

## 50 One-Minute Tips for Retaining Employees: Building a Win-Win Environment (1st Edition)

### Course Specifications

**Course Number:** CCT-031\_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.

It is hard enough to retain highly trained and technical workers but facing the challenge of keeping hourly workers, getting new people off on the right foot, and training people to become good trainers are major challenges today. The book 50 Tips for Retaining employees is a self-paced book containing quick ideas for employers to develop and implement their employee retention initiatives.

**Course Objective:** The learning objectives for 50 One-Minute Tips for Retaining 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 present tips for conducting new-employee orientation and training
- To describe strategies for maintaining a professional workplace
- To define ways to maintain positive employee relationships by using ongoing communication and maintaining a supportive and fun work environment
- To outline the ways in which supervisors can help employees to help themselves become successful
- To show managers and supervisors how their own feelings, attitudes, and experiences affect their employees and the workplace

## Course Content

### Strategy 1: Follow Sound Management Advice

- Tip 1: Serve First and Lead Second
- Tip 2: Establish Your Employee Average Retention Rate
- Tip 3: Estimate Your Turnover Costs
- Tip 4: Follow All Applicable Federal and State Child Labor Laws
- Tip 5: Eliminate Workers Who Won't
- Tip 6: Eliminate Managers Who Can't
- Tip 7: Manage Your Customers

### Strategy 2: Make First Impressions Count (Orientation)

- Tip 8: Understand the Role of Starting Wages
- Tip 9: Inform Employees About Their Total Compensation
- Tip 10: Explain the Long-Term Benefits of Staying
- Tip 11: Share Your Vision
- Tip 12: Motivate Entry-Level Employees
- Tip 13: Conduct an Entrance Interview
- Tip 14: Create Career Ladders

### Strategy 3: Train! Train! Train! (and Do It Correctly)

- Tip 15: Invest in Training
- Tip 16: Encourage employees to Try Your Product or Service
- Tip 17: Train Trainers to Train
- Tip 18: Reward Your Trainers
- Tip 19: Relieve Trainers of Other Job Duties
- Tip 20: Conduct Pre-Shift Training

### Strategy 4: Maintain a Professional Workplace

- Tip 21: Strictly Enforce a Zero-Tolerance Harassment Policy
- Tip 22: Create a Culturally Diverse Workforce
- Tip 23: Make Employee Safety a Top Priority
- Tip 24: Ensure Reasonable Accommodations for Disabled Employees
- Tip 25: Share Financial Numbers with Employees

### Strategy 5: Supervise As You Would Like to Be Supervised

- Tip 26: Enforce 'On-Time' Policies Fairly and Consistently
- Tip 27: Be Careful Not to Over-Schedule
- Tip 28: Give Employees a Personal Copy of Their Work Schedule
- Tip 29: Seek Out Employee Assistance Programs
- Tip 30: Invite 'Fast-Track' Employees to Attend Management Meetings
- Tip 31: Implement a 'Catch the Employee Doing Something Right' Program
- Tip 32: Conduct an Exit Interview with Employees Who Leave

**Strategy 6: Encourage Ongoing Communication**

- Tip 33: Hold Employee-Focused Meetings for Non-Management
- Tip 34: Communicate the Benefits of Your Unique Organization
- Tip 35: Create an Employee Retention Council
- Tip 36: Recognize Employee Birthdays
- Tip 37: Make Daily 'Howdy' Rounds

**Strategy 7: Create a Friendly Workplace**

- Tip 38: Use Employee Recognition Programs
- Tip 39: Build a Great Team and Praise It Often
- Tip 40: Write a Personal Letter to Parents of Teenage Employees
- Tip 41: Share Scheduling Responsibilities with Employees
- Tip 42: Reward Employees Who Work on Non-Scheduled Days
- Tip 43: Invite Family Members of New Employees to Visit Your Workplace
- Tip 44: Make the Workplace Fun

**Strategy 8: Help Your Employees Succeed**

- Tip 45: Identify State-Approved (Licensed) Childcare Options
- Tip 46: Reward Success in Each Employee
- Tip 47: Recognize Your Employees' Eldercare Responsibilities
- Tip 48: Don't Punish Your Best for Being Good
- Tip 49: Go to Lunch
- Tip 50: Help Employees Learn About Public Transportation Systems