

A career expert shares the script you should use to talk to your boss if you hear rumors of layoffs and are worried about losing your job

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Lynn Taylor, national workplace expert. Lynn Taylor

- **It can be challenging to talk to your boss if you're worried about losing your job.**
 - **National workplace expert Lynn Taylor told Business Insider many employees are anxious about losing their jobs due to the economic disruption caused by the coronavirus pandemic.**
 - **Taylor advises employees to set aside time to talk with their managers, ask for an explanation about job security at the company, and to approach the conversation in a non-threatening way.**
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Unemployment claims have soared to record highs during the coronavirus pandemic, making American workers increasingly anxious about getting laid off or furloughed.

If you're worried about potentially losing your job because of coronavirus, it may be useful to have a conversation with your manager.

Lynn Taylor, a national workplace expert, the CEO of accessory brand [BehindtheBuckle](#), and the author of "[Tame Your Terrible Office Tyrant: How to Manage Childish Boss Behavior and Thrive in Your Job](#)," said employees should create a plan for how they want to address fears with their manager.

"Remember that you should strategize before you have this conversation," Taylor said. "Because you don't want a lot of diluted conversations. You want one impactful, useful conversation."

She said everything from executing the right timing to being conversational can help you have a productive conversation. The following is an exact script you can use to discuss this sensitive topic with your manager.

Pay attention to timing

It's important to only plan this conversation when you have information that proves your job is at risk, Taylor said.

Maybe you noticed a decline in revenue in your department or that colleagues are suddenly harder to reach. Then, schedule a time to speak. Having a preplanned meeting will help you clearly communicate your concerns, she said.

"You don't want to do it when you're acting out of fear," Taylor said. "Make sure that you're really asking out of some solid information that you have."

Taylor recommends employees jot down their concerns for why they feel their job is at risk. These points can serve as a guideline for the conversation.

Approach the subject in a non-threatening way

When your job is at risk, it's easy to feel defensive or on edge when speaking with your manager. It's important, however, to keep your emotions in check. Taylor said managers want to see that you're curious and inquisitive. She recommends starting the meeting in a conversational way.

"You want to ask about how the company is doing," Taylor said. "The worst they could do is start it by saying, 'I'm worried about my job.'"

"You want to put your manager at ease so they can feel like they can have a conversation," she said.

Taylor said it's important to start off the conversation with the positive aspects of your job. This shows that you value your position and do not want anything to sidetrack the opportunity. Here's a sample template you can use for your meeting below:

"I really like working with you. I love the company and I love the projects I'm working on. I would like to continue to do the best job that I can. [And] I would like a little more clarity about the health of the company. If there is any information you can provide on that I'd be really grateful."

This can help put your manager in a calmer mindset, she said.

Avoid rumors and closed questions

Make sure you have solid proof that your job could be at risk, avoid mentioning office gossip or rumors. Do not ask closed questions like "Will I lose my job?" or say you've heard an employee will be fired.

"Avoid making wild guesses, making exaggerated statements to try to get them to react to the statement," she said. "Avoid the ping pong match where you're asking yes or no questions."

"See how far you can take vague answers without putting them on the spot," she added.

Employees can yield more positive results with their boss if they ask open-ended questions, Taylor said. This can give your manager more of a chance to share their perspective.

"That's the whole art of getting explanations," she said. "By being professional and welcoming of information versus being defensive."