

May NEWSLETTER

BEST PRACTICES FOR TERMINATING AN EMPLOYEE

Terminating an employee is one of the most difficult things to do in business. But, sometimes it's necessary. When that happens, follow a few best practices that are applicable regardless of the reason for the termination. These tips can help you make the best of a tough situation for all parties involved.

Minimize the employee's embarrassment—Hold the termination meeting at a time and location that will reduce the likelihood of contact with the employee's coworkers. Hold the meeting at the end of the day and allow the employee to pack up his or her personal items after others have gone home. Don't allow the terminated employee to touch the company computer or throw documents away.

Don't spend time debating your decision with the employee—If the employee requests more information or wants to argue about the termination, politely tell him or her that the decision has been made and that it is not changeable. You aren't going to convince the employee that the termination is justified. Don't waste time trying.

Don't apologize for your decision—Too many managers say, "I'm sorry that I have to let you go." But this won't help the employee. It may make you feel a bit better, but it's confusing to the employee, especially in a for-cause termination. Sometimes, it helps to write out exactly what you plan to say. You don't need to read the statement to the employee, but it may help to have it as notes during your meeting.

Have another manager, owner or HR professional present—Having someone else present can help to diffuse a bad situation and give you a witness who can attest to what was said and done at the meeting. The other reason to have a witness is the increasing number of employees falsely accusing their managers of harassment, retaliation and other behaviors in response to termination.

Make sure you know the employment laws for your state and industry and for your organization size—State laws vary, and the number of employees in your organization affects what laws apply to your business. Check with an employment law attorney or a competent HR professional (you can always consult with your PEO!) to ensure you are compliant. Source: [Entrepreneur](#)

GRILLED CHICKEN MARGHERITA

4 chicken breasts	1/2 cup basil pesto
2 Tbsp olive oil	1/2 cup cherry tomatoes, halved
1 tsp garlic powder	1 Tbsp fresh lemon juice
1 tsp Italian seasoning	1/2 cup basil leaves, thinly sliced
cracked black pepper	4 slices mozzarella cheese

In a large bowl combine chicken, salt and pepper to taste, olive oil, garlic powder, and Italian seasoning. Toss to combine. Grill chicken over medium-high heat for about 6-8 minutes on each side until cooked through. Top each piece of chicken with a slice of mozzarella cheese and cook another minute or so until melted. Toss tomatoes, lemon juice, and basil together. Top each chicken breast with about 3 tablespoons pesto, a scoop of tomatoes, and some freshly cracked black pepper. Serve immediately.



DATES TO
REMEMBER

Sunday, May 5th—Cinco De Mayo
Sunday, May 12th—Mother's Day
Monday, May 27th—Memorial Day
(Alpha Office Closed)

**DON'T FORGET TO FILE
YOUR ANNUAL REPORT BY
WEDNESDAY MAY 1ST!
CLICK HERE TO START**

HOST THE PERFECT BBQ

-First pick a date, then decide how much time and money you have to contribute to the event. This will help you determine the size of your party. Once you've got your guest list, you may want to take dietary restrictions into account, i.e. kids, vegetarians, food allergies, etc.

- About a week prior to the event, assess your grilling station to make sure everything is clean and ready to go. Do you have enough gas/charcoal? Do you need new tools, aluminum pans, fire starter cubes?

- At this time you will also want to create your menu and grocery list. Some things you may want to include are fresh vegetables, fruit, meats, poultry, fish, buns, bread, condiments, spices, chips, dips, cheese, beverages, theme items, paper plates, napkins, cups, and plastic silverware.

- 2 days prior to the event is a good time to grocery shop and make any homemade sauces or salsas.

- The day before, prepare as much in advance as you can so you can spend time enjoying your party the day of! Prepare potato and other cold salads, chop your fruit & veggies, marinate meats and form burger patties.

- The day of, buy ice and stock coolers. Make guacamole and homemade dips about three hours before the party. Always preheat your grill for 10-15 minutes on high before you begin grilling. Rest your meat for 15-30 minutes, allowing to get to room temperature before placing it on the grill. Always allow your food to rest after cooking for 40% of the total cook time to allow juices to run back into the meat making it moist and tender.

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