

Effective separation conversation meeting script

Steps & Tips	Examples
1. Introduction <ul style="list-style-type: none">• Greet the employee and ask him/her to sit down.• Introduce yourself.• Be pleasant, but not cheerful.• Close the door.	<p>“Good morning.</p> <p>“Thank you for meeting with me today <name>”</p> <p>(Introduce yourself – if not known to the employee)</p>
2. Decision <ul style="list-style-type: none">• Give a brief background on the reason for the redundancy.• Be clear about the decision to make their position redundant.	<p>“A major review of our organisational structure has been taking place within our business. This review process is designed to ensure our business is in the right shape to pursue growth, whilst remaining competitive.</p> <p>We considered the structure that was needed to ensure the business can reinvest in growth. Once we agreed on the structure, we then reviewed every role in the relevant divisions.</p> <p>As a result of this review, a number of positions are being made redundant across the business and your position is one of them.”</p>

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<p>3. Process and Reasons</p> <ul style="list-style-type: none"> • Get to the point quickly. • Outline the process used to reach the decision. • Explain that redeployment opportunities were considered. • Mention that the decision is not related to how well they performed their job. • Pause to allow the employee to respond. 	<p>“All areas and positions across the organisation have been reviewed to determine which functions we need to best serve our customers and deliver against our strategy. As a result, several surplus positions have been identified. We have also identified positions which are no longer necessary.</p> <p>During this process redeployment for affected employees has been investigated but unfortunately, we have been unable to find you an alternative role which matches your skills and abilities. This means that you will be retrenched.</p> <p>It is important that you understand that it is your position that has become redundant, and in no way is a reflection on the way you have done your job.”</p>
<p>4. Redundancy package</p> <ul style="list-style-type: none"> • Go through letter of redundancy and work through the calculation spreadsheet. • Explain the redundancy calculations and the components of the package. • (Advise the employee they can call payroll for a more detailed explanation if needed) 	<p>“I have your redundancy package estimate here and I will go through it with you. The termination letter is your formal notification and indicates that today is your last day of employment and that your notice period will be paid out.</p> <p>The severance calculation details the components of your package:</p> <ul style="list-style-type: none"> • Salary payments owed to you since you were last paid • Four weeks’ pay in lieu of notice • Severance based on years of service • Outstanding annual leave and long service leave (if applicable)”

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<p>5. Redeployment options</p> <ul style="list-style-type: none"> • Will the employee have the option to look for a job within <Company X> throughout their <X week> notice period? • They can choose not to seek redeployment and advise their manager immediately of this intention. 	<p>“Your notice period is <X weeks>, and you have the following options:</p> <ul style="list-style-type: none"> • Finish with <Company X> immediately in which case you will be paid out your notice period at your normal rates and you will receive your total redundancy payment on <X date> pending completion of all required documentation. • Take some time to think about whether you want to look for a different job in <Company X>. Roles will be advertised and open for application on <X date>. <p>You can choose to finish with <Company X> at any point during your notice period (by advising your manager) and the remainder will be paid out and included in your final redundancy payment. If you do not advise us during your notice period, you will receive your final redundancy payment on your final day.”</p>
<p>6. Employee Kit</p> <ul style="list-style-type: none"> • Walk through the contents of the kit. • Point out the Certificate of Service. 	<p>“There is also an information kit which includes details on:</p> <ul style="list-style-type: none"> • severance calculations • superannuation • annual leave • when you receive payment • returning company property • discontinuation of benefits • outplacement services <p>I suggest you take this guide home and read through it carefully.</p> <p>I understand this is a lot to take in right now. Do you have any specific questions at this stage?”</p>

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<p>7. Next steps</p> <ul style="list-style-type: none"> • Mention final day and final payment request for employee to complete in their own time. (Be clear that the employee will not be required to work out the notice period.) • If the retrenchment is unexpected, encourage the employee to go home and return later to collect their things. • Complete Termination Checklist. • Outplacement/career transition consultant is here now (if applicable). • Explain EAP counselling. 	<p>“Your final day is <X> but you are not required to attend the office during this time (if applicable).</p> <p>Given that this is unexpected/difficult news, I would encourage you to go home now (you may want to discuss this with a friend/your partner/family) and come back in a few days to pack up your belongings and say goodbye to your fellow workers. What would you prefer to do?</p> <p>Before you go, I would like to run through a checklist to identify what keys, company property, etc you need to return before you finish up.</p> <p>We have an outplacement consultant here now to meet with you to discuss your options from here. I strongly encourage you to speak with them now.</p> <p>EAP counselling is also available free of charge for you and your family members.”</p>
<p>8. Closing meeting</p> <ul style="list-style-type: none"> • Express your disappointment. • Explain that you will brief other team members. Ask if they would like to be present. • Confirm dates for notice period, final day, return of property. • Encourage questions. 	<p>“I am disappointed to have to give you this news and I wish you well in your job search. We valued your contribution while at <Company X>...”</p>