# MEETING 1 CHECKLIST

DELIVER THE MESSAGE /15 MINS

The purpose of the termination/transfer meeting is to deliver a negative message and make sure the person understands it.

## Time and place

- [ ] Set aside 15 minutes/meeting. Choose a day early in the week, and a time early in the day.
- [ ] Book a neutral, private room. Do not use an open office space setting.
- [ ] Schedule any support that should be present (such as TRR, occupational health services, union).

## Message

- [ ] Clarity is important. Be sure you have the information you need to be clear.
- [ ] Write a script for guidance. Use the information the company has put together.
- [ ] Set boundaries for the meeting (the meeting is between you and the employee, not anyone else).

## Employee

- [ ] Focus on the fact that the ROLE is going away, and thereby the individual who holds it.
- [ ] What does this person's social network look like?
- [ ] Does this person have a balanced life?
- [ ] How should you modify the conversation to suit the individual's circumstances?
- [ ] Avoid giving feedback on the employee's work during the termination meeting. If you did not give the employee feedback while they were an employee, now is not the time.
- [ ] Document the meeting and the questions asked in order to prepare for the follow-up meeting.

## Reactions

- [ ] Be prepared to handle different reactions. Set boundaries regarding what is acceptable.
- [ ] Practice and role-play the conversation, including different reactions, with a colleague.

## Next steps

- [ ] Prepare written information to deliver along with the message, including information about the support that is available to the person (such as TRR, occupational health services, union)
- [ ] Schedule a room and time for a follow-up meeting (1 hour) within 1-2 days.

TRR