

Termination: Practice and Procedure

Estimated time to complete: 30 minutes

Course Description

Employee terminations are a present-day reality. They may be based on performance issues, reductions in force, or a consolidation of a school or department. To safeguard your campus, every supervisor and manager should be trained on proper termination procedures. If a termination is done a wrong way, the consequences can be severe and even disastrous. *SafeColleges' Termination: Practice and Procedure* course is a concise tutorial designed to provide an overview of termination laws and policies; key mistakes to avoid during a termination; and termination best practices.

Common Themes

- Identify common causes for termination
- Understand the laws and policies that can affect termination
- Review key terms associated with the termination of staff
- Examine common mistakes that are made when terminating improperly
- Review best practices to consider when terminating an employee

Author

Patrick Hughes gained extensive legal experience in private practice for nearly ten years, representing major corporations as well as small business owners. In addition, Mr. Hughes also has extensive experience as a Human Resources Administrator and Risk Manager for a significant public entity.

Online Training Environment

SafeColleges is ideal for a blended learning environment, complementing in-service or video training, or as a stand-alone training program for your staff. The *SafeColleges* approach engages the learner in an e-learning environment that can be accessed 24/7 from any Web-enabled computer, while a Compliance Management System automatically tracks user progress and compliance. The *SafeColleges* system is proven to streamline the training process, saving your administration both time and money.

For a free evaluation, email info@safecolleges.com or call 1-800-434-0154.