



Staff Retention Plan

What is your current retention rate? <i>(# of people who stay for one year minus # of people who voluntarily leave that year divided by total # of employees)</i>	
What do you want your eventual retention rate to be?	
What do you want your retention rate to be at the end of this year?	
What will your compensation package look like?	
What will your bonus/raise process look like?	
What opportunities will you provide for promotion?	
What expectations will you make clear and enforce?	
What will your performance evaluation system be?	
How frequently will you meet one-on-one with your direct reports?	
What will your one-on-one meetings entail?	
How frequently will you meet with your team?	
What will your team meetings entail?	
How will you provide feedback to your staff?	
How will you create opportunities for your staff to provide feedback to you?	



How will you provide coaching to your staff?	
What will your professional development program look like?	
What skills will you teach/enhance for all staff?	
How will you recognize and appreciate your staff?	
What types of celebrations will you host?	
When will your annual retreat be?	
How will you involve your team in decision-making?	
What will your mentor program look like?	
What kind of input and voice will your staff have at the organizational level?	
How will you implement team building into your work?	
What responsibilities will you delegate to staff?	
How will you involve staff in training others?	
How will you assess your hiring process?	
What assessments will you use?	
How will you involve your staff in this process?	