

HUMAN RESOURCES | COURSE BROCHURE

# Managing Redundancy and Workforce Transitions

5 days | Classroom training | English

**SMART HORIZON**

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# Course content

## Why attend

Reducing headcount is sometimes unavoidable, but how it is done affects legal risk, reputation and the morale of those who remain. This course covers redundancy and workforce transition: exploring alternatives, consultation requirements, fair selection, notice and severance, outplacement support, communication and supporting remaining employees.

Badly handled redundancies leave long-lasting damage. You will learn to manage workforce reductions lawfully, fairly and with dignity.

## Professional Problems This Course Is Designed to Solve

- Difficulty translating subject knowledge into practical workplace decisions.
- Inconsistent approaches to the activities covered in the course outline.
- Lack of a structured plan for applying and reviewing new skills.

## Course methodology

Legal briefings, selection exercises, consultation role plays and case studies.

## Course objectives

By the end of this course, participants will be able to:
- Explore alternatives to redundancy
- Plan redundancy processes and timelines
- Run fair consultation and selection
- Calculate notice and severance entitlements
- Provide outplacement and transition support
- Support remaining employees

## Target audience

This course is suitable for:
- HR managers and business partners
- Employee relations specialists
- Senior managers
- Line managers involved in restructuring
- Legal advisers



# Course content

## Target competencies

Participants will develop competencies in:

- Process planning
- Consultation
- Fair selection
- Communication
- Transition support

## Course outline

### Day 1: Redundancy Context

| | |
|---|---|
| **09:00–10:08** | Business reasons |
| **10:08–11:00** | Alternatives |
| **11:00–11:30** | **Coffee break** |
| **11:30–11:45** | Alternatives (continued) |
| **11:45–12:53** | Legal framework |
| **12:53–14:00** | Exercise |

### Day 2: Planning

| | |
|---|---|
| **09:00–10:08** | Process timeline |
| **10:08–11:00** | Pools and criteria |
| **11:00–11:30** | **Coffee break** |
| **11:30–11:45** | Pools and criteria (continued) |
| **11:45–12:53** | Documentation |
| **12:53–14:00** | Workshop |

### Day 3: Consultation and Selection

| | |
|---|---|
| **09:00–10:08** | Collective and individual consultation |
| **10:08–11:00** | Applying criteria |
| **11:00–11:30** | **Coffee break** |



# Course content

| | |
|---|---|
| **11:30–11:45** | Applying criteria (continued) |
| **11:45–12:53** | Appeals |
| **12:53–14:00** | Role play |

## Day 4: Exits and Support

| | |
|---|---|
| **09:00–10:08** | Notice and severance |
| **10:08–11:00** | Outplacement |
| **11:00–11:30** | **Coffee break** |
| **11:30–11:45** | Outplacement (continued) |
| **11:45–12:53** | Wellbeing support |
| **12:53–14:00** | Case study |

## Day 5: The Remaining Workforce

| | |
|---|---|
| **09:00–10:08** | Survivor reactions |
| **10:08–11:00** | Re-engagement |
| **11:00–11:30** | **Coffee break** |
| **11:30–11:45** | Re-engagement (continued) |
| **11:45–12:53** | Lessons learned |
| **12:53–14:00** | Action plan |

The timings provided are estimates and may vary depending on the number of participants and the discussions taking place during the sessions. They are indicative only and do not constitute a binding commitment.



# Course content

## Dates, venues and fees

Current published course plans. Fees are per participant in GBP, excluding unconfirmed taxes.

| Venue | Start date | End date | Fee (GBP) |
|---|---|---|---|
| London<br>Confirmed dates | 9 Nov 2026 | 13 Nov 2026 | **£2,450.–** |
| Online<br>Confirmed dates | 9 Nov 2026 | 13 Nov 2026 | **£1,250.–** |
| Barcelona<br>Confirmed dates | 30 Nov 2026 | 4 Dec 2026 | **£2,840.–** |
| Online<br>Confirmed dates | 30 Nov 2026 | 4 Dec 2026 | **£1,250.–** |
| Cape Town<br>Confirmed dates | 4 Jan 2027 | 8 Jan 2027 | **£1,890.–** |
| Online<br>Confirmed dates | 4 Jan 2027 | 8 Jan 2027 | **£1,250.–** |
| Vienna<br>Confirmed dates | 25 Jan 2027 | 29 Jan 2027 | **£2,940.–** |
| Online<br>Confirmed dates | 25 Jan 2027 | 29 Jan 2027 | **£1,250.–** |
| Cape Town<br>Confirmed dates | 8 Feb 2027 | 12 Feb 2027 | **£1,890.–** |



