**EMPLOYEE ENGAGEMENT AND RETENTION PLANNING WORKSHEET**

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| Employee’s Name: | Date: |

Think about each of the five best leadership practices below and watch the video for deeper insight. Reflect on how each item can apply to the employee. Some items will be much more impactful and motivating to that employee, so focus on those. Some people will be very open to your approach and others may be resistant, so be thoughtful of this and act accordingly.

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| Best Leadership Practice | Notes and Actions |
| 1. Provide interesting and challenging work. What are the strengths of the employee and how can they use them to greater advantage to contribute to the department and organization |  |
| 1. Provide training and development and coaching. What training can be provided to build on their skills? Discuss this with the employee. Schedule regular coaching sessions to get their input and discuss how they feel things are going. Consider all skills including interpersonal skills |  |
| 1. Provide career growth opportunities. Learn about the career aspirations of the employee. Provide the support and encouragement you can |  |
| 1. Help employees build and maintain good relationships with their co-workers and their boss. What can you do to build team spirit and encourage mutual support among team members |  |
| 1. Give regular praise and recognition to the employee. Make it a leadership habit to look for actions and behaviour that deserves praise (use the performance record form to track good performance & what may need coaching) |  |

**Summary Action Plan**

Review your notes and action items from the previous page and fill in the worksheet below to set an action plan. The support column is very important as it defines the actions you need to take to support the employee and ensure success. Use the priority column to rate the most important actions on a scale of 1 to 5, one being most impactful for the employee.

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| What | Action | When & Where | Support | Priority |
| Provide interesting and challenging work |  |  |  |  |
| Provide training and development and coaching |  |  |  |  |
| Provide career growth opportunities |  |  |  |  |
| Help employees build and maintain good relationships with their co-workers and their boss |  |  |  |  |
| Give regular praise and recognition to the employee |  |  |  |  |