

Sprout's Seven Steps to Organisational Change Typical timeline 4-6 Weeks



01.

Employee consultation pack

- ✓ Define the why behind the restructure
- ✓ Org structure old vs new
- ✓ Job descriptions and selection criteria of new roles
- ✓ Timeline and notification milestones
- ✓ Restructure letter/s

General rule is that the new role needs to show at least 20% change from existing role

02.

Invite to initial meeting

Send a meeting invite to each impacted employee, we recommend **48 hours notice**, "we want to meet with you regarding a proposed structure change and you're welcome to bring a support person."

03.

Comms to wider business advising of the process

When there are employee/s in the business who aren't impacted, where appropriate let them know on same day as the invite to impacted employee/s initial meeting.

04.

Proposal Presentation & Feedback Meetings

Present consultation pack in person to impacted employee/s and allow time for them to provide feedback. We recommend **5 days**.

Hold feedback meetings in person and book at this stage with clear communication.

Restructures should never be about the person, it's always about the role

05.

Consideration of Feedback

Once all the feedback has been received, take 3 days to consider the feedback. You may be tempted to speed this bit up, but it is important the time is taken to show you're actively considering the feedback.

Update based on feedback

Proceed with the proposal

Major changes = process starts again

06.

Make final decision

Once decided prepare a decision document, this is very similar to the consultation document but includes the feedback and the employers response. Depending on the level of feedback this can take some time, so we recommend allowing at least 3 days in your plan.

07.

Redeployment process OR confirmation letters of redundancy

If there is going to be redeployment options, send confirmation letter/s to employee/s that their role is going to be made redundant and that they're invited to be considered for one of the redeployment roles. Give employee/s time to confirm if they want to be considered for a redeployment role (around 3 days).

Keep an open mind, The outcome should NEVER be predetermined

No

If they choose not to be considered then their employment is terminated as a result of redundancy

Yes

→ Employee completes selection criteria self-assessment

→ Assessments from manager and Interview panel

→ Employee with the highest score gets the role

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*Sprout assumes no responsibility or liability for errors or omissions in this information, this is a high level guide and when considering a restructure we encourage you to always seek professional advice.