



# Exiting Employees Effectively

## Training & Development Workshop

Thurs. Feb. 22<sup>nd</sup>, 1-3PM

### Exiting Employees Effectively

**Managing the termination process to mitigate risk, maintain morale and maximize new opportunities.**

Handling employee departures from your organization requires attention to legal & operational issues. However, beyond concern for legislative compliance, the handling of terminations will also have consequences on your company's reputation, brand & ongoing success. It is therefore important that terminations be dealt with in a strategic, well-planned manner. As well, voluntary resignation processes also have repercussions, and must also be planned and approached strategically.

### This 2 Hour Workshop will address:

- Identifying & measuring good vs. bad turnover
- The differences between overt & constructive dismissal
- Key processes to follow prior to termination
- Effective termination interview guidelines
- Communication strategies & required processes after termination
- Strategic responses & resources to use when an employee resigns

Training Workshop Cost: \$150/person + GST

Contact Salopek & Associates today to register. Space is limited.

Workshop location: 1601, 9<sup>th</sup> Ave SE Calgary

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