



The New Brunswick Small Business HR CONNEXION

3 Keeping Employees

Checklist Tips Tools & Templates Links



1 Basic HR Tools

2 Finding the Right Workers


4 Employee Performance

[Home](#) » [Keeping Employees](#) » [Tips](#) » [TIPS to Keep Your Employees Engaged](#)


TIPS TO KEEP YOUR EMPLOYEES ENGAGED

This sheet will provide you with some helpful tips on how you can make your workplace more inclusive and increase its retention rate.

- Keep managers and supervisors well informed.
- Encourage employees to approach managers and supervisors with ideas, concerns and questions.
- Let employees know what is happening in the company by including them in strategic planning and key decisions.
- Use staff memos in strategic places such as in with pay cheques.
- Place bulletin boards in lunch rooms.
- Encourage staff to use employee suggestion boxes that can be anonymous, are regularly checked and responded to in a positive way.
- Use employee surveys to find out what staff think and create actions based on the results.
- Hold regular staff meetings with opportunity for employees to be heard.
- Hold quick meetings to communicate new developments and address issues or concerns as they arise within a work unit.
- Take time to show employees that their contributions have not gone unnoticed and that you appreciate their efforts.
- Plan staff social events that foster relationship building among staff and management.
- Encourage and support staff participation in community events.

 Avoid creating and enforcing unnecessary rules.

 Establish processes that avoid creating conflict and unnecessary competition among employees.

 Look for ways to support the need to have a balanced work/life schedule.

SOURCE USED TO DEVELOP THIS TIPS SHEET:

The Newfoundland and Labrador HR MANAGER (<http://www.nlhrmanager.ca>)

Edit