# Course content

## Dates, venues and fees (continued)

| Venue | Start date | End date | Fee (GBP) |
|---|---|---|---|
| Online<br>Confirmed dates | 8 Feb 2027 | 12 Feb 2027 | **£1,250.–** |
| Dubai<br>Confirmed dates | 1 Mar 2027 | 5 Mar 2027 | **£3,150.–** |
| Online<br>Confirmed dates | 1 Mar 2027 | 5 Mar 2027 | **£1,250.–** |
| Rome<br>Confirmed dates | 22 Mar 2027 | 26 Mar 2027 | **£2,450.–** |
| Online<br>Confirmed dates | 22 Mar 2027 | 26 Mar 2027 | **£1,250.–** |
| Dubai<br>Confirmed dates | 12 Apr 2027 | 16 Apr 2027 | **£3,150.–** |
| Online<br>Confirmed dates | 12 Apr 2027 | 16 Apr 2027 | **£1,250.–** |
| Istanbul<br>Confirmed dates | 3 May 2027 | 7 May 2027 | **£2,650.–** |
| Online<br>Confirmed dates | 3 May 2027 | 7 May 2027 | **£1,250.–** |



# Course content

## Dates, venues and fees (continued)

| Venue | Start date | End date | Fee (GBP) |
|---|---|---|---|
| Kuala Lumpur<br>Confirmed dates | 17 May 2027 | 21 May 2027 | **£1,450.-** |
| Online<br>Confirmed dates | 17 May 2027 | 21 May 2027 | **£1,250.-** |
| Vienna<br>Confirmed dates | 7 Jun 2027 | 11 Jun 2027 | **£2,940.-** |
| Online<br>Confirmed dates | 7 Jun 2027 | 11 Jun 2027 | **£1,250.-** |
| Rome<br>Confirmed dates | 28 Jun 2027 | 2 Jul 2027 | **£2,450.-** |
| Online<br>Confirmed dates | 28 Jun 2027 | 2 Jul 2027 | **£1,250.-** |
| Frankfurt<br>Confirmed dates | 19 Jul 2027 | 23 Jul 2027 | **£2,650.-** |
| Online<br>Confirmed dates | 19 Jul 2027 | 23 Jul 2027 | **£1,250.-** |
| Paris<br>Confirmed dates | 9 Aug 2027 | 13 Aug 2027 | **£2,860.-** |



# Course content

## Dates, venues and fees (continued)

| Venue | Start date | End date | Fee (GBP) |
|---|---|---|---|
| Online<br>Confirmed dates | 9 Aug 2027 | 13 Aug 2027 | **£1,250.-** |
| Rome<br>Confirmed dates | 23 Aug 2027 | 27 Aug 2027 | **£2,450.-** |
| Online<br>Confirmed dates | 23 Aug 2027 | 27 Aug 2027 | **£1,250.-** |
| London<br>Confirmed dates | 13 Sept 2027 | 17 Sept 2027 | **£2,450.-** |
| Online<br>Confirmed dates | 13 Sept 2027 | 17 Sept 2027 | **£1,250.-** |
| Amsterdam<br>Confirmed dates | 4 Oct 2027 | 8 Oct 2027 | **£2,540.-** |
| Online<br>Confirmed dates | 4 Oct 2027 | 8 Oct 2027 | **£1,250.-** |
| Cape Town<br>Confirmed dates | 25 Oct 2027 | 29 Oct 2027 | **£1,890.-** |
| Online<br>Confirmed dates | 25 Oct 2027 | 29 Oct 2027 | **£1,250.-** |



# Course content

## Dates, venues and fees (continued)

| Venue | Start date | End date | Fee (GBP) |
|---|---|---|---|
| Barcelona<br>Confirmed dates | 15 Nov 2027 | 19 Nov 2027 | **£2,840.-** |
| Online<br>Confirmed dates | 15 Nov 2027 | 19 Nov 2027 | **£1,250.-** |
| Dubai<br>Confirmed dates | 29 Nov 2027 | 3 Dec 2027 | **£3,150.-** |
| Online<br>Confirmed dates | 29 Nov 2027 | 3 Dec 2027 | **£1,250.-** |

## Plan your next step

Dates, availability, exact venue, taxes, inclusions and payment terms require written confirmation. This brochure is not a quotation, registration, booking confirmation or visa invitation. Participants receive a Smart Horizon UK certificate of attendance; programmes are not externally accredited and do not award a professional qualification or designation. Confirm arrangements before booking travel.

For group or in-house training, contact our learning team to discuss your objectives and delivery arrangements.

## Contact Smart Horizon

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