



# 10 BEST PRACTICES FOR EMPLOYEE RETENTION

Follow these 10 steps to make your organization *the place* where staff wants to work:

## 1 CONSCIOUSLY CREATE YOUR CULTURE.

Design an exceptional employee experience, one that inspires everyone to give 110 percent. Treat employees as equal stakeholders in the success of your organization. Know where you're going collectively, share the vision regularly with staff, and commit to continuous improvement.



## 2 SET CLEAR EXPECTATIONS.

Make sure employees understand the requirements for their job role. Help them understand how their role contributes to your organization's overall mission.



## 3 LISTEN, LEARN, ACT.

Provide a platform for employees to speak their minds freely. Encourage frequent two-way communication. Find out what they need to succeed, and ensure they have the resources to do what is asked of them - every hour of every day.



## 4 PROVIDE REGULAR FEEDBACK.

Offer feedback informally and formally through performance evaluations. Discuss career paths and opportunities for professional growth.

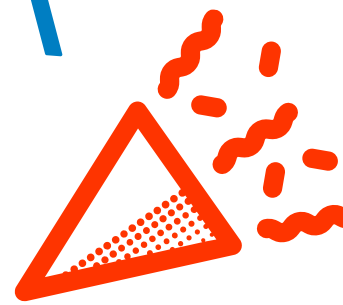


## 5 BE ACCESSIBLE.

Have an open-door policy. Make yourself available to employees, with limited layers of decision making, so that issues can be resolved quickly.

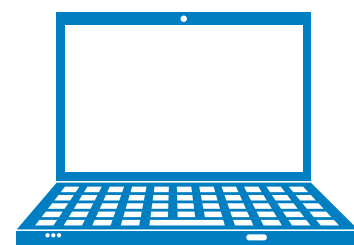
## 6 TRAIN.

Continuously engage staff through ongoing professional development, from supervisory training to team building and coaching workshops.



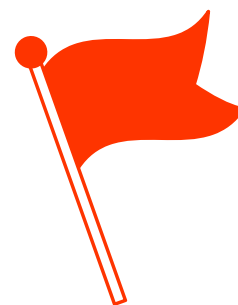
## 7 CELEBRATE.

Share and showcase individual and team achievements. Schedule regular events to celebrate success. Consider establishing an employee-of-the-month program. Send congratulatory emails to recognize above-and-beyond contributions.



## 8 SIMPLIFY WORKLOAD MANAGEMENT.

Continuously invest in new technologies to enhance staff efficiencies.



## 9 LOOK OUT FOR RED FLAGS.

Be on the lookout for signs of employee stress or burnout - such as increased errors, reduced efficiencies, and changes in attitude. Ask how you can help.



## 10 PROMOTE EMPLOYEE WELLNESS.

Show how much you care. Go the extra mile to help your staff stay healthy. Provide an onsite employee wellness program that focuses on physical, mental, and emotional wellbeing.

