TERMINATING & SUSPENDING EMPLOYEES

Prerequisites: None

Course Summary:
The training is for all managers, supervisors, and especially human resources personnel. The training provides detailed instructions on how to properly prepare, conduct and/or follow-up on an employee termination.

Course Length / Hours: 2.5 hours – (Class hours vary – TBD)

Topics May Include:

Gathering Necessary Intelligence Prior to the Interview

Who Should Be Notified

Interview Location

Approaching the Interviewee

Recovery Company Property

Post Termination / Suspension Action Steps

Law Enforcement Involvement

Room Set-Up

Prior to the Interview Steps

The Actual Interview

Escorting / Monitoring

Requirements:
Students should bring an open mind.

Training Location Information:

TBD.

Course Cost:
Introductory price of $50 tuition includes refreshments, instruction, and a certificate of completion. It is recommended that students bring food and additional snacks.

Discounts are provided to organizations that host training events. Discounts are also provided for bulk training (i.e. large number of students and/or multiple courses). Contact ARMADA for details.

Minimum Students: 10
Maximum Students: Dependant on Accommodations