

SESSION OVERVIEW

COURSE NAME

Reductions-in-Force

FACILITATION

Co-facilitation recommended with Lila Asante-Appiah and Alicia Pendleton

COURSE LENGTH: 2 HOURS

COURSE DESCRIPTION

This course will provide participants with an overview of the WSU reduction-in-force (RIF) process and any associated policies. In addition, this course will provide appropriate details on any planned reduction-in-force efforts for the current year.

LEARNING OBJECTIVES

As a result of this module, [Sr. HR/HR Consultants](#) will be able to:

- Define the terminology reduction-in-force
- Describe the WSU reduction-in-force strategy
- Explain the process for identifying affected staff and the corresponding impact on employee categories
- Identify the various roles associated with the RIF action
- Complete the steps associated with the RIF process
- Restate the RIF communication plan
- Plan appropriately for the conducting RIF meetings
- Manage post-RIF questions and situations

PREREQUISITES

There is no prerequisites for this course