HOW TO FIRE **CHEAT SHEET**

THE KEY DIAGNOSTIC QUESTION: If I could do it all over again, knowing what I know now, would I enthusiastically rehire this person?

FIRING WITH **MINIMUM PAIN AND DRAMA**

1. Assess each person's performance and plot them on the Star Chart
2. Decide if the person needs a critical 'reality' conversation or if you need to fire them
3. Determine to close the reality gap by taking action to overcome your fear

STEPS TO **FIRING WELL**

1. Make a transition plan

- ✓ Decide who will replace the person
- ✓ Decide how their work will be divided up
- ✓ Think through how to protect the organization

2. Choose the time and setting

- ✓ Fire near the beginning of the week and at the end of the day
- ✓ Avoid holidays, and other days involving other significant negative life events
- ✓ Ensure that you have privacy
- ✓ Provide for a quick face-saving exit route
- ✓ Always have a witness present

3. Prepare in detail for the interview

- ✓ Have your remarks in writing to guide the conversation
- ✓ Get right to the point
- ✓ Announce your news immediately
- ✓ Don't say, "This is for the best", "I understand how you're feeling", or "If you had only…"
- ✓ Be prepared for each of the 6 possible responses: denial, shock, negotiation, debate, anger or sadness
- ✓ Take care of the details: pay, benefits, unused vacation time, vacation pay, severance arrangements, return of company property, ongoing property, ongoing projects, good byes to co-workers
- ✓ Say thank you and wish them well

4. Communicate with the rest of the team

- ✓ Never speak badly about the person
- ✓ State that they are no longer with the company
- ✓ Thank them for their contribution
- ✓ Wish them the very best in the future; always take the high road

MASTER **TIPS**

- ✓ Take no more than 5-8 minutes for the interview
- ✓ The less you say, the better
- ✓ Be generous and kind
- ✓ Be thoroughly prepared to respond as needed
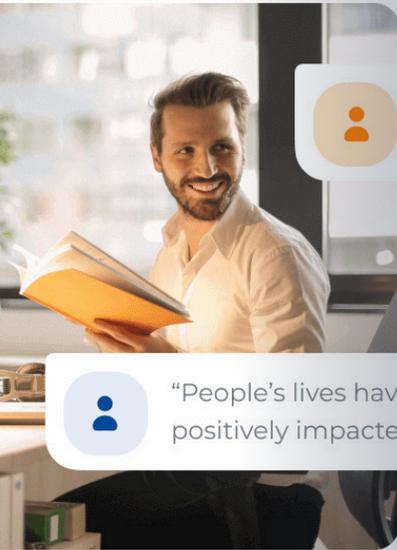
"The result has been a huge transformation of our culture!"

"People's lives have been positively impacted."

"He has helped us build a vision-driven, energized team."

Getting People Right (GPR) is an educational website providing its students with practical education in entrepreneurial leadership.

GPR's leadership courses will teach you the practical skills you need to build strong teams and enhance your career. The curriculum has been developed by a faculty that has experience successfully scaling businesses and in the coaching of high growth organizations. Our mission is to teach business owners, managers and career builders how to build strong teams by putting the right people in the right seats.

GPR also offers free leadership resources including articles, templates, tips, cheat sheets and reading lists.

Visit **gettingpeopleright.com** to learn more!

Certificate in Leadership Fundamentals Starts at $499

GETTING PEOPLE RIGHT

The Board of Directors of Getting People Right have conferred on
Your Name
who has pursued studies and completed all the requirements for the certificate of
Leadership Fundamentals
with all the rights and privileges pertaining to this certificate

Trevor Throness
Trevor Throness
Senior Instructor

Justin Mitchell
Justin Mitchell
President and CEO

G P R

Issued: [[2020-08-10]]   Expires: [[2020-08-10]]   Certificate ID: [[Credential ID]]

Access to 10 of Getting People Right's Flagship Courses:

- ✓ Discovering and implementing core values
- ✓ Building a one-page strategic business plan
- ✓ Using DISC Personality testing at work and home
- ✓ Learning the process to hire a-players
- ✓ Objectively assessing your team

- ✓ Enhancing your career through delegation
- ✓ Coaching based performance reviews
- ✓ Dealing with under performers
- ✓ How to fire with minimum pain and drama
- ✓ Building your personal annual plan

Start Learning Today