

TECH LEADER CHAT

3 actionable strategies for managing through a layoff

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For all communications...

Be

- Honest
- Kind
- Firm

Say

- What you know
- What you don't know
- What you expect to come

For former team members...

- **Help them!** Connect them with potential jobs, review resumes, etc.
- **Staying in touch will benefit everyone**
 - Help you manage your own emotions
 - Remind those laid off that it wasn't about their performance

For remaining team members...

1. **Identify** what team is working on
2. **Prioritize** (rigorously) what's truly necessary
3. **Plan/communicate** for short, medium, long term