

MY LAYOFF COACH'S STRATEGIES

STRATEGY 1. LIST YOUR GOALS. What do you want out of this layoff? Yes, the company has offered a layoff package; but what do you want? Perhaps, the layoff package contains all you wish for out of this layoff. If it does not, this is where the My Layoff Coach's Strategies can assist.

1. Do you need medical benefits for more time that the company has offered? You may have someone in you immediate family who is ill or in the hospital. List more medical benefits as a goal. **List this as a goal.**
2. Do you need to stay on the payroll longer? Is there an opportunity to become an independent contractor or a consultant? This could be valuable to the company because they can have your services on a contract basis without the associated overhead such as benefits. **List this as a goal.**
3. Are you receiving childcare through the company? Do you need to keep your child in the program for a longer period of time while you seek other employment? **List childcare as a goal.**
4. Are you in a college program where the company is paying tuition reimbursement? Do you need a commitment from the company to pay your tuition for a certain period of time? **List tuition reimbursement as a goal.**
5. Do you need additional training or education to be more employable? **List this as a goal.**
6. Did you relocate to take this job and now you want to go back to your original location? **List relocation back to your original location as a goal.**

Think of what you need? Strategy #2 will discuss how to get there. Do not settle for the standard layoff package.

Strategy #2 - NEGOTIATE

1. If you are in a Union, read your Union Contract and understand the benefits you are entitled as a Union member. Discuss the Contract with your Union Representative. The Union may have negotiated a layoff package that is not in the Union Contract. Discuss the layoff package with your Union Representative. The Union will do all of the negotiating for Union members.
2. If you are not in a Union, be the FIRST to make an appointment with your Department Head. Unless you are in the Human Resources Department, avoid making appointments with anyone in Human Resources.

3. Be clear about your goals. Make a list of priorities from your list of goals and start from the top of your list.

4. Negotiate a package with the Department Head that addresses your goals. Make a good case about the reason your wish should be granted. For example, if you are asking for 6 months medical benefits, explain that your wife/husband/child is in treatment for a particular medical problem and discontinuing treatment due to lack of insurance could be detrimental to their health.

If you are in college and will graduate in 4 months, explain that you need your tuition reimbursement continued for 4 months so that you can graduate and have more employment opportunities with your degree

- Negotiate a package with the Department Head for your layoff. You may wish to ask for the following types of benefits:
- Ask if you can continue as a consultant/independent contractor for 3 to 6 months.
- If there is no opportunity to continue as a consultant/independent contractor, ask to leave the company immediately and be paid for 30 to 60 days more than offered in the layoff package including health benefits during that period.
- If you were relocated to your present job from a company office in another State and you want to return to that State, as for a return relocation package.
- Ask for a letter of reference to take with you.
- If you negotiated a package when you were hired, read the document to assure that you are receiving all you were promised.

Strategy # 3 - Confidentiality

After you have negotiated your personal layoff package with the Department Head, agree to keep the terms of your package confidential. You may have to sign a written agreement. Under no circumstances should you discuss your personal layoff package with other employees including your supervisor. The Department Head will inform your supervisor.

Strategy #4 – Get a Letter of Reference

Always, always, always get a letter of reference from the Department Head or ask the Department Head to have your Supervisor write a letter of reference.

Prospective employers will ask you for a letter of reference from your former company. If you wait until you are no longer with the company, your letter of reference will be limited to the bland dates of employment and position title. You want a letter of reference to reflect that you were a valuable employee with a good record with the company.

DO NOT FORGET THE **BONUS STRATEGY**.

This is a partial list of strategies. For more personal layoff strategies, make an appointment with My Layoff Coach at www.mylayoffcoach.com.

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