



Employee Termination Processes

SEHG-HR-6932 · Business · approx. 6 min seat time · English · 100% online, self-paced

Accreditation & industry alignments: none verified on record — institutional accreditor mapping pending

COURSE DESCRIPTION

Human Resources course covering employee termination processes. Self-paced lessons with applied exercises.

WHO THIS COURSE IS FOR

Working professionals, team leads, and career-changers who want practical, job-ready Business skills — no prior coursework required. Teams and organizations can enroll groups for consistent, measurable upskilling.

WHAT'S INCLUDED

- 1 clock hour(s) of self-paced online learning
- 12 course modules
- 6 instructional videos — 6 minutes of total video runtime
- This syllabus (PDF), downloadable for reference
- Official SEHG Certificate of Completion upon finishing the course
- Language editions: English · Español

Delivered 100% online and self-paced in the SEHG learning platform. This section lists the materials currently delivered for this course.

MODULE MAP

- **Module 1 — Introduction**
 - Course Objectives
- **Module 2 — Placing an Employee on a Performance Improvement Plan (PIP) Before Firing**
 - Justification
 - Validate
 - Include
 - Be Grateful
- **Module 3 — Employees Who Should Be Terminated (I)**
 - Feeling of Entitlement
 - Cannot Perform Job Functions
 - Can't Function with Other Employees
 - They Overpromise and Under Deliver
- **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
- **Module 5 — Things to Consider When Setting Up the Termination Meeting**
 - Meeting Attendees
 - Venue of the Meeting

- Security Presence
- Logistics
- **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
- **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
- **Module 8 — What an Employment Termination Checklist Should Contain**
 - Notification to Human Resources
 - Systems Access Terminations
 - Return of Company Property
 - Benefits Status
- **Module 9 — The “Don’ts” of Firing an Employee (I)**
 - No Performance Improvement Plan
 - Using an Electronic Method
 - Fire Without a Witness
 - Provide Long Reason for Firing
- **Module 10 — The “Don’ts” of Firing an Employee(II)**
 - Not Making the Decision Final
 - Let Employee Take Company Property
 - Allow Access to Work Area
 - Permit Information System Access
- **Module 11 — Conduct Effective Exit Interviews**
 - When, How and Who
 - Objective of the Process
 - Company Readiness for Exit Interviews
 - Execute the Feedback Results
- **Module 12 — Assessment**

COMPLETION & CERTIFICATION

Completion-based: a certificate of completion is issued after all course videos have been viewed.
The certificate of completion is non-credit. This course does not currently carry academic credit or CEUs.

OFFICIAL SEHG CERTIFICATE

Graduates receive the official Synergy University Education Certificate of Completion — issued by the Office of the Registrar with a unique credential ID, shareable to LinkedIn and verifiable online.

Every certificate carries a unique credential ID — verify at:

SynergyEducation.AI/verify

SUPPORT, ACCESS & POLICIES

- Support: CEO@SynergyEducation.AI
- Accessibility: ADA/WCAG 2.1 AA-first delivery; accommodations available on request.
- Academic integrity and refund policies: per SEHG student handbook.

Enroll Today

Tuition per learner (Essentials tier) — enroll online with the course code below.

\$49 · SEHG-HR-6932 · SynergyEducation.AI

Also available: instructor-led workshop kits for teams — in-person training agendas, playbooks, and facilitator materials built on this course. Contact CEO@SynergyEducation.AI.