

HR by BZ Employee Retention Program

Retain. Enrich. Improve. Recognize.

1 Calculating turnover and determining its impact

- $\text{Turnover} = (\text{Number of Separations} / \text{Average Number of Employees}) * 100$
- Usually measured on a 12-month basis for rolling calculations and historical comparisons.
- What is the cost of turnover? Losing a mid-level employee can cost the organization 50% of the annual salary of that employee. Senior level can be up to 100%, and executive/highly specialized employee turnover can cost up to 200% of the employee's annualized salary to replace. Expensive!
- What can be done to combat turnover and lower these costs? Action plans.

2 Analyze Compensation Strategy: Ensure that salaries and benefits are competitive within the industry. This includes bonuses, health insurance, retirement plans, and other perks that make the compensation package attractive.

3 Create Work-Life Balance Plan: Promote a culture that respects personal time and life outside of work. Flexible working hours, remote work options, and adequate vacation time can help employees manage stress and maintain a healthy work-life balance.

4 Career Development Opportunities: Offer opportunities for professional growth and career advancement. This can include training programs, workshops, seminars, and clear pathways for promotion within the organization.

5 Positive Work Environment: Foster a workplace culture that is inclusive, supportive, and engaging. This includes having a friendly work atmosphere, open communication channels, and a physically and psychologically safe work environment.

6 Leadership and Management Enrichment: Good management practices are critical. Train managers to be leaders who can inspire, motivate, and support their teams. Managers should practice active listening, provide constructive feedback, and lead by example.

7 Create Recognition and Rewards Program: Regularly acknowledge and reward employees for their hard work and achievements. Recognition programs can be formal, like employee of the month awards, or informal, such as spontaneous commendations or small perks.

8 Employee Engagement Program: Involve employees in decisions that affect their work and the company. This can increase their commitment to the organization and make them feel valued and part of the team.

9 Create Effective Communication Funnel: Keep lines of communication open. Regular updates about the company's status and future help employees feel secure and included.

10 Create Health and Wellness Programs: Support employee health and wellness through programs and initiatives that encourage a healthy lifestyle. This could include gym memberships, mental health days, and wellness challenges.

11 Create Feedback Mechanisms: Implement systems where employees can freely give feedback and feel confident that their voices are heard. This could include regular surveys, suggestion boxes, and open-door policies with management.

12 Create Exit Interviews Platform: Conduct exit interviews to learn why employees are leaving. This information can be invaluable for understanding and addressing the root causes of turnover.