



EDISON STATE  
COLLEGE

*Center for Professional Development*

## **Cradle to Grave Series: Hiring, Training and Separation**

### **Part 1-Hiring Right – Avoiding Mistakes**

Discover what the best companies are doing to hire high-potential, quality new employees (and avoid costly mistakes). This three-hour workshop provides the essentials for creating an effective interviewing process. Ensure you know how to avoid common interviewing mistakes and help your business hire right. Learn the different format options available to save time and effort while helping you find the “best fit” for your company.

What you will know and/or have upon completion:

- How to avoid frequent application and selection errors employers make
- The important steps to take prior to interviewing
- How to create effective questions for revealing candidate’s character
- What questions you can and cannot ask during an interview (legal considerations)
- How to reduce your stress when interviewing

**Targeted Audience:** Those assigned to hiring new employees

### **Part 2-Training for Results – Impacting Performance**

This is a three-hour, fast-paced workshop designed to help any person assigned to managing another employee's work. The focus of this course is on maximizing coaching, counseling and training sessions. Learn how to identify skill gaps, match and measure training, and when and how to use proven techniques for motivating employees.

By attending you will learn:

- How to assess skills, knowledge and abilities that impact performance.
- What steps both the employee and his or her supervisor should take before, during and after training.
- Why employee performance documentation is critical to success.
- Fair and effective disciplinary steps to impact change.
- And more...

**Targeted Audience:** Those assigned to managing another employee's work performance.

### **Part 3-Protecting Your Business – Essential Separation Steps**

This is an interactive three-hour course that addresses how to legally and fairly terminate the employment relationship. Discussed are: the frequent errors business professionals make when documenting performance: when and how to handle the termination discussion; and what to do after the termination.

Upon completion attendees will know:

- The important steps to take before and during discipline.
- Legal considerations to be aware of before ending the employment relationship.
- How to prepare for and oversee a fair and legal termination process.

- Specific steps to follow when holding the separation discussion.
- Tips to reduce stress levels for those conducting exit interviews.

**Targeted Audience:** Anyone assigned to monitor, manage, or conduct employment separations/terminations.

**Dates:** Session 1: Tuesday, TBA  
Session 2: Tuesday, TBA  
Session 3: Tuesday, TBA

**Time:** 2pm – 5pm

**Cost:** \$50 each session or series \$125

**Location:** Edison College, Campus locations and room to be announced.

**Instructor:** Cheryl L. Vanande MPA, PHR

**Seats are limited, so register today!**  
**Advance registration and payment is required**  
**For registration form and information, email [celee@edison.edu](mailto:celee@edison.edu)**  
**OR download from [www.edison.edu/lee/ce](http://www.edison.edu/lee/ce)**