

Reduction in Force EAP Preparation Checklist

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Notifying employees that their services at the company are no longer needed is never an easy task. However, preparing for your meeting ahead of time will help reduce your stress. Also, remember that your EAP benefit is available to you, during stressful situations such as this. We can help you each step of the way.

Get prepared by using this convenient checklist:

- Contact your Employees Assistance Program, 24-48 hours in advance of notification, to coordinate having a counselor on site. The phone number to _____ is _____. The counselor can see employees, coach supervisors/managers, debrief affected work groups and provide an overview of EAP services.
- Secure an office or conference room for the EAP counselor to provide a group session or see any upset employee. Announce the EAP counselor's schedule so employees will know how and when to reach the counselor.
- Distribute "10 Tips for Communicating a Reduction in Force" for managers/supervisors on giving notification to employees.
- Schedule a time to meet with supervisors and managers the day before (or the day of) notification. Reinforce the importance of the reduction, the goals to be accomplished, and empathize with their difficult position.
- Introduce the EAP and Outplacement counselors that will be available to see employees that day. Explain each of their roles and how to access their services.
- Severance information, paychecks, EAP brochures, and outplacement packages need to be prepared in advance and ready for distribution at time of notification.
- Explain the severance package to the managers /supervisors so they will be prepared for employee questions.
- Inform supervisors/managers about security measures regarding computer access, record integrity and escorting people from the office.
- Schedule a post reduction debriefing with supervisors/managers. An EAP counselor may facilitate this debriefing.
- Develop and communicate a post reduction plan for company recovery to supervisors/managers.