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Handling Layoffs- Best Practices

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EDITORIAL

HANDLING LAYOFFS – BEST PRACTICES

Best practices for layoffs are strategies to terminate employees in a way that is fair, open, and considerate of their needs. These procedures may involve helping the impacted employees locate other jobs and letting them know the news in the most effective way possible. Adopting this is important since it guarantees a smooth procedure that can aid in reducing the legal and reputational concerns faced by a company. These initiatives, which are essential for the company cost-cutting strategies, display strong team management abilities as well as essential leadership abilities and professional competence.

Layoffs are challenging for both the company and the individuals involved. Maintaining efficient communication among all stakeholders is essential for handling significant changes. The most effective layoff techniques involve imparting and collecting knowledge, influencing behavior's and attitude, and offering support.

Determining the causes of layoffs can be difficult and the aim is to be open and truthful about both the immediate context – such as changes in the company strategy or market conditions and the reasons for the layoff. Instead of criticizing employees for the situation, it is necessary to express gratitude to the team for their contributions to the business. Knowing that they are not to blame for the layoff gives employees solace in many cases.

Employee layoffs are frequently a sensitive and challenging procedure for both the firm and the impacted individuals. After a layoff, the impacted teams experience grief and sadness. Organizations must consider alternatives before making any layoffs. For example, removing overtime, delaying bonuses, or reducing staff hours could stop a mass layoff. To maintain its competitiveness, the company may need to make tough choices. Employers must address layoffs with approaches that will lessen the detrimental effects on all stakeholders.

To terminate an employee with dignity, careful thought must go into the decision. There must be open and honest communication, and the impacted individuals must be given support. Companies must adhere to all applicable rules and regulations and give notification in advance. The layoff procedure might be complicated for some businesses and may even require consultation with legal and HR professionals. Employees should be allowed to voice their concerns and ask questions throughout the layoff process. Provide specific details about the process future phases, as well as any resources or help that may be available, as an organization. Following up with laid-off employees to make sure they receive the help and support they require is the final stage in terminating employment with dignity.



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HANDLING LAYOFFS : BEST PRACTICES

By : Shivam D. Desai - NJ Group

Today layoffs have become companies' default response to the challenges created by advances in technology and global competition. Yet research shows that if it is not handled properly then it can hurt profits & company's image in the long run.

In this article, we will explore the better and fair approach to handle the Layoffs, if they do happen, the process feels fair and the affected parties have a soft landing. Most successful approaches begin with a philosophy that spells out a firm's commitments and priorities, establish methods for exploring layoff alternatives and determine options for three scenarios: a healthy present, short-term volatility, and an uncertain future. Layoffs are always difficult, no matter what side of the discharge you're on. For those being laid off, it's obviously a challenging situation. It can be equally as complicated when you're the one conducting the layoffs. You may have to let go of people who have been with the company for a long time, and perhaps some you consider friends. And even if you don't know the people you're laying off, telling someone they're losing their job is a heavy task. While nothing will make it easy, when or why you have to lay off your staff, handling the process with a clear plan and compassion can ensure that both the business and the team members can rebound more quickly.

Look Into Alternatives First:

Layoffs are the quickest way to cut costs. They are also the most painful. Before you start laying off staff, consider the alternatives. While you likely won't save as much money as laying off staff, choosing one or more of these alternatives may be better for the business in the long run.

Alternatives to layoffs

Furlough:

This could be a good solution to address short-term cash flow issues. You can still save money, but you won't lose your staff permanently. For example, you could encourage furloughed employees to work a reduced schedule or take unpaid leave whilst still maintaining their employee benefits. They can then rejoin on a full-time basis once the company is in a better financial position.

Have a communication plan.

You need to outline how you will inform employees of layoffs, and the official procedure that you will follow. The process for notifying employees that they have been laid off, and the possible reasons you will give for letting an employee go. Generally speaking, you should break the news during a face-to-face meeting with the employee. You should then send the employee a follow-up email detailing everything that you discussed in the meeting. How layoffs will be officially communicated internally to the remaining workforce : It's important to be transparent here and inform the general workforce of layoffs as soon as possible. This will help to quash any potential rumors that might affect overall morale and productivity.

Be aware of adverse impact and disparate treatment .

