eCourse Outline

Human Resources: The Employee Lifecycle for Small Businesses, Part 2

1. **Developing employees**
   a. Develop your employees
      i. Grow and engage employees
   b. Give immediate and continuous feedback
      i. Provide coaching in real time
      ii. Continuous performance management
   c. Promote your employee
      i. Employee promotions
2. **Managing change and performance issues**
   a. Identify employee performance issues
      i. Areas of concern
   b. Address employee performance issues
      i. Intentional positive change
   c. Use performance management toolkit
   d. Understand separation of employment
      i. Voluntary
      ii. Involuntary
      iii. Termination
   e. Manage a termination (involuntary separation)
      i. Termination
3. **Keep your company growing**
   a. Prepare to hire
   b. Recruit and interview
   c. Hire and onboard
   d. Develop employees
   e. Manage change