# Retain and support checklist (insert organisation / logo)

| **Tasks** | **Downloadtemplates** | **Tick when complete** |
| --- | --- | --- |
| Work out the potential costs to your business of a high employee turnover rate. | Cost of turnover calculator | [ ]  |
| Do you have strategies for encouraging employees to stay with your business? Work out what motivates and rewards individual employees. | Ways to motivate and reward your employees template | [ ]  |
| 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 (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. | Employee feedback survey | [ ]  |