



Employee Termination Process

Employee Termination Process - Online
Training Course - CPDUK Accredited



Corporate
Member

The CPD Certification Service



OVERVIEW

Welcome to The Mandatory Training Group's online Employee Termination Process training course. All our online training courses, programmes and qualifications are accredited by the CPD Certification Service (CPDUK).

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 Process e-learning course, learners 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.

Employee Termination Process – E-Learning Course — CPDUK Accredited

- ◆ Study method – Online, self-paced
- ◆ Estimated duration (Indicative CPD hours) – 4 hours
- ◆ Course format – Online (24/7 access)
- ◆ Entry requirements – no prerequisites required
- ◆ Assessment type – Complete end of course assessment (80% needed to pass and gain CPD certificate)
- ◆ Certification/Qualification – Downloadable CPD certificate
- ◆ Cost(s) of assessment and certification – Assessment and certification costs included in the course price
- ◆ Course accreditation – CPD Certification Service (CPDUK)
- ◆ Course access – Part-time (1-year access)
- ◆ Course delivery – via desktop PC/MAC, laptops, tablets or smartphones.

Who is the course for?

This online Employee Termination Process training course is suitable for those who want to develop a core set of skills of how to properly dismiss an employee from an organisation.

Course aims

With our Employee Termination Process e-learning course, 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.

Learning outcomes

The learning outcomes of this online Employee Termination Process training course are 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.

What is covered in this course?

This online Employee Termination Process training course includes the following:

Module 1: Getting Started

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

Module 2: Performance Improvement Plan (PIP) Before Firing

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

Module 3: Employees Who Should Be Terminated (I)

- Feeling of Entitlement
- Cannot Perform Job Functions
- Can’t Function with Other Employees
- They Overpromise and Underdeliver
- Case Study
- Module Three: Review Questions

Module 4: 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 5: 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 6: 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 7: 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 8: Employment Termination Checklist

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

Module 9: 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 10: 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 11: 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 12: Wrapping Up

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

Why is this online Employee Termination Process training course essential?

Whether your reasons for firing an employee are based on work performance, due to an economic layoff, or for another reason, following the proper termination procedures goes a long way in avoiding legal issues. Avoid firing someone on the spot, and use severance and release agreements to limit your liability.

Our online Employee Termination Process training course will give learners a guide of the legal steps for safe termination of employees while taking full note of the legal consequences.

[Click Here to Buy this Course](#)



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★ ← →
Learn. Develop. Comply

HOW IT WORKS

Instant Access

- Gain instant access to your course(s) upon purchasing through our website
- Login credentials are sent immediately to the customer to the email address provided during the checkout process
- We also advise all customers to check their spam and junk mail folders in case your mail server has diverted the email there

Online Support 24/7

- Customer service teams interact with clients through email and live chat support.

Refund policy

- To request a refund, you should email our support team with your receipt stating why you would like to be reimbursed.
- You, or your learners, must not complete the training to make a valid refund claim.
- Any courses that have been completed and those with certificates achieved will not be valid for a refund.

Learn Anytime, Anywhere, On Any Device

- Learn at your own pace, at a time and place convenient to your circumstances
- Individual learners can access their course material(s) 24/7 for 365 days from the date of purchase
- In the case of organisations that order multiple licences for future use, the countdown will start when learners are allocated to the training course(s)

Assessment and Certification

- Unlimited attempts to complete end of course assessments
- On successful completion, download, print/save quality-assured CPD certificate

100% Money Back Guarantee

- We want you to be completely satisfied with your training. We offer a 14-day money-back guarantee if you are not 100% satisfied.

ACCREDITATION

End of course assessment

At the end of this course, learners are required to complete an online end of course assessment. On successful completion of the assessment (80% pass mark), learners may download a FREE CPD certificate from their profile page.

Certification

On successful completion of this e-learning course and end of course assessment, the learner may download, save and/or print a quality assured CPD certificate (recognised internationally). Our CPD certificate can be used to provide evidence for compliance and audit or Continuing Professional Development (CPD).

Course accreditation

The CPD Certification Service accredits all our online training courses and programmes as conforming to universally accepted Continuous Professional Development (CPD) guidelines.



[Click Here to Buy this Course](#)



Mandatory Training Group

WHY CHOOSE OUR ACCREDITED E-LEARNING COURSES?

