# Support and retain checklist

Use this checklist to help you plan and develop retention strategies for your workplace.

| Tick when complete | Tasks |
| --- | --- |
|  | Work out the potential costs to your business of a high employee turnover rate. |
|  | Do you have strategies for encouraging employees to stay with your business? Work out what motivates and rewards individual employees. |
|  | Decide whether your business would benefit from providing more flexible working arrangements such as part time hours, job sharing or working from home. |
|  | Identify strategies you can adopt to better support your employees in the workplace (eg diversity training, health and wellbeing programs, employee assistance programs). |
|  | Do you know what your employees think about their work and about your business? Ask them to fill in an employee feedback survey. |