



It's not just about who goes and who stays!

Organizations typically downsize for economic reasons. If the only focus of the downsizing is layoffs, studies show those same organizations find themselves with greater financial worries than before they began.

For more information, please contact:

Career Transition Services

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cts@msec.org (email)

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Call MSEC First

You've had a workforce reduction. That's the beginning...not the end result.

Your organization is now faced with new, and perhaps even more difficult challenges. How will you energize these dynamic, yet tentative employees for the task ahead?

MSEC will guide you through the entire employee separation process.

MSEC's attorneys, HR specialists and career consultants continue to assist and deliver effective, personalized downsizing solutions for our members. Our "after the downsizing" programs were developed to complete our robust package of Career Transition Services and provide:

- ◇ A solution that provides practical, respectful assistance, enabling participants to move forward professionally and personally.
- ◇ An approach that minimizes the impact on remaining employees.
- ◇ A focus on creating an atmosphere that encourages renewed enthusiasm.

Our flexibility and customization...allows you to build the service package that meets your organizational needs.

You must know how to:

- ◇ Show a profit and operate competitively
- ◇ Use fewer employees to accomplish the same amount of work
- ◇ Find a way to rejuvenate the remaining workforce with tomorrow's goals in mind.

Our "after the downsizing" services will assist you in creating an atmosphere that encourages renewed organizational enthusiasm. Your remaining employees are dealing with some, if not all, of the following concerns:

- ◇ Trusting management and anxiety about job security
- ◇ Questioning your commitment to them
- ◇ Grieving the loss of coworkers and dealing with anger
- ◇ Facing reorganization, increased expectations, and the stress caused by this transition

SUPPORT WORKSHOPS FOR ORGANIZATIONAL DOWNSIZING

Notification Basics: How to Deliver the Message—In A Legal, Ethical and Empathic Manner

This half day seminar is designed for management staff and will cover the basics on how managers should notify employees about their impending layoff. This training starts by addressing essential legal issues to be considered and then coaching managers to deliver the message in the most effective and supportive way. Interactive exercises will give attendees practice in preparing their script and delivering the notification. Finally, managers are given insight as to how to effectively deal with employee responses.

\$1,200 One half-day workshop designed for management staff

Preparing Managers for Employee Reactions During Career Transition/Downsizing

This full day workshop has been designed to support leaders to proactively manage a downsizing. The seminar focuses on dealing with their stress around this difficult transition in order to support employees during this change. Through interactive exercises, managers will discover and practice effective responses to employee questions and concerns that typically come up during a transition. The afternoon focuses on group exercises that encourage attendees to outline and practice anticipated employee reactions around an organizational downsizing. Lastly, the participants will create their own personal action plan that will help map out specific steps to assist with their personal stress during this difficult time.

\$ 1,800 One full-day workshop designed for management staff

Manager Tool Kit: Managing A Downsized Workforce

This half day class focuses on preparing managers for the inevitable “survivor” fallout from a downsizing. It covers the impact that a downsizing brings to its “survivors” including instability and morale issues. Attendees are taken through the stages of grief and loss experienced by their “surviving” workforce and then prepares for the future through outlining benchmarks of successfully downsized companies. The session closes with the attendees developing individual action plans that will assist them in steps needed to move themselves and their employees forward in organizational change and new opportunities.

\$1,200 One half-day workshop designed for management staff

Dealing with Stress Before, After & During a Transition

The loss of a job is one of the most stressful events a person will ever experience. This is true even if there has been ample warning and time to prepare for this outcome. This half-day workshop will help participants process this difficult transition and identify some strategies for coping with the challenge. Participants will learn about the predictable stages of loss and the normal emotions that they might experience during this difficult period. Each participant will be given a “Stress Assessment” and develop their own “action plan” that will provide them with a safety net that they can use when they hit the inevitable rough spots.

\$1,200 One half-day workshop designed and customized for both management and employees

Working in a Downsized Workplace

This half day workshop provides “survivor” support in dealing with emotions and understanding feelings. Open discussions with career professional encourage employees to share concerns and information, making it possible for employees to support each other in moving forward through the organizational change. Participant activities include: *Change Management, What Do We Do Now, New Ways of Thinking and Moving Forward.*

\$1,200 One half-day workshop designed for surviving employees

Personal Consulting

One-on-one consulting with a MSEC career professional assists with minimizing negative impact by allowing the employee the opportunity to vent feelings privately, rebuild their self-esteem and deal with the stress and guilt of being a survivor. In addition to Career Transition and Development consulting, consulting services may include grief and loss during organizational trauma and retirement transition assistance.

\$135 Per hour for one-on-one consulting with a MSEC career professional

“One of our employees was pretty down, dejected, and angry after hearing about our changes. After one or two meetings at the Council he was a different guy!”

--Member statement after using MSEC's Outplacement Services

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