Another important legal aspect to keep in mind with layoffs is implementing measures to prevent any potential claims of adverse impact or disparate treatment. Disparate treatment, in turn, is when a company intentionally discriminates against protected classes using business policies. To avoid potential discrimination claims that could damage your reputation, make sure your layoff policy includes the necessary provisions so that protected groups are not disproportionately impacted.

Provide support and assistance during layoffs.

Make sure you offer laid-off employees as much support and assistance as possible. After all, this is likely to be a difficult situation for them. This means showing empathy, listening to what they have to say, and answering any questions they might have. It also means dealing with any emotional reactions sensitively if the news has come as a surprise. You should also offer to help them in any way you can at a professional level. For example, you could include outplacement support in your severance package. This is where you help laid-off employees with their transition into another employment. You could offer them guidance with their resume and interview coaching. You could even put them in touch with recruitment agencies and networking events if the employee feels that it would help. Ultimately, you want to help make the transition run as smoothly as possible.

Support remaining employees during layoffs.

Finally, it's important to support your remaining employees during the process. Layoffs are always unsettling for organizations. Your employees are likely to be worried about their laid-off colleagues and also concerned about their own job security. Make sure you're as open and transparent as possible throughout the entire process. Hold a meeting with all your staff once you have notified the relevant employees that they are being laid off. Explain your reasons in as much detail as you can and reassure your workforce that the decision was difficult but necessary. Make sure they understand that their jobs are safe. And remind them that you are there to answer any questions that they might have. Ultimately, make sure all your managers adopt a unified approach with consistent messages. This will help you avoid any further disruption during an already difficult process. The better you and your organization handle layoffs, the easier it will be to grow as an organization moving forward.

Let's understand what is Layoff:

A layoff is when you terminate an employee's position through no fault of their own.

Job sharing:

This is where two employees share duties that would normally be performed by one full-time employee. That way, you can still offer both employees a position in the company and provide them with a reduced but stable income instead of laying off one of them permanently.

Temporarily reduce perks or benefits:

This can buy you some extra time to turn around your finances without having to let anyone go. For example, you could charge employees for meals that were previously free. Or you could encourage videoconferencing instead of business trips.

Pay cuts :

If you opt for this solution, make sure pay cuts are agreed on and you implement them fairly across the entire organization. Although a pay cut will always hurt, you can still offer employees the stability of a permanent salary.

Layoffs: Understanding the Impact on Employees & Businesses ~ Dr Parinaz Bharucha

The COVID-19 epidemic has had a significant effect on the world economy, with many businesses finding it difficult to survive. As a result, there has been a noticeable rise in the number of businesses cutting staff. Even though layoffs may be required for businesses to survive in these unsettling times, they can have negative effects on both employees and the economy. Employees who are laid off may encounter difficulties in finding new job in addition to the loss of pay, particularly if they have highly specialized skills or expertise.

For some workers, this may result in prolonged unemployment and even poverty. Financially and emotionally distressing, losing a job may be a terrible experience. One of the most challenging responsibilities in company is letting employees know they have been fired or laid off. Not only is the procedure fraught with potential legal minefields, but telling a coworker news that frequently changes their lives can also elicit guilt, worry, and even panic attacks.

Ways to Lay Off Employees with Empathy

- An employees termination from work is officially announced by the employer during a notification meeting, also known as a reduction in force (RIF) notification.
- Be ready to offer the employee resources that will aid in the transition.
- You should be ready for challenging reactions because the separation process can be emotionally taxing for all involved.
- When discussing a layoff, employees frequently want assurances about the future. While empathy is important, keeping promises that cannot be met is just as important. Employees may inquire about potential rehiring or other employment prospects down the road. Although answering these questions can be difficult, it's crucial to convey factual facts.
- Express the ambiguity of the issue and your willingness to provide updates if circumstances change rather than making hollow promises. Empty promises can inspire false optimism and result in greater disappointment when they are not fulfilled. They may undermine confidence and make the affected employees experience of being laid off even more upsetting.
- Throughout this difficult process, trust must be upheld, and empathy must be demonstrated. Give a detailed description of the layoff procedure. The reasons for the layoff, like as economic difficulties, restructuring, or other outside issues, may be included in this. Describe how you came to your decision and how it affected you. This can assist the employee in realizing that the choice was thoughtful and supported by important company requirements.
- Outplacement services being incorporated into the layoff procedure shows sensitivity in how workforce changes are handled. Outplacement services provide useful help, including advice on career strategies, resume writing, interview preparation, and access to job search tools. In this uncertain time, these services can provide departing workers the confidence to successfully navigate the job market. By providing outplacement support, you show that you care about your employees welfare even after they leave the firm, thereby enhancing their worth.
- Furthermore, offering outplacement services can lessen the bad effects on the company, including potential legal and reputational problems. By assisting departing employees with their transition, you not only show empathy and care for them but also preserve a good rapport with them, which may result in future opportunities for rehiring or referrals.
- When a layoff is announced, it can have a significant impact on how the person feels. When possible, avoid scheduling layoffs around important personal occasions like birthdays, holidays, and milestones. Choosing a proper moment demonstrates your sensitivity and empathy by allowing the impacted person to process the news without being under any additional stress.
- Offer the chance for a follow-up meeting after the initial layoff discussion. The employee will have the chance to voice any questions or concerns they may have as they process the news at this follow-up meeting. This choice demonstrates your dedication to ensuring their emotional health and offers helpful assistance throughout their transition.



