

The Do's and Don'ts of Termination Meetings

Termination meetings are tough to navigate. Stay on the right path with these do's and don'ts.

✔ **DO**
Get right to the point

✘ **DON'T**
Talk too much or discuss other employees

✔ **DO**
Stick to the core message

✘ **DON'T**
Disguise the message, make jokes, or use clichés

✔ **DO**
Prepare what you will and will not say about the reason for the termination

✘ **DON'T**
Let it become a performance appraisal

✔ **DO**
Make it clear that the decision is final

✘ **DON'T**
Negotiate

✔ **DO**
Prepare yourself emotionally

✘ **DON'T**
Get emotional or talk about your feelings

✔ **DO**
Be clear about the next steps for leaving and collecting belongings

✘ **DON'T**
Make promises you can't keep

✔ **DO**
Listen, wait, and use silence when managing employee reactions

✘ **DON'T**
Defend, justify, threaten, or argue

✔ **DO**
Restate the message if necessary

✘ **DON'T**
Drag the meeting on too long

