

Action Steps
Serving up Difficult News

Give the most effective and smooth announcement of your career by asking yourself these questions:

1. Who should be present, and when is the optimum time to make the announcement?
2. What informational materials can I hand out at the time of the announcement?
3. Is there a subgroup that deserves to hear the news before the meeting?
4. What can you share with the employees that will help them understand how the news, changes or plans will affect their lives?