

Outplacement Readiness Roadmap

This roadmap outlines the key steps an organization should take to ensure they are prepared to implement outplacement services quickly and effectively when a workforce change occurs. It is designed to guide HR leaders from early preparation through post-transition review.

Step 1: Assess Organizational Risk & Potential Triggers

- Identify internal and external factors that could lead to workforce reductions (e.g., market shifts, mergers, automation).
- Conduct a scenario planning exercise to estimate potential impact by department and role.
- Determine criteria for selecting employees who will be impacted.

Step 2: Select and Vet an Outplacement Provider

- Define selection criteria, request proposals, check references.
- Finalize partner agreement with clear SLAs.
- Provide branded templates, comms guidelines, and ensure digital platform setup.
- Pre-load FAQs and resources so activation is plug-and-play.

Step 3: Build a Confidential Implementation Plan

- Outline communication protocols for leadership, managers, and impacted employees.
- Define activation steps for outplacement services to begin within 24–48 hours of decision.
- Prepare internal talking points for leadership and HR teams.

Step 4: Train Leadership & HR on Impacted Employee Notification Protocol

- Conduct manager training on how to deliver difficult news respectfully.
- Familiarize HR teams with the provider's client platform and processes.
- Establish escalation contacts for rapid problem resolution.

Step 5: Activate Services When Needed

- Initiate services as soon as the downsizing decision is finalized internally.
- Communicate clearly to impacted employees about available support and how to access it.
- Monitor participation and engagement in real time.

Step 6: Post-Event Review & Continuous Improvement

- Review program outcomes (reemployment rates, employee feedback, brand sentiment).
- Identify lessons learned and update the readiness plan accordingly.
- Maintain relationship with provider for future readiness.

Meridian Resources is a national talent management consulting firm that offers strategic coaching solutions to organizations that enhance the employment lifecycle including, professional development, executive coaching, and outplacement. Visit www.meridianresourcesinc.com.