



*Change is inevitable, and unfortunately layoffs are all too common. Most employees have either watched as colleagues were laid off, or have been laid off themselves. The information and resources found on this page are intended to assist both parties. Being laid off is one of the most difficult transitions one can go through, and it is also difficult to survive layoffs and remain focused and productive, while continuing to support laid off colleagues. Though there are no easy answers, there are some things you can do to help yourself and others through this challenging time.*

### Coping With A Layoff

- ✓ Understand you are going through a loss similar to losing a loved one. It is normal to feel shock, denial, fear, anger, sadness, depression and eventually acceptance.
- ✓ If you've been in a job or career for a long time, you may feel some loss of identity and belonging.
- ✓ Stay active. Structure your time and develop a routine. Inactivity can breed negative thoughts and feelings.
- ✓ Develop a job search strategy. Get help if you need it for resume and cover letter writing, interviewing techniques and other job search assistance. See our links below for helpful web-sites.
- ✓ Take a series of small, practical steps to help you feel in control and feel good about yourself. Be careful not to procrastinate by getting over-involved in busy work.
- ✓ Practice good self-care.
  - Get plenty of rest
  - Eat a well-balanced diet
  - Exercise regularly
  - Stay away from mood-altering substances
  - Use stress management skills such as, deep breathing, meditation, and progressive relaxation.
  - Talk to family and friends.
  - Have some fun. There are lots of free and inexpensive ways to have fun.
  - Use prayer, meditation, journal writing and positive self-talk to help sort things out.
- ✓ Let your support system be supportive. They will continue believing in you even if your self-confidence is low.
- ✓ Be open and communicate with your family.
  - If your spouse works, make sure he or she has added support for that new burden. You might need to rearrange home chores.
  - Help your kids realize the seriousness of the situation, but emphasize the opportunity for them to take a role in helping out and reinforce the security of family togetherness.
- ✓ Allocate your resources carefully. Review your budget and let each family member help you prioritize things that need to be cut back.
- ✓ If it looks like your rent, mortgage or bills will get backed up, talk to your creditors to make alternative arrangements as soon as possible.
- ✓ Give yourself permission to feel bad. You need to move through the stages of grief. If it seems overwhelming, reach out for help through the EAP or other resources.

## **Some things to remember about the Employee Assistance Program (EAP):**

- ◆ You may use the program even after you have left the job.
- ◆ The EAP provides assessment, brief counseling, referral and follow-up.
- ◆ Family members may use the EAP.
- ◆ Many convenient locations are available statewide.
- ◆ EAP Counselors are at least Master's level and highly experienced with a broad range of issues.
- ◆ Appointments are made quickly.
- ◆ 24-hour emergency service is available.
- ◆ EAP sessions are free and confidential.

*The EAP can help with many of the issues mentioned above that are normal and expected after a layoff. Take control of the situation by talking to an EAP Counselor who can help you sort out your concerns and then develop a plan of action.*

**Call the EAP today to schedule a private appointment.  
You'll never know how much it can help until you try!**

**1-800-526-3485**

Helpful Links:

[www.jumpstartyourjobsearch.com/layoffguide.html](http://www.jumpstartyourjobsearch.com/layoffguide.html)  
[www.careerjournal.com/specialreports/recession](http://www.careerjournal.com/specialreports/recession)  
[www.careerplanning.about.com/library/weekly/aa020201a.htm](http://www.careerplanning.about.com/library/weekly/aa020201a.htm)  
[www.ctdol.state.ct.us](http://www.ctdol.state.ct.us)  
[www.suite101.com/search.cfm?q=coping+with+unemployment](http://www.suite101.com/search.cfm?q=coping+with+unemployment)