



5 ways to prepare for job loss

Like a Boss!

www.KelseyWaldrop.com



What do people who navigate job loss with a high degree of confidence, resiliency, and speed in securing their next career opportunity do differently?

They expect it.

They accept it.

They make a plan for it.

They take action on it!

In this guide, you will find five sets of critical actions you can take now that are #goldmines in setting you up for success in the next phase of your career.

And you don't wait until you are anticipating losing a job to put these into action. Once a month, put the time in your calendar to review the checklist and take action. Your future self will thank you!



DISCLAIMER:

Before taking advantage of any of the opportunities listed in this guide, it's *essential* to review company policies and guidelines to ensure compliance and a smooth transition.

Additionally, maintaining a professional and positive attitude throughout this process will leave a lasting impression on your colleagues. Colleagues you will likely have other professional interactions with later down the line. Keep It Classy

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CONNECT BEFORE 02 THE DISCONNECT



LINKEDIN		
	Draft a brief note that you can use to send connection requests to colleagues. Having a note that is ready to go lessens the chance you will hesitate to ask for a connection.	
	Go back and do #1 again! It is 10x easier to ask someone you are currently working with to connect, then to ask that same person for a connect after you have left, particularly if any amount of time has passed.	
	Ask people that you feel comfortable with to write you a LinkedIn recommendation or endorse you for a particular skill. #Goldmine KNOW what skills you are the ones that you enjoy and want to build into the design of your next career opportunity.	
	Ask every person that you meet, who they think you need to know and who needs to know you. Advocate for a warm introduction whenever possible. Follow up afterwards to say thank you and give them a few bullet points to make it easy for them to make the intro.	
	After each meeting or call, with a key/ priority stakeholder, <u>ask permission to set up a time to meet in 6 weeks.</u> SCHEDULE IT RIGHT AWAY. You might not know what you need now but you will have a better idea soon. There is a temporary value shift that makes asking someone for 30 minutes TOTALLY different then it was six weeks ago. It gets better but it is uncomfortable. This risk is eliminated when you already have a call set up before you leave!	
	Ensure that the contacts and connections you are making encompass a 360 view. Does the list include vendors, ecosystem partners, suppliers, etc. Start networking early. Keep non-critical stakeholder meetings to 15-20 minutes. Have a strategy to make the most of your time.	
MENTORSHIP		
	Take the opportunity to ask a senior leader that you respect, ideally one that may have experienced a significant career transition, to mentor and coach you through this phase in your career.. This is an EXCELLENT way to maintain sponsorship and support. You will NEED mentorship during this time and it will be very difficult to find.	

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TAKE YOUR TIME

	PAID TIME OFF	<input checked="" type="checkbox"/>
	Check your PTO Balance Immediately	
	Know the maximum amount of time that you can be paid out for	
	DECIDE how much time YOU want to get paid out.	
	Take a photo or screenshot of your PTO bank on your last day. Make sure it matches your final paycheck when it arrives. Raise an issue if it doesn't.	
	Check for any "random" days like floating holidays and make sure you are taking those days off (now). These days generally don't get paid out.	
	Take any remaining time off ASAP. This is a great opportunity to start training your brain that the org is going to function without you. The sooner your brain gets this- the more you will enjoy the time!	
	COUNTDOWN TO LAST DAY	
	If your company tells you to take the rest of your time to work on your next steps, TAKE IT! No one will remember that you valiantly worked when they said you were no longer needed. It feels way better to take care of yourself than to be dissapointed that no one notices or is impressed.	
	Take every single training class offered during this time. Better yet work with a coach to identify skills and areas of development that are going to help set you up for your next opportunity and do as much learning as you can.	
	Be your own Hero! Focus this time on doing things that make YOU proud. Resist the urge to try and act "heroically" and keep giving until the end. You will feel used and more resentful. If your company says the work is done. Its done- time to focus on yourself!	
	Spring Clean. Use this time to start removing personal files and moving them to a private storage according to your companies' policies and directions. You will inevitably under-estimate the time it takes to go through many years of photos, old resumes, etc. Start this process early and use COMPANY time to do it. Not your personal time.	

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OB

TAKE IT ALL!



