Employee Offboarding and Exit Interview Controls Training Course

21 – 25 December 2026
Addis Ababa

AGILE LEADERS
Training Center

AGILE LEADERS
Training Center

Employee Offboarding and Exit Interview Controls Training Course

Ref: 1621_224782 **Date:** 21 – 25 December 2026 **Location:** Addis Ababa **Fees:** 4500 Euro

Overview

Employee Offboarding and Exit Interview Controls Training Course is a one-week course for HR professionals, employee-relations specialists, line managers, and people-operations teams who leave with an Employee Offboarding Control File. Participants connect separation readiness, knowledge transfer, access and asset closure, structured interviews, evidence handling, and improvement actions. Agile Leaders Training Center presents employee offboarding and exit interview controls through practical cross-functional tools.

Who Should Attend

- Human resources teams responsible for employee separation and records
- Employee-relations teams responsible for fair and documented departures
- Managers responsible for knowledge transfer and role transition
- People-operations teams responsible for workflow and HRIS closure
- Security and workplace teams responsible for access and asset recovery
- Analytics teams responsible for departure trends and retention insights

The course assumes participants coordinate employee departures or related controls and leaves legal advice, payroll calculations, and disciplinary investigations outside scope.

Departments and Industries

The course supports departments and industries that coordinate employee departures, protect operations, and use exit evidence.

- Human resources and employee-relations departments
- People operations and shared-service functions
- Information security and workplace operations teams
- Technology and professional-services organizations
- Healthcare and hospitality operations
- Manufacturing and infrastructure organizations

Learning Objectives

By the end of this course, participants will be able to:

- Analyze separation cases and control requirements
- Build an employee offboarding responsibility map
- Apply knowledge-transfer and continuity tools
- Use access, credential, and asset closure controls
- Design structured exit interviews and evidence records
- Evaluate departure data and prioritize improvements

Course Agenda

Day 1: Separation Readiness and Governance

- Employee Separation Case Classification Matrix
- Offboarding Process and Control Map
- Stakeholder Responsibility and Escalation Matrix
- Separation Evidence and Record Register
- Departure Risk and Exception Assessment

Day 2: Knowledge and Operational Transition

- Critical Knowledge Inventory Worksheet
- Role Handover and Successor Readiness Plan
- Open Commitment and Case Transfer Log
- Business Continuity Exposure Assessment
- Manager Transition Communication Checklist

Day 3: Access, Assets, and Closure Evidence

- Logical and Physical Access Closure Register
- Credential Revocation Verification Workflow
- Company Asset Recovery Checklist
- Data Location and Information Return Record
- Cross-Functional Closure Evidence Pack

Day 4: Exit Interviews and Improvement Insight

- Structured Exit Interview Question Framework
- Neutral Interviewer and Confidentiality Protocol
- Exit Feedback Coding and Theme Matrix
- Departure Trend and Root-Cause Analysis
- Retention Improvement Action Tracker

AGILE LEADERS
Training Center

Day 5: Employee Offboarding Control Practice

- Exercise: Separation Risk and Responsibility Review
- Exercise: Knowledge Transfer and Continuity Test
- Exercise: Access and Asset Closure Verification
- Exercise: Exit Interview and Feedback Analysis
- Capstone Exercise: Employee Offboarding Control File

Practical Exercises

The course uses suggested activities to turn employee offboarding decisions into controlled and reviewable actions.

- Suggested activity: classify departure scenarios and assign HR, manager, security, and workplace responsibilities.
- Suggested activity: build a knowledge-transfer plan for a departing specialist in a technology or healthcare operation.
- Suggested activity: verify access, credential, data, and asset closure evidence for a simulated departure.
- Suggested activity: code exit feedback and prioritize actions using recurring themes and operational impact.

FAQs

Who suits employee offboarding and exit interview controls training, and what does it assume?

HR, employee-relations, people-operations, management, security, and workplace teams suit the training; it assumes responsibility for departures or closure controls without requiring specialist legal expertise.

How does employee offboarding training differ from employee onboarding training?

Employee offboarding training governs separation, knowledge transfer, access closure, asset recovery, exit evidence, and improvement insight; onboarding training prepares new employees for entry, integration, access, and early performance.

What should an employee offboarding checklist control?

An employee offboarding checklist should control responsibilities, records, knowledge transfer, commitments, system and facility access, credentials, company assets, information return, final communications, exceptions, and closure evidence.

How should an exit interview be structured?

An exit interview should use a neutral interviewer, consistent questions, clear confidentiality boundaries, documented responses, escalation rules for sensitive issues, coded themes, and an action route for recurring findings.

How should exit interview data support retention decisions?

Exit interview data should be cleaned, grouped into stable themes, compared with other workforce evidence, reviewed for recurring patterns, and linked to accountable improvement actions rather than treated as isolated comments.

Conclusion

Participants take back an Employee Offboarding Control File containing responsibility, knowledge, access, asset, interview, evidence, and improvement tools. The file changes disconnected departure tasks into a coordinated control cycle. It helps teams protect continuity, close access, recover property, capture feedback, and track actions.