Latin America, and emerging markets, will guide readers in using communication in the alignment of corporate and employee needs.

*101 Sample Write-ups for Documenting Employee Performance Problems* Paul Falcone, 1999 Provides examples for handling such personnel problems as insubordination, absenteeism, e-mail misuse, drug or alcohol abuse, and sexual harassment.

*The Hiring and Firing Question and Answer Book* Paul Falcone, 2002 Fast answers to the most pressing questions about how to safely, effectively hire and fire employees.

**ReOrg** Stephen Heidari-Robinson, Suzanne Heywood, 2016-10-25 A Practical Guide in Five Steps Most executives will lead or be a part of a reorganization effort (a reorg) at some point in their careers. And with good reason—reorgs are one of the best ways for companies to unlock latent value, especially in a changing business environment. But everyone hates them. No other management practice creates more anxiety and fear among employees or does more to distract them from their day-to-day jobs. As a result, reorgs can be incredibly expensive in terms of senior-management time and attention, and most of them fail on multiple dimensions. It's no wonder companies treat a reorg as a mysterious process and outsource it to people who don't understand the business. It doesn't have to be this way. Stephen Heidari-Robinson and Suzanne Heywood, former leaders in McKinsey's Organization Practice, present a practical guide for successfully planning and implementing a reorg in five steps—demystifying and accelerating the process at the same time. Based on their twenty-five years of combined experience managing reorgs and on McKinsey research with over 2,500 executives involved in them, the authors distill what they and their McKinsey colleagues have been practicing as an “art” into a “science” that executives can replicate—in companies or business units large or small. It isn't rocket science and it isn't bogged down by a lot of organizational theory:

the five steps give people a simple, logical process to follow, making it easier for everyone—both the leaders and the employees who ultimately determine a reorg’s success or failure—to commit themselves to and succeed in the new organization.

**Organizational Downsizing, Discrimination, and Corporate Social Responsibility** Zeinab Karake-Shalhoub,1999-09-30 Organizational restructuring and corporate downsizing can have a significant impact on the perceived social responsibility and responsiveness of any firm. This book analyzes the phenomenon by identifying the nature and types of structural or functional relationships that exist between downsizing and organizational performance variables, on the one hand, and organizational social responsiveness on the other. It looks at changes in the use of various restructuring techniques to improve efficiency and effectiveness and the effects of these changes on the organizational citizenship standing in the community. It goes on to add to the understanding of the general phenomenon of downsizing by examining its relationship to the level and pervasiveness of corporate social responsibility. Karake-Shalhoub addresses three questions. First, is corporate downsizing related to improvement in organizational financial performance? Second, is there any relationship between downsizing and corporate social responsibility? Third, what is the nature of this relationship? The book will be attractive to management theory scholars, social responsibility and ethics researchers and practitioners, organizational development researchers and practitioners, and human resource scholars.

**The Power of Trust** Sandra J. Sucher,Shalene Gupta,2021-07-06 A ground-breaking exploration of the changing nature of trust and how to bridge the gap from where you are to where you need to be. Trust is the most powerful force underlying the success of every business. Yet it can be shattered in an instant, with a devastating impact on a company’s market cap and reputation. How to build and sustain trust requires fresh insight into why customers, employees, community members, and investors decide whether an organization can be trusted. Based on two decades of research and illustrated through vivid storytelling, Sandra J. Sucher and Shalene Gupta examine the economic impact of trust and the science behind it, and conclusively prove that trust is built from the inside out. Trust emerges from a company being the “real deal”: creating products and services that work, having good intentions, treating people fairly, and taking responsibility for all the impacts an organization creates, whether intended or not. When trust is in the room, great things can happen. Sucher and Gupta’s innovative foundation for executing the elements of trust—competence, motives, means, impact—explains how trust can be woven into the day-to-day and the long term. Most importantly, even when lost, trust can be regained, as illustrated through their accounts of companies across the globe that pull themselves out of scandal and corruption by rebuilding the vital elements of trust.

