# MEETING 2 CHECKLIST

FOLLOW-UP/45-60 MINS

The purpose of the follow-up meeting is to ensure the person has understood the message, has a chance to ask questions, and has resolved any question marks.

This meeting is also important for creating a sense of security. Depending on individual needs, several follow-ups may be necessary.

## Meeting pillars

Draw up support material/a script for the meeting with:

- ◯ A meeting agenda. Emphasize that the employee's questions will largely guide the conversation, and that this is about the employee having a chance to ask questions and resolve any question marks.
- ◯ Message (Repeat the message again), explain again WHY the company is doing this. It's important to make sure again that the message is understood.
- ◯ Employee well-being and any need for additional support from, for example, occupational health services, TRR, the union or someone else.
- ◯ Employee's questions from the meeting 1. Go through them question by question and answer them as factually as possible.
- ◯ Confirm what the employee wants regarding how tasks should be left, to whom, when and how.
- ◯ Confirm the employee's wishes regarding finishing up (Different people want to finish differently).
- ◯ Provide information about the notice period, exemption from work, vacation days.
- ◯ Other

## Practical information

- ◯ Make sure there is written practical information that you can provide (notice periods, exemption from work, vacation days, turning in computer, keys etc.)

## External support

- ◯ Schedule any support in conjunction with the meeting

## Support for you

- ◯ Consider whether you are equipped to carry out the meeting or if you would like support. Turn to your manager, HR, or another suitable person if you need a sounding board (such as TRR, occupational health services, union)

TRR