

Employee Termination Processes Workshop

Having to fire an employee is never an easy task. Sometimes, despite attempts of open communication and encouraging performance, an employee will need to be terminated from the company. One of the hardest aspects of preparing to fire an employee is to separate the emotions from the facts. Firing an employee should always be a last resort, so it is important that the manager has covered all other avenues possible before moving forward.

With our Employee Termination workshop, your participants will begin to see how important it is to develop a core set of skills when they find themselves in a situation where they have to let an employee go.

Workshop Objectives:

- Create employee performance plans
- Identify employees who should be terminated
- Establish effective termination meetings
- Know the “Do’s” and “Don’ts” of firing an employee
- Be able to conduct exit interviews



For more information or to reserve your spot in this workshop, please contact:

Joseph (J.J.) Frazier
President
Mastering the Positive, LLC
Phone: (757) 962-7073
Mobile: (757) 952-8340
Visit: www.masteringthepositive.com
Email: jfraziers@cox.net



CLASS CONTENT

Module One: Getting Started

Workshop Objectives

Module Two: Placing an Employee on a Performance Improvement Plan (PIP) Before Firing

Justification

Validate

Include

Be Grateful

Case Study

Module Three: Employees Who Should Be Terminated I

Feeling of Entitlement

Cannot Perform Job Functions

Can't Function with Other Employees

They Overpromise and Under Deliver

Case Study

Module Four: Employees Who Should Be Terminated II

Blatant Disregard for Customers

They Are Unreliable

Don't Adhere to Code of Conduct

Use Company Property for Personal Use

Case Study

Module Five: Things to Consider When Setting Up the Termination Meeting

Meeting Attendees

Venue of the Meeting

Security Presence

Logistics

Case Study

Module Six: The Correct Way to Fire an Employee I

Use Positive Language

Review Past Feedback

Concentrate on Specific Behavior

Fire Early in the Week

Case Study

Module Seven: The Correct Way to Fire an Employee II

Keep it Short

Have Employee Sign Release

Transfer Terminated Employee's Functions

Avoid Fighting Unemployment Claims with Employee

Case Study

Module Eight: What an Employment Termination Checklist Should Contain

Notification to Human Resources

Systems Access Terminations

Return of Company Property

Benefits Status

Case Study

Module Nine: The "Don'ts" of Firing an Employee I

No Performance Improvement Plan

Using an Electronic Method

Fire Without a Witness

Provide Long Reason for Firing

Case Study

Module Ten: The "Don'ts" of Firing an Employee II

Not Making the Decision Final

Let Employee Take Company Property

Allow Access to Work Area

Permit Information System Access

Case Study

Module Eleven: Conduct Effective Exit Interviews

When, How and Who

Objective of the Process

Company Readiness for Exit Interviews

Execute the Feedback Results

Case Study

Module Twelve: Wrapping Up

Words from the Wise