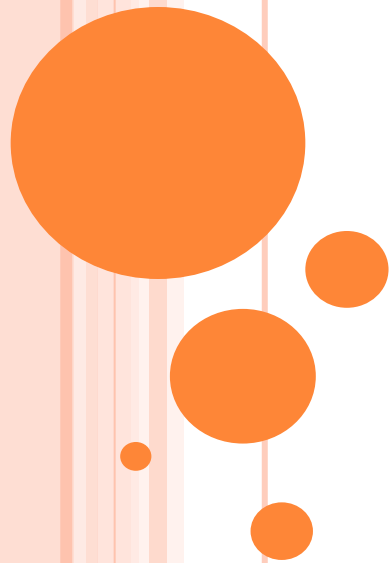


**PEACEFUL WAY TO
DE-HIRE
INCOMPETENT
PEOPLE**



AIM OF FIRING INCOMPETENT STAFF

- Sustain focus of the competent.
- Fill slots with Assets, not liabilities.
- Reward competence. You get more of what you reward.
- Promote competence.
- Achieve sustainable Results.



PREAMBLES 1

- Can't fire is can't hire.
- Business is like Respiration.
- Breath in competent people.
- Breath out incompetent people.
- Incompetence means not suitable for the position.



PREAMBLES 2

Most “unsuitable” people know

- They are unhappy with the position.
- They want another position that grants joy.
- They are not competent enough to quit.
- They need you to do it.



PREAMBLES 3

- Letting unhappy go is benevolence.
- Firing is kindness.
- Perpetuating incompetences is sustaining sadness.
- Unwillingness to fire is wickedness.
- Delaying Dismissal is incompetence.



THE PROBLEMS

- 80% of troubles come from 20% of people
- One person can cause over 90% of problems.
- Use zero based thinking ceaselessly.
- Motto: Hire slowly, De-hire quickly.
- Most problems derive from poor interview.



- Probation period is part of interview.
- Help people align in 90 days
- If no alignment, let people go.
- Separate can't do from won't do.
- Can't do – mismatch; won't do; poor motivation.



STATISTICS

- 80% of problems due to company factors.
- 80% of mismatch due to poor motivation.
- Many companies lack vision.



OVER 80% OF COMPANIES

- Lack vision, mission.
- No direction or timely feedback.
- No recognition, no praise, no coordination.
- Inappropriate Reward system.
- Poor salary system, delayed salary, owed salary.
- All these demotivate, disempower.



OTHER CAUSES OF MISMATCH 20%

- Can't do: Obvious mismatch flaws.
- Unrepentant attitudinal problems.
- Serious misconduct, difficult emotional challenges.
- Gross incompetences
- Over enthusiastic promotion.



PREPARATION: 80% OF SUCCESS

AIM: To save the employee.

- Review employment contract.
- Invite the employee: Have a witness.
- Keep minutes, file minutes later.
- Be constructive, helpful, kind.
- Repeat process with new offence.
- Basic Rule: 1,2,3, Go!



DAY OF DISMISSAL

- Start with preparation.
- Review file and previous memos.
- Determine severance package, if any.
- Ideal venue; Different office.
- Best Time: Monday or Tuesday.



APPROACH

- Be firm and unemotional.
- Never reiterate mistakes: Protect self esteem.
- Be kind, calm, compassionate, adroit.
- Spell the aim: To get happier position elsewhere.
- “I think you will be happier somewhere!”



OTHER FACTORS

- Get legal advice if possible.
- No one case is like another: intuit!
- Learn with each experience.
- Follow Government procedure if Public service.
- Follow company policies in corporate, multinational establishments.



CONCLUSION

- Be effective: Do the right thing.
- Be efficient: Do things right.
- Read: How to create a Business that thrives in your absence.
- Keep learning. Keep growing: Gain mastery.

