



**SPEAKER: Doug Shimada**

**Restructuring the Workforce**

- Restructuring a Work Process
- The Need to Match Payroll & Headcount to Revenue
- Letting Employees Go
  - Layoff or Termination
  - Avoiding the "Other shoe syndrome"
  - Notice and Severance
  - Conducting the Termination Meeting
  - Leading the Survivors
- Communicating with Survivors