Retaining Your Employees: Using Respect, Recognition, and Rewards for Positive Results (1st Edition)

Course Specifications

Course Number: CCT--027_rev4.0
Course Length: Self-study or classroom training

Course Description

The 50-Minute Manager Series was designed to cover critical business and professional development topics in the shortest time possible. Our easy-to-read, easy-to-understand format can be used for self-study or classroom training, or even office training. With a wealth of hands-on exercises, the 50-Minute books keep you engaged and help you retain critical skills.

Companies of all sizes are finding an urgent new priority--keeping employees. This book takes the reader through the critical ideas of employee retention using what is called the Three Rs of Employee Retention--Respect, Recognition, and Rewards--as the basis for any program designed to keep people around.

Course Objective: The learning objectives for Retaining Your Employees are listed below. They have been developed to guide you, the reader, to the core issues covered in this book.

The Objectives of this book are:

- To communicate the importance of keeping employees—and keeping them satisfied
- To introduce “the three Rs” of employee retention—respect, recognition, and rewards—and explain what each entails
- To convey why respect is essential to keeping employees
- To provide tools for readers to assess current efforts
- To empower the reader to immediately begin improving the workplace
Course Outline

Course Content

Part 1: Keeping Employees--and Keeping Them Satisfied
   The Importance of Retaining Employees
   Finding and Keeping Employees: The Challenges
   The Three Rs of Employee Retention

Part 2: Respect
   The Essential Ingredient of a Hard-to-Leave Workplace
   Rule 1: Be Considerate
   Rule 2: Care About Employees as Individuals, Appreciating Their Unique Strengths
   Rule 3: Always Be Fair
   Rule 4: Trust Your Employees
   Rule 5: Be Worthy of Trust
   Rule 6: Involve Employees
   Rule 7: Make the Workplace Pleasant and Safe
   Summary: Reviewing the Rules of Respect

Part 3: Recognition
   Redefining Recognition
   Acknowledging Employees
   Formal Acknowledgment
   Feedback Matters!
   Fostering Communication
   Acknowledging Workplace Transitions
   Enabling Professional Growth
   Evaluating Performance
   Summary: Recognition: Mastering the Basics

Part 4: Rewards
   Types of Rewards
   Fostering Retention Through Quality-of-Life Rewards
   Enriching the Workplace
   Creating a Fun Workplace
   Celebrating in the Workplace
   About Compensation
   Summary: Recognizing the Right Type of Reward

Part 5: You Can Make a Great Place to Work!
   You Are the Key
   Getting Started Means Getting Feedback
   Making Your Game Plan

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