Layoff Day Field Guide

FIELD TOOL

The Layoff Day Field Guide. Use it before, during, and after any rapid-response event or high-grief day. It covers how to prepare the room, how to hold each conversation, and a five-minute decompression routine for the end of the day.

Before the room

Our three key next steps for this layoff. Unemployment insurance:

_____

Health coverage:

_____

The next workshop or appointment:

_____

Who prints the one-page "This Week" handout, and how many copies:

_____

The person who handles anyone in crisis today:

_____

Where our local crisis resources are posted for staff:

_____

Our quiet corner for anyone who needs a minute:

_____

From Words Worth Speaking by Jessica Pierce. Free to copy and share with your team and the people you serve.
careerconnectors.org/speaklife | A Career Connectors Network publication | Resources. Connections. Hope.

In the room

- Steady first: one slow breath, slow voice, eye contact.
- Name the loss before you point to the bright side.
- Ask about the most urgent worry this week.
- Give one or two clear next steps in writing.

Hand off by name, not just with a brochure. The names and numbers I will hand off to:

_____

_____

After the room: the five-minute reset

- Minute 1: Breathe. Sit still and take five slow breaths before you start the car or open your email.

Minute 2: Name it. One story from today that is still sitting with me:

_____

- Minute 3: Release it. Remind yourself, "I can carry their hope without carrying their whole weight home." Pray or meditate, if that is part of your life, or simply let it go.

Minute 4: Find the good. One person I helped take a next step:

_____

Minute 5: Transition. How I will come home well tonight (a long walk, music, a call, a quiet drive):

_____

- On the heaviest days, give yourself more than five minutes.