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 Outline

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

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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

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