

Redundancy

Making Meetings Easier

Making meetings, with those who may be at risk of redundancy, easier

Redundancy can cause huge uncertainty, stress, and anxiety. The discomfort and pain being experienced by those at risk will be well understood by any professional manager who will want to show empathy, tangible support, and transparency in every part of the process.

The environment for any meeting with someone at risk is critical. There should always be careful planning with the venue, avoiding interruptions and setting aside enough time for the difficult conversations that might arise in what is likely to be more than one meeting.

Moving conversations along

Words are important. Seven short tips to help ease anxieties and move conversations along at different parts of the process are profiled below:

1. **Opener - "This is a proposal, and we want to hear your views."**
This sets the tone for genuine consultation. It helps reinforce that the process is open (and meaningful) and feedback matters.
2. **Empathy - "I understand this is difficult, and I'm here to support you."**
This acknowledges the emotional impact while offering presence and empathy.
3. **Transparency - "We'll explain the process step by step."**
Transparency builds trust and reduces anxiety. Employees should know what to expect.
4. **Empowerment - "You have the right to ask questions and suggest alternatives."**
Empowers the employee, reminding them of their voice in the process.
5. **Practicalities - "We'll discuss the support available, including redeployment and outplacement options."**
Demonstrates commitment to dignity and practical help beyond the meeting.
6. **Active listening with action - "I'll make sure your feedback is documented and considered."**
Demonstrates accountability and reinforces that consultation is meaningful.
7. **Open access - "We'll keep communication open throughout."**
Signals ongoing dialogue, not a one-off conversation.

And don't forget to look after your own welfare.

These meetings can be stressful. Identify any in house or external support you can access in confidence because of these pressures. Know exactly to whom you can escalate a difficult issue and/or seek clarification.