Expert Session on Career Opportunities



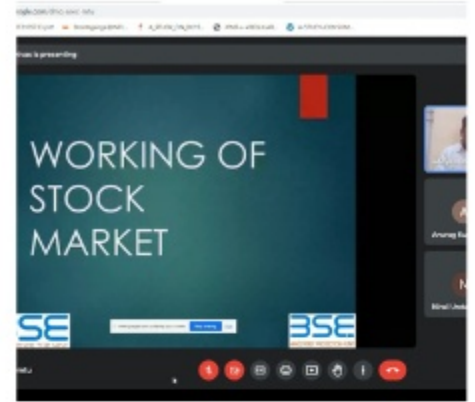
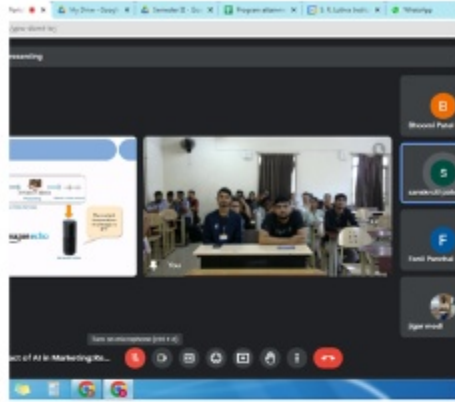
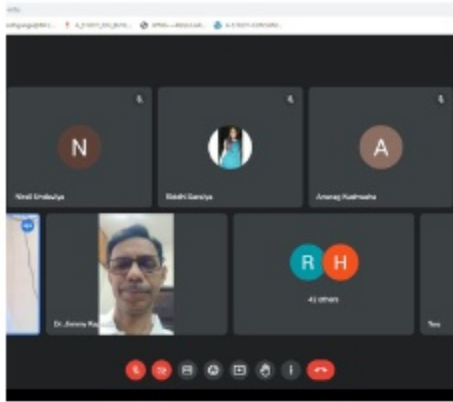
The International Yoga Day Celebration By Ms. Kishori Ahuja and Ms. Smirti Mittal



Two Days Faculty Development Programme on "Structural Equation Modeling using SmartPLS"



WORKSHOPS



- Overview of Capital Markets - Series 1
- Emotional Intelligence 2.0
- Impact of AI in Marketing: Real time cases and Application.
- Online Sessions on "Overview of Capital Markets - Series 2"



Guest Lecture

How to Make a Distinguished Career in Finance

Mr. Inder Kapoor, Founder,
Learner's Lounge, New Delhi.

FTP and Implications on Export/Import

Mr. Suraj Shah, Consultant,
Professional Services, Vapi

Quality Control Tools

Dr. Shishail Math, Principal,
Shree Dhanvantary College of Engineering and Technology, Kim, Surat

Six Sigma

Dr. Hitesh Parmar, Assistant Professor,
Department of Business Management (MBA),
Sardar Patel University, Vallabh Vidyanagar

Branding Trends to watch out for

Dr. Ashwin Santoki, Assistant Professor,
Marketing School of Commerce and Business Management
Vanita Vishram Women's University, Surat

Challenges for Entrepreneurs

Mr. Darshan Shah, Director,
Shri Hari Coal Corporation, Surat



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