

EMPLOYEE RETENTION CHECKLIST

CHECKLIST FOR EMPLOYEE RETENTION

- Fulfil all promises or benefits to the employees in a timely manner. Do not promise anything you cannot realise.
- Show employees that they are valued in the Company.
- Treat employees as assets.
- Provide adequate and regular training to employees so they are well-equipped to face any challenge that might arise.
- Invest time in providing feedback to employees regarding their performance and support them whenever needed.
- Keep employees motivated.
- Nurture a healthy work environment and positive work culture.
- Implement an effective incentive policy to maintain high employee morale.
- Provide financial incentives to employees, such as bonuses.
- Create a positive career graph of each employee's new skills and qualifications and update it regularly

SUGGESTED CONVERSATION

- Know what "good" looks like from a performance perspective for John and compare that to his performance now. Understand what has changed
- Plan to ask questions such as "When you are feeling motivated, what are you working on?"
- Who are you working with? What about that do you enjoy?
- Words such as "stuck" and "disinterested" are clues. Consider the types of questions that could unlock this behaviour and makes a note of some of them in case they are needed
- Reflect on the support he has provided or made available to John over the last few months to ensure they have been offered and appropriate
- Consider what projects/roles are on the horizon that may appeal to John
- Note: Pre-prepared questions and ideas should only be introduced in the session if appropriate.

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