



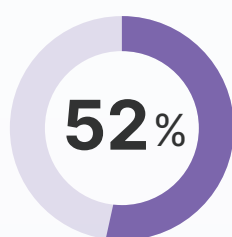
Retention Checklist For Managers



WHITEPAPER

The importance of employee retention is being recognized more and more lately, and for good reason. High turnover doesn't just disrupt workflows, but it also affects team morale. Moreover, it directly affects the financial performance of businesses. A Gallup analysis revealed that **nearly half** of U.S. employees are actively searching for new job opportunities. And that **a quarter** of individuals plan to quit their current jobs.

However, there is also encouraging news. Even though turnover is a natural phenomenon that is bound to happen in any organization, there are many factors that you can control.



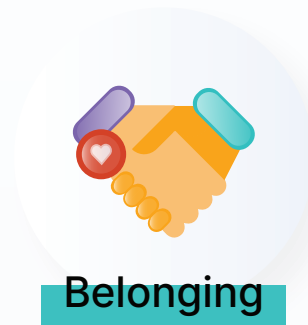
of employees who voluntarily leave their jobs believe their managers could have taken steps to retain them. So, let's shift our focus to what managers can do now to prevent even more employees from leaving.

The Key to Employee Retention:

ENGAGEMENT



It's no secret that high levels of employee engagement promote retention. According to an employee engagement survey, **58% of Actively Disengaged** employees are looking for a new job, compared to **35% of Highly Engaged** employees. The key drivers of engagement are determined by the degree to which a person's work fills them with a sense of:



In this whitepaper, we're going to cover the **five key** areas managers can focus on to **improve retention**, along with steps that can be taken right away.



ONBOARDING



RECOGNITION



FEEDBACK



LEADERSHIP



CULTURE



1

Give Onboarding All That You've Got:

Your onboarding process is a new employee's **first experience** with your company and the ultimate **first impression**. Research proves that companies with a good onboarding process **increase** the retention of their new hires by **82%**. While HR plays the largest part in the onboarding process, there are a few areas where managers can play a part and make a difference in those crucial days in the beginning.

Here are a few things managers can do during onboarding to make a new hire's employee experience **better**:

- ✓ Work together to establish short and long-term goals.
- ✓ Have career conversations.
- ✓ Create 1:1 agendas and schedule recurring meetings.
- ✓ Set up a buddy program to help new hires adjust.
- ✓ Plan a team-building activity & introduce your team.



2

Recognize Employees Regularly:

Recognition, even in its smallest of forms, can go a long way. Visible acknowledgment and appreciation of employees and their personal contributions can make them **more loyal to their jobs**. A strong culture that fosters regular recognition can improve company **performance, morale, productivity, and retention**.

Here are a few ways you can make your team feel more recognized:

- ✓ Give recognition that is frequent, specific, timely, and visible.
- ✓ Better understand the types of rewards your employees are most interested in.
- ✓ Encourage peer-to-peer recognition within your team.
- ✓ Celebrate milestone events like birthdays and work anniversaries.



3

Collect Feedback & Actually Act On It:

When managers listen to their employees and actually take action toward the challenges and problems they're going through, employees are **62%** less likely to **burn out**. So, make sure you regularly check in with your team and find different ways to get their feedback and understand what they're going through. By staying on top of any issues, you'll avoid losing valuable people too soon.

To foster a **feedback-oriented culture** within your team, here are a few things you should make sure to do:

- ✓ Take time to really get to know your team.
- ✓ Learn their strengths, weaknesses, and discuss the growth opportunities.
- ✓ Conduct regular 'stay' interviews.
- ✓ Send out quick pulse surveys throughout the year.
- ✓ Schedule 1:1 meetings and ask for feedback within the sessions.



4

Become a Better Leader:

Being a manager involves juggling multiple responsibilities, and one that often gets overlooked is the power of coaching and correctly leading your team. Let's face it, employees crave a clear career growth trajectory, and being their teacher and leader can be a **game-changer** in helping them reach their goals. When employees have a manager they perceive as a **good leader**, they are more likely to stick around longer.

So, if you want to **upskill your team** and show them a path to success, here are a few action items you should keep in mind:

- ✓ Take training courses yourself. A good leader knows that there's always room for growth.
- ✓ Start with listening and asking questions before giving advice.
- ✓ Hold yourself and your team accountable.
- ✓ Identify the strengths of your team and how they can best work together.
- ✓ Encourage new skill-building for both personal and professional development.



5

Foster a Positive Company Culture:

When a company cultivates a positive culture in the workplace, it creates an environment where employees feel valued, supported, and motivated. This, in turn, leads to higher job satisfaction and a stronger sense of belonging. When your people feel appreciated and connected to the organization, they are more likely to stay committed and dedicated to their roles, reducing turnover rates.

Here are a few ways you can start cultivating a great company culture:

- ✓ Brainstorm ways to have some fun with your team (e.g. team outings).
- ✓ Make sure your team is taking advantage of PTO for vacations and mental health breaks.
- ✓ Lead by example by setting boundaries between work and personal life.
- ✓ Make it clear that your team is not expected to be available 24/7.
- ✓ Promote the mental health resources and benefits that are available to your team.

Now You Know What to Do

At the end of the day, most **engaged employees** stick around for the longhaul. That means you gotta make sure they feel like their work matters, they're making **progress**, and they're part of something bigger.

We know that retention might seem like a massive challenge, but guess what? It's all about taking small steps, and you can start right now. Use this list to start **improving retention**, and remember, as a manager, you play a crucial role in retention as well as **turnover**. Your business runs on the talented people you hire, so it's time to better invest time and effort in keeping them around.





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