

6 Tips From HR Experts to Terminate With Dignity



Decision-Makers Should Discuss:

It's important to discuss things like: Who should be laid off, and why? How much advance notice should be given? How much flexibility can there be in severance packages?



Prepare Thoughtfully

Thoughtful preparation and follow-through don't just minimize the trauma for those being let go, but also lessen the chance of litigious action. What's more, it strengthens morale throughout the rest of the company



Remove the Element of Surprise

There may be times when this situation is unavoidable; however, if there's a way around surprising employees with such terrible news, do it



Make it an Intimate Meeting

Try to meet with employees individually and have as few people present as possible. It might just be the employee and supervisor, or, also the HR lead.



Provide Options

Providing outplacement services is an important benefit that enables them to move on and find another job. They may even discover another passion or career pathway.



Timing is Everything.

Avoid termination on Fridays. This gives the employee an entire weekend to be sad, mad or a number of different negative emotions. You want the employee to be able to reach you with questions and concerns.