**<INSERT ORGANISATION NAME> STAFF RETENTION STRATEGIES CHECKLIST**

| **STAFF RETENTION STRATEGIES CHECKLIST** | |
| --- | --- |
| You need to develop strategies to meet the motivational needs of people if you want to be successful in recruiting and retaining your staff. Use our checklist to help with this. | |
| **What you should consider:** | **Done** |
| **Treat staff with dignity and respect:** |  |
| * Get to know how your staff prefer to work and incorporate this within their role. * Arrange social events that get staff together. * Consider paying all staff the same percentage raises. * Have a fair holiday system in place. |  |
| **Value your staff:** |  |
| * Involve staff in developing your business strategy and objectives. * Share your business successes with staff. * Say ‘thank you’ for doing the job each day. * Celebrate staff achievements. * Offer the opportunity to work flexibly. * Don’t overload staff with work. |  |
| **Develop good working relationships with staff:** |  |
| * Develop teams that work well together. * Set achievable goals for your teams. * Don’t show favouritism among your staff teams. * Manage staff teams so that rivalry is good spirited. |  |
| **Provide reasonable and adequate pay and rewards:** |  |
| * Pay at least the NMW or NLW. * Introduce a pay scale so that staff know how their pay will increase each year. * Pay for mileage and wear and tear if staff use their own cars for work. * Pay overtime at a higher rate. * Offer additional holidays. * Offer special leave so that staff can take time off during emergencies. |  |
| **Offer staff opportunities to develop their knowledge, skills and experience:** |  |
| * Provide training opportunities. * Offer a career path. * Supervise and appraise staff regularly. |  |
| **Maintain good communication:** |  |
| * Set up good communication systems to inform people of what is going on in the organisation. * Make sure staff who are not currently working also receive the information. * Listen to staff and act on their concerns. * Make sure staff know about your whistleblowing procedures and support them to blow the whistle on poor practice. |  |
| **Get rid of toxic people:** |  |
| * Deal with toxic people by demanding improvement or disciplining and dismissing them. |  |
| **Invest in managers:** |  |
| * Ensure you train managers to do their job. * Support and supervise new managers. |  |