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# *Employee Termination Processes*

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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.

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 “Do’s” and “Don’ts” of firing an employee
- Be able to conduct exit interviews

## **Course Outline**

- Placing an Employee on a Performance Improvement Plan (PIP) Before Firing
- Employees Who Should Be Terminated
- Things to Consider When Setting Up the Termination
- The Correct Way to Fire an Employee
- What an Employment Termination Checklist Should Contain
- The “Don’ts” of Firing an Employee
- Conduct Effective Exit Interviews



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## **2 Day Workshop**

### **Getting Started**

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

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### **Wrapping up**

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