

Role Play Scenario: Conducting a Termination Conversation

Context

You're Susan, a manager at InnovateTech, a software startup. Susan has been with the company since its early stages and has built the team. Jordan was Susan's first hire during rapid expansion, chosen for their enthusiasm and cultural fit.

Over the past six months, despite the team's success, Jordan has consistently underperformed. Susan has provided mentoring, feedback, and clear expectations, but Jordan's performance hasn't improved. This is now impacting team progress and morale.

Given the importance of current projects and the need for high performance from all team members, Susan has decided to terminate Jordan's employment after careful consideration and multiple improvement attempts.

Task

Draft key phrases for each stage of the conversation you are going to use to fire Jordan.

1. Opening the Discussion
2. Communicating the Decision
3. Providing Rationale
4. Explaining Next Steps
5. Offering Transition Support
6. Concluding the Meeting

Note: You can pause the video now if you want to think about it a bit longer.

Here's an example of how you can do this.

1. Opening the Discussion: "Jordan, thank you for meeting with me. I've scheduled this time to have an important conversation about your position at InnovateTech. This may be difficult, but I want to ensure we discuss this matter thoroughly and openly."

2. Communicating the Decision: "After careful consideration and review of your performance over the past months, we've come to the difficult decision to terminate your employment with InnovateTech, effective immediately. I know this is challenging news to receive, and I want to explain our reasoning fully."

3. Providing Rationale: "This decision follows our previous discussions about performance expectations and the goals set for your role. Despite our efforts to provide support and opportunities for improvement, we haven't seen the necessary progress in key areas critical to our team's success. The gap between expectations and performance has continued to impact our projects and team dynamics."

4. Explaining Next Steps: "I'd like to walk you through the next steps to ensure a smooth transition. We'll discuss your final paycheck, which will include compensation for any unused vacation time. I'll also explain the status of your benefits and the process for returning any company property. HR will provide a detailed document outlining all of this information."

5. Offering Transition Support: "While this marks the end of your time with InnovateTech, we want to support your transition. We're prepared to provide a reference that reflects your contributions during your time here. Additionally, we offer outplacement services to assist with your job search, including resume review and interview preparation, if you're interested."

6. Concluding the Meeting: "I want to acknowledge your efforts and the positive aspects you've brought to the team during your time here. While this is the end of your journey with InnovateTech, we genuinely wish you success in your future endeavors. Do you have any immediate questions or concerns you'd like to discuss before we conclude?"