

## “Creating a Consistent, Compliant and Respectful Termination Process” Webinar

Thursday, December 5, 2019  
10:00 a.m. - 11:30 a.m.

### Program Overview:

Firing an employee is never a pleasant task, but the exit management process can be pleasantly respectful, confidential, consistent and compliant if well-defined and communicated to your leaders. This webinar will specifically present termination steps that can be integrated with your organization’s policies to establish consistent and repeatable termination processes across your organization.

### Learning Objectives:

At the completion of this webinar, participants will be able to:

- Identify who, when, where, what, why now considerations before terminating;
- Describe how to prepare your managers for a termination meeting;
- Construct how to ensure there is a consistent termination process;
- Recognize what to communicate to co-workers and others after the termination; and
- Determine what documentation should be created and retained before, during and after the termination meeting.

### Key Topics:

- Timing
- Termination best practices
- Documentation
- Conversations

### Target Audience:

This session is recommended for human resource leaders or individuals with accountability for employment record creation and maintenance.

### Faculty:

**Lynne Broussard, SPHR, SHRM-SCP, CCP, GRP, WLCP, EHBA**

**Susan Thompson, PhD, MHR**

Lynne and Susan are Principal-Partners of Value Driven HR, LLC. They have extensive human resources (HR) experience in all disciplines of HR and in a variety of industries including, but not limited to, healthcare and health services, insurance, lending, manufacturing, health food services, industrial, physical therapy, retail and farming.

Value Driven HR offers human resources business solutions spanning across all fields of HR management for small to mid-size companies as a fractional partner and extension of their organization.

### Registration Fee:

**\$195** per site for MHA members

**\$295** per site for non-members

**The registration deadline is November 28.** Advance registration is required to ensure the delivery of instructional materials.

### Cancellation Policy:

Cancellations made prior to the registration deadline (November 28) will be issued a refund, less a \$25 administrative fee. Cancellations made after November 28 will be charged 50% of the registration fee. No refunds will be issued for those who do not cancel in advance of the program.

### Connecting to the Webinar:

**All registration fees are per phone connection.** If more than one connection is made from your hospital for any reason, an additional charge of \$195.00 (per connection) will be billed. Upon registering for the webinar, notify all participants and arrange a meeting room and speaker phone, if desired. At least three business days prior to the webinar, you will receive confirmation of your registration via email including instructions on logging in, as well as attached handouts. Approximately 5 to 10 minutes before the program, dial in to be connected to the session.

If you have not received a confirmation notice 48 hours prior to the program, please call Leslie Couturier at (207) 622-4794 to confirm your registration has been received.

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## Registration Form

### Webinar: Creating a Consistent, Compliant & Respectful Termination Process December 5, 2019 / 10:00 a.m. - 11:30 a.m.

**Important Note: Instructions for accessing the program will be emailed to the contact person listed below prior to the program date. If you would like the instructions emailed to an additional contact person, please list their email address as well.**

Name and Title of Contact Person: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

The registration fee is: **\$195** per site for **MHA members** / **\$295** per site for **Non-members**

The fee covers **ONE** telephone connection and includes a set of handouts (which can then be copied).

If more than one connection is made from your hospital for any reason, an additional charge of \$195.00 (per connection) will be billed.

**Payment Method:**  Check enclosed (payable to MHA)  Check being mailed  Credit Card\*\*

\*\*If paying by credit card, please register online at [www.themha.org](http://www.themha.org). **VISA** and **MasterCard** accepted.

Please complete this fillable PDF form and email or fax to [lcouturier@themha.org](mailto:lcouturier@themha.org) or 207/622-3073. Mail original along with payment to: Leslie Couturier, Maine Hospital Association, 33 Fuller Road, Augusta, Maine 04330. If you have questions, please call Leslie Couturier or Carol Sinclair at 207/622-4794 or by email at [lcouturier@themha.org](mailto:lcouturier@themha.org) or [csinclair@themha.org](mailto:csinclair@themha.org).

**Registration deadline is Thursday, November 28, 2019.**