



# Managing Employee Departures

## NDA TRAINING TASMANIA

RTO Provider : 60034

**Course Cost** - \$395

**Duration** – 1 Day

### Locations

- Hobart
- Launceston
- Ulverstone

### Course Dates

Course dates can be found on the training calendar on the NDA website. If you can't find a suitable date, email: [bookings@nda.com.au](mailto:bookings@nda.com.au)

### Private Training

This training can be delivered as a private course for your organisation and can be customised for your needs. The training can be delivered either on-site or at NDA premises.

Please contact us for further information and to be provided with a quote.

### More Information

Phone: 03 6334 4910

Email: [bookings@nda.com.au](mailto:bookings@nda.com.au)

Web: [www.nda.com.au](http://www.nda.com.au)

BOOK

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### Unit Code/s\*:

BSBHRM529 - Coordinate separation and termination processes

### Course Objectives

This course teaches the skills and knowledge required to coordinate redeployment, resignation, retirement, dismissal and redundancy, including the conduct of exit interviews.

It applies to individuals who take responsibility for overseeing aspects of managing the voluntary and involuntary termination of employment.

### Learning Outcomes

#### Assist development of policies and procedures

- Research features of best practice
- Consult relevant stakeholders
- Assist in determining policies, procedures and supporting documentation
- Ensure procedures for dismissal or termination are according to legislative requirements
- Obtain support for separation and termination policies and procedures from relevant stakeholders
- Communicate policies and procedures, and provide supporting documents to relevant stakeholders
- Seek and use feedback

#### Coordinate separation and termination

- Facilitate the development of a redundancy or redeployment plan
- Coordinate management of redundancies and redeployment

- Provide outplacement or other assistance
- Ensure dismissals for incapacity to perform or misconduct comply with legislative requirements
- Ensure human resource staff, managers and supervisors have necessary skills and knowledge to take disciplinary action
- Review workforce data for people retiring and make necessary plans
- Review and evaluate separation and termination procedures and suggest improvements

#### Coordinate exit interview process

- Provide exit interviews
- Create clear process for exit interviews
- Record and depersonalise data from exit interviews
- Establish trends and patterns and suggest improvements

### Optional Assessment - \$195 per unit

This course is part of a nationally recognised training program. Participants who successfully complete the optional assessment component of this course will receive a Statement of Attainment for the unit of competency aligned to the training course.

Exercises and activities completed during the course will be used as evidence towards unit competency.

Participants who choose not to be assessed will receive a Certificate of Attendance.