



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. 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 Processes training session, 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 Overview

You will spend the first part of the day getting to know participants and discussing what will take place during the workshop. Students will also have an opportunity to identify their personal learning objectives.

At the end of this workshop, participants should be able to:

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

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

In this session, participants will know how to use PIP and the ways on how to effectively create it.

Employees Who Should Be Terminated

In this session, participants will learn how to recognize employees that needs to be terminated from the company by introducing them their traits and behaviors in the workplace.

Things to Consider When Setting Up the Termination Meeting

Next, participants will know When, Where, and How the termination meeting should be done. They will also be taught who will be attending the meeting, and the proper way to professionally handle the meeting.

The Correct Way to Fire an Employee

In this session, participants will learn about the correct ways when firing an employee: use positive language; review past feedback; concentrate on specific behaviour; fire early in the week etc.

What an Employment Termination Checklist Should Contain

Next, the participants will know what are included in an employment termination checklist.

The “Don’ts” of Firing an Employee

How employers fired employees in movies we watched were not applicable in reality when firing an employee. Participants in this session, will learn to avoid incorrect ways when firing an employee to protect both parties.

Conduct Effective Exit Interviews

In this session, participants will learn Who, When, and How exit interviews should be done. They will also learn the purpose it serves and its significance.

Workshop Wrap-Up

At the end of the course, students will have an opportunity to ask questions and fill out an action plan.

Visit <https://paramountraining.com.au> for more information or call 1300 810 725