

Retention Strategy and Improvement Planner

Toolkit 3, Chapter 5 Downloadable Tool CIIS Employer HR Resources



Purpose: Help employers review retention metrics, employee feedback, workplace trends, and improvement actions.

How to use: Complete the sections most relevant to your organization. Designed to support practical action.

1. Retention Metrics

Prompt	Response / Notes	Action Required
What retention data is being reviewed?		
Are there patterns in voluntary exits, transfers, engagement, or promotion access?		
Are specific teams or employee groups experiencing repeated issues?		

2. Employee Feedback

Prompt	Response / Notes	Action Required
What themes are emerging from stay interviews, engagement surveys, or exit interviews?		
What has the organization already acted on?		
What feedback requires leadership attention?		

3. Improvement Plan

Prompt	Response / Notes	Action Required
What workplace practice will be improved?		
Who owns the action?		
What timeline will be used?		
How will success be measured?		