

95 TECHNIQUES TO RETAINING YOUR EMPLOYEES

1. Golden rule: Do unto other as you'd want them to do unto you
2. Always respect your employees
3. Remember most employees are trying to do a good job. Everyone makes mistakes
4. Never correct the employee. Correct the bad behavior
5. Never let them see you sweat the problems
6. Make all employees feel welcome
7. Make all employees feel like they're your best worker
8. Don't set one employee up against another. Never have them compete for a goal. Use a team concept instead
9. Greet new employees with open arms
10. Never forget to reinforce appreciation for long-term employees
11. Greet all employees on a daily basis to show you're happy to be working with them
12. Properly train and groom new employees so they establish in their mind from the start what you expect from them
13. Cross-train them on all positions so they have a sense of progression
14. Promote from within before hiring from outside
15. Set goals and time-frames for employees to have a sense of progression so not to become stagnant
16. Evaluate employees to let them know where they stand with you
17. Always correct actions in a positive manner to permit growth instead negative reactions
18. Have a company ladder they can climb so star employees can progress
19. Evaluate for pay increases on a regular basis
20. Don't micro-manage your employees
21. Have a system for merit increases
22. Be responsive to employee concerns
23. Make employees feel like they're part of the bigger picture
24. Truly appreciate the job they do
25. Be specific with praise
26. Reward them for a job well done
27. Have rewards for goals accomplished. Individual and team
28. Send a card or note for a job well done
29. Reward them when they least expect it. This will lift their morale
30. Recognize outstanding performance in front of others
31. Recognize poor performance behind closed doors
32. Challenge employees to perform
33. Be open to suggestions for employees
34. Make everyone feel special

35. Never speak down to an employee. Elevate them instead
36. Empower your employees to do the job
37. Know that you can't run your business without them. Appreciate them before its too late
38. Power of the birthday: Treat each employee like royalty on their birthday. Give them a card, sing happy birthday, bring them a cake. They will never forget your kind gesture
39. Birthday celebrations: Once you do it for one employee, you must do it for all of them, otherwise, you'll make enemies of the ones you forget
40. Acknowledge job anniversaries. Send a card to their home with a gift card to a local restaurant which when used will be a second appreciation. The day of their anniversary, put their name on the board so that everyone can recognize the day
41. Provide a friendly place to work
42. Provide a safe place to work
43. Permit employees time to socialize to form bonds with each other
44. Know what motivates each of your employees
45. People spend on average 1/3 of their day at work. They must like the people they work with
46. Employees must believe that their job is needed and secure
47. Suggest car-pooling to help employees with car troubles
48. Pay a good wage to make it a harder decision to leave
49. Hire the right person for the work hours needed. If they hate their shift or schedule, they wont stay
50. Be fair with the work load
51. Don't punish a good worker by giving them a poor performers work load
52. Be fair and consistent with all employees
53. Policies must permit employees time off to handle family emergencies
54. Permit employees to balance work and home life
55. Know that commitments at home are as important as commitments at work
56. Keep the lines of communication open
57. Designate time to talk with your employees
58. Communicate face-to-face as often a s possible
59. Keep employees informed of company vision to keep them motivated
60. Have a grievance procedure that provides a comfortable way to communicate any problems to management
61. Go where your employees work to meet them on their territory
62. Sit down and talk to your employees one on one. Keep the lines of communication open
63. Always be truthful
64. Be interested in what's important to them
65. Don't show favoritism with good assignments
66. Don't bend the rules for some
67. Hold everyone accountable to the same rules
68. Don't let anyone feel left out

69. Create a team environment
70. Keep workloads fair and manageable
71. Employees want a clean work environment
72. Provide the necessary equipment and supplies to perform the job
73. Keep equipment running efficiently
74. Maintain an organized workplace
75. Stay calm in all storms
76. Offer a competitive benefit package
77. Provide opportunities for employees to spread their knowledge by using them to train others or give presentations at meetings
78. Use employee ideas and recognize them for it
79. Always thank an employee for expressing an idea even if you're not going to use it
80. Involve employees in decisions whenever possible to make them their own
81. Hire enough staff so that workloads are reasonable and overload is minimal
82. Managers must be trustworthy
83. Managers must be a good leader
84. Employees like to know what's expected of them on a daily basis and be prepared for the day
85. Hold scheduled meetings to keep employees informed
86. Praise employees more than you criticize them
87. Bad moods go home
88. Poor attendance affects all. Don't permit excessive attendance issues
89. Tardiness is a disruption to everyone. Expect employees to be on time
90. Encourage employees to give praise reports on fellow team members
91. Promote a positive attitude
92. Encourage team members to help each other with tasks and skills
93. Have company socials such as picnics and luncheons
94. Complaining is like a cancer. Don't let it take root
95. Take care of problems immediately. Don't let the sun go down

For more information on Retaining Your Employees view [Retain Your Employees For A Lifetime](#)

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