

## **LOW COST / NO COST EMPLOYEE RETENTION TIPS**

1. Build teamwork within your organization.
2. Offer an open management style with open lines of communication.
3. Manage the bureaucracy - streamline whenever possible.
4. Give your staff a sense of ownership of their jobs and more control of their destiny.
5. Evaluate performance and give feedback regarding job performance more often.
6. Be accommodating with flexible hours when possible.
7. Be adaptable with work rules.
8. Offer telecommuting if appropriate.
9. Have flexible dress codes.
10. Try to make the work challenging whenever possible.
11. Trust your employees, if you can find ones you can.
12. Stop micromanaging every detail; assign responsibility and get out of the way.
13. Give the proper authority to get the job done.
14. Provide the proper tools to do the job.
15. After a success, give appropriate recognition for a job well done.
16. Praise in public and admonish in private.
17. Assign coaches or mentors to help employees with their jobs and careers.
18. After a tough project, give team members some time off.
19. Hold regular team meetings.
20. Invite constructive feedback. Reward creative initiative.
21. Allow individuals to make an immediate difference whenever possible.
22. Define clear and recognizable boundaries when appropriate.
23. Allow employee input and suggestions in developing and creating of the processes.
24. Encourage participation in all areas.
25. After hour group activities can help build loyalty and improve job satisfaction.
26. Design pay for performance plans whenever you can.
27. Keep your word at all times. Never make commitments you can not or will not keep.
28. Do not allow idle gossip or negative thinking to go uncorrected.
29. Understand what motivates each individual.
30. Understand what they want, what they dislike, and what their goals are.
31. Publicly recognize the employees and publicly appreciate performance.
32. Purposely recognize employees through use of their first name throughout the day.

*Provided Courtesy of Ken Gunn  
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