*Healing the Wounds* David M. Noer,2009-07-28 From the founder of layoff survivor sickness an updated edition of a book for today's downsized workforce Thoroughly revised and updated, David Noer's classic book about downsized organizations

has never been more relevant. Reports of the most recent layoffs are making the front pages of our newspapers with frightening regularity. And massive downsizing continues to reshape the face of American business. But what about those who remain behind? *Healing the Wounds* provides an antidote to the widespread malaise on the American business scene left in the wake of workforce reductions. Drawing on case studies and original research, David M. Noer—an expert frequently quoted in major media such as *The Wall Street Journal* and *Fortune* on the topic of layoffs and layoff survivor sickness—provides executives, human resource professionals, managers, and consultants with an original model and clear guidelines for revitalizing downsized organizations and the employees left behind. Offers thoroughly revised edition of a book about layoffs and those who are left behind Filled with relevant case studies and recent research Written by David Noer an acclaimed expert on the topic Gives employers much-needed guidance for revitalizing downsized companies

**Set-up-to-Fail Syndrome** Jean-Francois Manzoni, Jean-Louis Barsoux, 2007-02-01 Do you have an employee whose performance keeps deteriorating—despite your close monitoring? Brace yourself: You may be at fault—by unknowingly triggering the set-up-to-fail syndrome. Perhaps things started off swimmingly. But then something—a missed deadline, a lost client—made you question the person's performance. You began micromanaging him. Suspecting your reduced confidence, he started doubting himself—and stopped giving his best. You viewed his new behavior as additional proof of mediocrity, and tightened the screws further. In *The Set-Up-to-Fail Syndrome*, Jean-Francois Manzoni and Jean-Louis Barsoux show how this insidious cycle hurts everyone: employees stop volunteering ideas, preventing your organization from getting the most from them; you lose energy to attend to other activities; and your reputation suffers as other employees deem you unfair. Team spirit wilts as targeted performers are alienated. But the set-up-to-fail syndrome doesn't have to happen. The authors provide preventive measures, such as loosening the reins as new employees master their jobs. If the syndrome has already erupted, Manzoni and Barsoux explain how to discuss the dynamic with your employee and reverse the cycle.

*An Employee's Guide to Health Benefits Under COBRA*, 2010

**Results** Bruce A. Pasternack, Gary L. Neilson, 2005-10-18 Every company has a personality. Does yours help or hinder your results? Does it make you fit for growth? Find out by taking the quiz that's helped 50,000 people better understand their organizations at OrgDNA.com and to learn more about Organizational DNA. Just as you can understand an individual's personality, so too can you understand a company's type—what makes it tick, what's good and bad about it. Results explains why some organizations bob and weave and roll with the punches to consistently deliver on commitments and produce great results, while others can't leave their corner of the ring without tripping on their own shoelaces. Gary Neilson and Bruce Pasternack help you identify which of the seven company types you work for—and how to keep what's good and fix what's wrong. You'll feel the shock of recognition (“That's me, that's my company”) as you find out whether your organization is: • Passive-Aggressive (“everyone agrees, smiles, and nods, but nothing changes”): entrenched underground resistance makes

getting anything done like trying to nail Jell-O to the wall • Fits-and-Starts (“let 1,000 flowers bloom”): filled with smart people pulling in different directions • Outgrown (“the good old days meet a brave new world”): reacts slowly to market developments, since it’s too hard to run new ideas up the flagpole • Overmanaged (“we’re from corporate and we’re here to help”): more reporting than working, as managers check on their subordinates’ work so they can in turn report to their bosses • Just-in-Time (“succeeding, but by the skin of our teeth”): can turn on a dime and create real breakthroughs but also tends to burn out its best and brightest • Military Precision (“flying in formation”): executes brilliant strategies but usually does not deal well with events not in the playbook • Resilient (“as good as it gets”): flexible, forward-looking, and fun; bounces back when it hits a bump in the road and never, ever rests on its laurels For anyone who’s ever said, “Wow, that’s a great idea, but it’ll never happen here” or “Whew, we pulled it off again, but I’m tired of all this sprinting,” Results provides robust, practical ideas for becoming and remaining a resilient business. Also available as an eBook From the Hardcover edition.

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