**Second Meeting Script**

**1. Introduction**

Further to our discussion last week, you now understand the business imperatives for change.

Thank you for your thoughts and suggestions about how this may be achieved.

I will now talk you through the changes that will take place and the process around those changes.

The information we will discuss today is set out in an Employee Information Kit which we will provide to you.

**2. Body of Presentation**

**Changes**

The Exec team has decided on what action needs to be taken. There will be 2 main changes:

1. Structure

[Details]

2. Roles

[Detail}

The above will not only enable us to implement a structure that responds to the peaks and troughs of our business but allows for career enrichment, and career development for our employees.

**How will this affect you?**

[Name of positions] roles will no longer exist.

At this stage, all existing roles will remain until transition to the new structure is confirmed and implemented.

All existing employees occupying the affected roles will be considered for roles in the new structure, via a selection process. However, we will also seek expressions of interest for voluntary redundancy.

The final decision regarding voluntary redundancy will be made by the company.

The new structure will take effect from [Date].

Key dates

There are key dates outlined in your Employee Kit. The main ones are:

|  |  |
| --- | --- |
| **Week Ended** | **Process** |
| [Date] | Expression of Interest for Voluntary Redundancy consideration by employees.  Expression of Interest for Voluntary Redundancy to [Name] |
| [Date] | Job Selection Process information provided to employees  Job Selection preparation by employees |
| [Date] | Job Selection preparation by employees  Submit Job Selection applications |
| [Date] | Job Selection interviews booked in |
| [Date] | Job Selection interviews held |
| [Date] | Job Selection outcomes advised to each employee |
| [Date] | Employees not placed, last day |

**Next Steps**

**a. Competency Scale**

Please read the Competency Scale attached to your Employee Information Kit and consider the competencies (skills, knowledge, attributes and attitudes) required for the roles. The selection process will be based on the competencies required for those roles.

**b. Voluntary Redundancy**

You may indicate your preference to take up redundancy rather than take up a role in the new structure.

If you are interested in discussing this option, please talk with [Name].

You will be required to indicate your interest in Voluntary Redundancy by completing the Expression of Interest form and returning it [Name] by [Date].

Indicative redundancy quotes are being prepared and will be made available to you, if requested.

The quotes are based on your entitlement to notice of redundancy and redundancy payment under the [Industrial Instrument / National Employment Standards].

**c. Redeployment**

Redeployment is the transfer to another role that is currently available within the organisation and that you have the competencies to undertake.

Redeployment means that you will not be entitled to a retrenchment payment.

At this time there are no opportunities available for redeployment.

**d. Job Selection Process**

This will involve completion of a short application form, your resume and participation in a structured behavioural based interview.

**Support for you**

This can be an unsettling time, please talk with [Name] after this session or over the next few weeks.

There is more information about support in your Kit.

**Retrenchment**

If you do not have a role in the new structure, you will be advised of this outcome and retrenchment will proceed.

**3. Conclusion**

There is a lot of information for you to take in today.

Please take some time to read through the Employee Information Kit.

I am available to meet with you as is [Name], after this meeting for a short time or during the course of the next few weeks.

Thank you for your ongoing support and professionalism.