Course Outline
Hiring, Firing, and Everything in Between

Learning Outcomes

By the end of this 1 day workshop learners will be able to:

• Plan an appropriate recruitment process including, advertising, interviewing, selection, induction and on-boarding.
• Formulate appropriate interview questions to select the best candidate.
• Manage probation periods to ensure staff are given appropriate guidance and support.
• Implement a performance review process, which is compliant with the NQF.
• Recognise poor performers and develop a performance management strategy.
• Evaluate the various termination strategies and select the appropriate method for ending the relationship.

Topics

1. Recruitment and Selection
   • Recruitment and Selection Practices
   • Selection Tools
   • Interview Questions
   • Discriminatory Questions
   • Induction and Orientation of New Staff
   • Probationary Periods

2. Performance Reviews
   • Performance Expectations
   • Fair and Accurate Feedback
   • Focusing on Strengths
   • Identifying Development Needs

3. Performance Management
   • Principles for Managing Unsatisfactory Performance
   • Warning Letters
   • Feedback and Coaching

4. Terminating Staff
   • Managing People Out
   • Using Behaviours
   • Termination process

Duration: 1 Day
Facilitator: Adrian Pattra M.Ed