

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



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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**



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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 EUR, excluding unconfirmed taxes.

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



Course content

Dates, venues and fees (continued)

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



Course content

Dates, venues and fees (continued)

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



Course content

Dates, venues and fees (continued)

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



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Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Barcelona Confirmed dates	15 Nov 2027	19 Nov 2027	**€2,840.-**
Online Confirmed dates	15 Nov 2027	19 Nov 2027	**€1,250.-**
Dubai Confirmed dates	29 Nov 2027	3 Dec 2027	**€3,150.-**
Online 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 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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