IF THEY OFFER IT- TAKE IT!		
	Outplacement Services and Coaching/	
	BetterUp or Other Executive Coaching Programs	
	Resume Review and Writing Services	
	Any and all training, education, conference, or workshops that are available to you. Online courses are great too. The key to getting the max out of this benefit is NOT to do them on nights and weekend but fill your work hours with learning that benefits YOU!	
	Any professional services that are available to you or at a discount rate to you. Take half a day, do your research, and add up your savings later. My company offered things like access to a lawyer via a hotline that I never knew about until I got laid off. They set up my new company's LLC*	
	Childcare Stipends (I used the reduced cost in-home childcare that was originally put in place for COVID which offered 200 hours of paid child-care a year). I used all 200 hours to work on resumes, job searches, and the start of my business)	
	Employee Assistance Programs (EAP): If your company offers counseling or support services through an EAP, take advantage of any resources that may assist you during your transition.	
	Unemployment Enrollment Services: A few of my colleagues at other companies had a team that took care of enrolling in Unemployment for them. (Now there is an ego-checking activity)	

*We are constantly making updates to this list as we hear of other #goldmines that people are uncovering at different organizations.

Additional services can be found on page 10.

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	DATA YOU NEED/ WANT TO TAKE	<input checked="" type="checkbox"/>
	Get copies of your performance management reviews, self-input, feedback forms, etc. (detailed) for as far back as you can go. Performance review documentation can often be a #goldmine when you are looking to qualify your accomplishments for a resume or look back to see the roles you have held, and the impact you have driven.	
	Your internal company CV (All versions you can find)	
	Travel information that is saved in company travel profiles.	
	Certifications of completion for training programs completed. A learning transcript if your training courses were housed on LMS	
	Reference letters and recognition emails, documents, etc. These are all #goldmines of inspiration and information in building your resume.	
	Contact information. Even better than a contact list download however, is a LinkedIn connection to everyone in your contact list. LinkedIn current company and contact information is updated every time someone changes companies. Your contact list isn't	

If you are uncertain about what personal data you can take with you, it's advisable to consult your employment contract, company policies, or seek legal advice to ensure compliance with applicable laws and regulations. In some cases, companies may have specific exit procedures or may provide you with the opportunity to download or transfer certain personal data before your departure. Always prioritize ethical conduct and respect for your former employer's policies when dealing with personal data after being laid off.

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05
SHOPPING!

	DISCOUNT CITY	
	<p>What do you need to jump start your Laid Off to Life On Journey? Make a list and then hit your companies discount directory. I used the corporate partnerships with Dell to buy myself a new computer.</p> <p>I also leveraged the discount directory to purchase a gym membership. I used my employee discount to purchase a full year program and now get to keep that price for as long as I am a member there.</p>	
	<p>If you have a corporate credit card that will be deactivated upon your departure, ensure that you have all of the account information and know how to claim any points or other rewards you have earned.</p> <p>Those are YOUR points!</p>	
	<p>Non-monetary rewards. My company gave performance points and recognition points that you could use to "shop" in the rather expansive company gift store. I mostly forgot about them so was able to cash them all out (after some pretty serious detective work to even figure out where they were</p>	

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	POTENTIAL PROFESSIONAL SERVICES	
	<p>Healthcare Services:</p> <ul style="list-style-type: none">• Medical, dental, and vision insurance plans.• Access to on-site clinics or discounted healthcare services.	
	<p>Employee Assistance Programs (EAP):</p> <ul style="list-style-type: none">• Counseling services for mental health and personal issues.• Legal and financial advice.	
	<p>Training and Development:</p> <ul style="list-style-type: none">• Professional development courses or workshops.• Tuition reimbursement or assistance for further education.	
	<p>Financial Services:</p> <ul style="list-style-type: none">• Retirement savings plans, often with employer contributions.• Financial planning services or consultations.	
	<p>Technology and Telecommunications</p> <ul style="list-style-type: none">• Discounts on company provided or affiliated technology• Cell phone plans or device discounts	
	<p>Childcare Services:</p> <ul style="list-style-type: none">• On-site childcare facilities or subsidies.• Discounts on childcare services or programs.	

Take control

What do people who navigate job loss with a high degree of confidence, resiliency, and speed in securing their next career opportunity do differently?

They expect it. They accept it. They make a plan for it.

THEY TAKE ACTION!

THE LAIDOFF.LIFEON! TUV LOVE BOOTCAMP



An intensive six-week program for people who are ready to take action to accelerate their journey from **#LaidOff** to **#LifeOn!** and to kick their career back into shape!

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