

Employee Termination Processes

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.



Course Outline:

Module One: Getting Started

- Icebreaker
- Housekeeping Items
- The Parking Lot
- Workshop Objectives

Module Two: Performance Improvement Plan (PIP) Before Firing

- Justification
- Validate
- Include
- Be Grateful
- Case Study
- Module Two: Review Questions

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 Three: Review Questions

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 Four: Review Questions

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

- Meeting Attendees

- Venue of the Meeting
- Security Presence
- Logistics
- Case Study
- Module Five: Review Questions

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 Six: Review Questions

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 Seven: Review Questions

Module Eight: Employment Termination Checklist

- Notification to Human Resources
- Systems Access Terminations
- Return of Company Property
- Benefits Status
- Case Study
- Module Eight: Review Questions

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

- No Performance Improvement Plan
- Use Electronic Method
- Fire Without a Witness
- Provide Long Reason for Firing
- Case Study
- Module Nine: Review Questions

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

- Not Making the Decision Final
- Let Employee to Take Company Property
- Allow Access to Work Area
- Permit Information System Access
- Case Study
- Module Ten: Review Questions

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 Eleven: Review Questions

Module Twelve: Wrapping Up

- Words from the Wise
- Review of Parking Lot
- Lessons Learned
- Completion of Action Plans and Evaluations
- Recommended Reading