

## Best Practice Action List for Team Retention

The purpose of this guide is to give you a clear set of actions to take in 2022 to retain your team.

Your Tenfold coach will be actively working with you on these retention strategies. By being proactive, you avoid giving your key people a reason to leave.

### Quarter 1 - Jan to Mar22

- Introduce team shout outs into a weekly meeting
- Schedule your first team event for quarter 2
- Before the end of the quarter conduct a salary review of every team member and roll out pay rises
- Prepare for performance reviews in quarter 2 and book them in
- Identify key team members who are part of your succession plan

### Quarter 2 – Apr to Jun22

- Commence performance reviews in quarter 2
- Make a time each week (or fortnight at least) to provide individual feedback to each team member
- Hold a team event in quarter 2 and schedule a team event for quarter 3
- For team members who are part of your succession plan, develop and present a career plan and/or a development plan to them

### Quarter 3 – Jul to Sept22

- Complete all performance reviews early in quarter 3
- Hold a team event in quarter 3
- Conduct a second 2022 salary review of every team member and roll out pay rises
- Build a training plan for all junior team members

### Quarter 4 – Oct to Dec22

- Consider conducting a team survey to review the year and prepare for 2023
- Revisit all performance reviews and determine what follow up items need to be addressed or actioned
- Review all development plans and ensure each individual's development is on track

For explanations of these strategies, see the Tenfold Client Briefing, "Best Practice for Retaining your Team in 2022" of 10 February 2022.