

## Retain

Answering the questions in this checklist will help you identify staff retention strategies to help you keep staff longer. If you answer no to any of the questions or are unsure, you may need to take further action.

Strategies/Tactics	Yes	No	Unsure
Do we recognise that experience and knowledge of our business is difficult to replace and will affect ongoing productivity?			
Do we assess the knowledge and experience of our staff to better understand our workforce and plan for the future?			
Do we encourage participation for mature-age workers?			
Do we re-design jobs to reflect the diversity of skills and capabilities within the organisation?			
Do we introduce 'employment plans' which include flexible work options and transition-to-retirement plans?			
Do we offer flexible work arrangements e.g. permanent part-time, reduced hours, fixed-term contracts, home working to keep our staff longer?			
Do we have a bank of retired staff willing and available to work in emergency/peak work periods?			
Do we make our workplace attractive to mature-age workers by building a culture which values life experience?			
Do we have a work-life balance policy for our staff?			
Do we analyse our workforce information e.g. separation, turnover etc.?			
Have we done exit interviews to understand why people leave?			
Have we asked staff "what is good about working here?" to inform our future strategies?			
Have we surveyed staff to understand their expectations of the business?			
Have we considered any specific workplace health and safety issues?			
Have we identified where we will focus to retain a skilled workforce? <ul style="list-style-type: none"> <li>• Perceptions of lifestyle and community</li> <li>• Jobs and career opportunities</li> <li>• Education and training</li> </ul>			