



---

Name

Date

## CONTENT MODULE SUMMARY SHEET

# HR Discussion: How to Fire Right

---

### INTRODUCTION

Mark Pugh has years of experience leading the operations of a few companies. Much of his duties revolved around our greatest assets: employees. HR is an important part of any growing company, and I think we can all agree that the hiring... and firing...of our teams can be daunting without a solid plan. We hope you'll learn from the stories and take away the tips that Mark shares in this content module. If you'd like to ask Mark for any further advice, you can find him in the Iron Forums member directory at [IronForums.org](http://IronForums.org)

---

### SCRIPTURE

*All Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness, 17 so that the servant of God[a] may be thoroughly equipped for every good work..*

— 2 Timothy 3:16-17

*And we urge you, brothers, admonish the idle, encourage the fainthearted, help the weak, be patient with them all.*

— 1 Thessalonians 5:14

---

### CONTENT

This is just an outline. Be sure to add your thoughts and listen to the Holy Spirit to see what He may be speaking to you about this topic.

### PERFORMANCE REVIEWS

Make it Relational

Remind the employee this is an example of us caring for them

Consider doing it in 2 sessions:

1. They give you THEIR review (job description and prioritizing it, rank the values . Keep it simple. Use numbers. Ask for an example. Seek to get their understanding. Ask others about them.
2. Summarize the results and add in your thoughts and present your findings to them.

Don't give feedback on an issue for the first time (you should address those problems immediately in 1-to-1)

"The One Minute Manager" is a book worth looking into

Document the discussions — write it down

Remember it is LOVING and GRACIOUS to give feedback. This helps the person and the company to flourish

Write down any follow up items or performance issue discussions so you can remember what was said and ensure everyone does what was agreed upon. Don't own follow up activities that the employee should own.

Three Statements that show you care: I hear you. I believe you. I support you.



## FIRING GRACIOUSLY

Have a backup plan. Delay if needed. Don't let the release increase your burden

Have a termination checklist — let them know when and how they'll get paid

It's hard not to talk a lot and empathize. — keep it short

Here's what we are doing to help the transition

When possible, have another person in the room — even though it makes it a little more formal

Have a communication plan for the rest of the company so they know it is all in control

---

## DISCUSSION QUESTIONS

1. Do you have a consistent performance review process? Discuss how you handle that, and what difference it could make if you kept documentation.

2. How is a performance review an indication that you care for your employees?  
Which do you think they'd appreciate more, having a review, or never getting feedback?

3. What are some lessons you have learned by not "firing graciously?"

4. Which of Mark's tips for "firing graciously" do you feel is the most important?  
How would you determine who to have in the room with you if you need to let an employee go?