The benefits of using our accredited e-learning courses in the workplace include:

- CPDUK accredited e-learning provider
- Ofqual approved training centre (UK qualifications)
- Internationally recognised CPD and Ofqual approved certificates
- Wide range of courses and qualifications that meet UK legislation and guidelines
- Over 500 online courses and programmes that cover multiple sectors
- Free blended learning environment for individuals and organisations
- Immediate access to online courses and programmes
- Highly interactive e-learning portal
- Substantial cost reductions (no travel fees and other expenses)
- Self-paced online learning
- Low carbon footprint through e-learning
- Repository of online learning materials and assessments
- Fully qualified and experienced trainers, instructors and assessors
- Experienced subject matter experts and content developers
- Conversion of existing classroom courses to e-learning courses
- All training courses meet the latest guidance and best practice recommendations.



Civility in the Workplace Training Course for Global Executives

"YPO is the premier global leadership organisation for more than 28,000 chief executives in over 130 countries and the global platform for them to engage, learn and grow. We approached The Mandatory Training Group to develop an online training programme focusing on improving workplace civility. Their team developed excellent learning materials tailored to our organisational needs. With their support, we rolled out the civility in the workplace training programme to over 300 executives around the world."

Nicolle Billmyre, YPO, Texas, USA



City and Hackney

Clinical Commissioning Group

Counter Fraud, Bribery and Corruption Training for NHS Providers

"NHS City and Hackney Clinical Commissioning Group (CCG) is an NHS organisation led by local GPs. The Mandatory Training Group provided us with tailored courses focussing on tackling fraud, corruption and bribery for all our staff across various sites. The e-learning courses helped us to meet statutory and regulatory requirements".

Harriet Griffiths, NHS City and Hackney CCG, London, UK



Accredited Training Courses, Programmes and Regulated Qualifications

"Reed is the largest platform for jobs, recruitment and courses in the UK. The Mandatory Training Group is one of our most trusted providers of continuing professional development (CPD) programmes and regulated qualifications. They have provided us with a wide range of learning materials ranging from soft skills, personal development, health and safety, among others. These courses help many job seekers to improve their skills and comply with the current UK and European laws".

Manish Bhatti, Reed Courses, London, UK

"When we set up our business, we were looking for a reliable training provider for the healthcare multi-disciplinary team (MDT). We worked with The Mandatory Training Group to establish our training needs for each group of professionals. Their experience was invaluable, helping us to design new courses and assessments to meet the commissioners' and regulatory requirements".

Anne Joy, OSD Healthcare, Hemel Hempstead, UK



Healthcare choice for **everyone** **Statutory and Mandatory Training for Healthcare Providers**

"All our senior clinicians were delighted with the delivery of the mandatory training courses. They found the course leaders to be very flexible with allocating more time to certain areas at request. The course contents that LearnPac had designed were tailored to our workforce, which helped them improve their understanding of the subjects. The application of legislative concepts to practice was excellent".

Sophie Hartley-Jones, OneHealth Group, Sheffield, UK



Online Training and Development for the Public Sector

"We work with various public sector organisations. Statutory and mandatory training is essential for all our placements. We used LearnPac for the blended learning environment they provide for our staff. The online statutory and mandatory training courses adequately meet our regulatory requirements. LearnPac's learning management system enabled us to manage our learners and quickly sort out compliance for our workers. The flexibility of pricing and meeting our needs with the mandatory training was beneficial."

David Sanchez, Eden Brown Synergy, London, UK



Blended Train the Trainer Courses for Healthcare Providers

"We were looking to provide resuscitation and first aid training for clinical and non-clinical staff internally. The Mandatory Training Group stood out because they provide comprehensive blended learning solutions. Our internal trainers and facilitators were able to complete the theory training and assessments in advance. The practical sessions were packed with meaningful activities throughout the day. The lead trainers also helped us to complete training needs assessments".

Kate McLoughlin, Nuffield Health, Bournemouth, UK

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LEARN. DEVELOP. COMPLY.

The Mandatory Training Group is the leading UK provider of accredited statutory and mandatory training courses for all sectors, including health and social care, education, local government, private and charity sectors.

We have supported over one million learners to reach their potential through e-learning courses and qualifications using our interactive online learning portal.

WEBSITE

[The Mandatory Training Group - Online Training Courses](#)

WORKING HOURS

Mon - Fri / 9:00AM - 5:00PM

Online Training Courses, Programmes & Qualifications

The Mandatory Training is the leading UK provider of accredited online courses,

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|----------------------------------|--|
| 1. Business and Entrepreneurship | 6. Mental Health Awareness |
| 2. Health and Safety | 7. Microsoft Office |
| 3. Health and Social Care | 8. Personal and Professional Development |
| 4. IT and Cyber Security | 9. Statutory and Mandatory Training |
| 5. Leadership and Management | 10. Soft Skills Development |